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# **Coláiste Gleann Lí**

*Clash Road,  
Tralee, Co. Kerry.  
066 71 22552*

## **ASD**

# **Admission Policy**

**2017/2018**

### **Office Hours**

10am – 12pm

2pm – 3.30pm

### **School Manager**

Mr. Richard Lawlor



BORD OIDEACHAIS  
AGUS OILIÚNA CHIARRAÍ  
KERRY EDUCATION  
AND TRAINING BOARD

Coláiste Gleann Lí is a multi-denomination co-educational school under the patronage of the Kerry ETB board. Procedures for admission are set out having regard for the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Education for Persons with Special Needs Act 2004.

The Autism Support provision in Coláiste Gleann Lí is funded and resourced by the Department of Education and Science. This school policy has regard to the funding, resources, services and spaces available.

### **Health Service Executive Input**

Essential services are provided by the Health Service Executive. These services include Speech and Language Therapy and Occupational Therapy.

Coláiste Gleann Lí has no control over these services, merely acting as a relevant setting for their provision. All queries about these services must be addressed to the Health Service Executive and not to Coláiste Gleann Lí.

### **Enrolment**

The Board of Management reserves the right of admission within the terms of this policy. The Board of Management will not, however, refuse a child on the basis of

1. Ethnicity
2. Disability
3. Traveller Status
4. Political Beliefs
5. Family of Social Status

The Admissions Committee will deal with any applications for enrolment in the Autism Support.

Enrolment in the Autism Support is a dual enrolment process and is reserved for students who have successfully enrolled in Coláiste Gleann Lí in the first instance.

The Admissions Committee reviews the psychological assessment of the applicants and any enrolment is subject to the approval of the said committee.

The members of the Admissions Committee are Chairperson B.O.M, Principal, Deputy Principal, Manager of the Autism Support, and the dedicated NEPS Psychologist. The decision of the committee is subject to approval of the board of management.

## Criteria for Enrolment

- Each child in the class must have a definite diagnosis of Autism.
- The Support will only cater for children who are 12 years of age or more and less than 18 years of age on the 1<sup>st</sup> September of the school year in question, unless there is specific approval from the Department of Education and Skills for a particular student who is outside this upper age limit.
- Prospective students must have a recommendation from a NEPS psychologist, psychiatrist or multidisciplinary team to qualify for consideration for a placement in the Autism Support Programme. The placement of a student in the Autism Support Programme must be sanctioned by the SENO.
- Prospective students must, in the opinion of the Admissions Committee, be in a position to follow and meaningfully engage with the educational programmes being offered in the school.
- Under guidelines from the Department of Education and Skills the number of places in the Autism Support is limited to **six** students per room.
- In the absence of full disclosure of the applicant's assessments the Admissions Committee has the right to refuse admission or to reserve admission until the necessary documentation is presented.
- It is a policy of the school not to accept transfers into the Autism Support Programme after the commencement of the school year.

## Enrolment Procedure

The process of enrolment begins with

1. A referral from an external agency or telephone call or visit in person from the parents.
2. A school application form, showing family details and medical history is then completed. This application must be accompanied by a recent educational psychological assessment and diagnostic report.
3. Fully completed applications are then recorded in the applications file. The deadline for applications is the last day in October proceeding the school year in question.
4. Entry into this file secures a place on the list of applicants. Only applications that meet the criteria for enrolment above will be considered as suitable applications.

If the number of the children on the list of applicants exceeds the number of places available the following ranked criteria will apply

1. Applicants with siblings already in the school
2. Applicants attending the feeder schools listed below
3. Applicants not attending these feeder schools for whom this Autism Support would be the nearest facility.

#### 4. Applicants not in any of the above categories

Allocation of a place in Coláiste Gleann Lí does not guarantee a place in the Autism Support for any students.

If the number of applicants at any of the ranked criteria above exceeds the number of places available, then the available places will be allocated on the basis of date of birth, with priority being given to the oldest applicant at the criteria level, and continuing thus forth until all places are filled.

Should two or more applicants share the same date of birth; places will be allocated on the basis of the date that fully completed applications were recorded in the applications file.

#### **Primary Feeder Schools**

CBS Primary	Holy Family	Moyderwell
Balloonagh	Blennerville	Presentation
Spa	Fenit	Ardfert
Abbeydorney	Kilflynn	O'Breannan
Clogher	Flemby	Derryquay
Castlegregory	St. John's	EducateTogether
Scoil Mhic Easmainn	Caherleaheen	Listellick

Please note that the fulfilling of the enrolment criteria does not necessarily ensure enrolment if

1. Necessary resources pertaining to the enrolment are not available
2. Sufficient classroom space is not available

The school reserves the right to refuse enrolment to any student with Autism in very exceptional situations. Such a very exceptional situation could include the following:

1. The student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet these needs.
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

The Board of Management of Coláiste Gleann Lí respects the rights of the existing school community and the children already enrolled in Coláiste Gleann Lí. This consideration is paramount when assessing entry to the Autism Support.

This policy has been ratified by the Board of Management of Coláiste Gleann Lí at its meeting of

\_\_\_\_\_ (date)

Signed: \_\_\_\_\_

(Chairperson)

Signed: \_\_\_\_\_

(Principal)

Next review date: \_\_\_\_\_