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**Admission Policy of Scoil Mhuire Caisleán Nua**

**School Address: Newcastle, Clonmel, Co. Tipperary**

**Roll number: 18538V**

**School Patron/s: Diocese of Waterford and Lismore**

## **Introduction**

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 26th November 2020. It is published on the school’s website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Scoil Mhuire NS admission process are set out in the school’s annual admission notice which is published annually on the school’s website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school’s website and will be made available in hardcopy on request to any person who requests it.

## **Characteristic spirit and general objectives of the school**

Scoil Mhuire NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Waterford and Lismore

“Catholic Ethos” in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

(a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and

(b) a living relationship with God and with other people; and

(c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and

(d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of Scoil Mhuire NS shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

(e) **The school community wishes to:**

Create a caring environment, which encourages respect, trust, consideration and support for others.

Foster in each individual a strong sense of self-esteem and self-worth while appreciating the value of others.

Provide adequate facilities and a relevant curriculum, which will cater for the full and harmonious development of each child – a curriculum that is flexible enough to cater for the uniqueness of each child, so that all children will achieve their full potential.

Promote an inclusive ethos in all areas of school life.

***“Plant the seeds and they will grow”***

(f) This policy is linked to other relevant policies within the school and in particular our Code of Behaviour.

## **Admission Statement**

Scoil Mhuire NS will not discriminate in its admission of a student to the school on any of the following:

1. the gender ground of the student or the applicant in respect of the student concerned,
2. the civil status ground of the student or the applicant in respect of the student concerned,
3. the family status ground of the student or the applicant in respect of the student concerned,
4. the sexual orientation ground of the student or the applicant in respect of the student concerned,
5. the religion ground of the student or the applicant in respect of the student concerned,
6. the disability ground of the student or the applicant in respect of the student concerned,
7. the ground of race of the student or the applicant in respect of the student concerned,
8. the Traveller community ground of the student or the applicant in respect of the student concerned, or
9. the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, ‘civil status ground’, ‘disability ground’, ‘discriminate’, ‘family status ground’, ‘gender ground’, ‘ground of race’, ‘religion ground’, ‘sexual orientation ground’ and ‘Traveller community ground’ shall be construed in accordance with section 3 of the Equal Status Act 2000.

Scoil Mhuire Caisleán Nua will cooperate with the National Council for Special

Education in the performance by the Council of its functions under the Education for

Persons with Special Educational Needs Act 2004 relating to the provision of

education to children with special educational needs, including in particular by the

provision and operation of a special class or classes when requested to do so by the

Council.

Scoil Mhuire Caiselán Nua will comply with any direction served on the patron or the

board, as the case may be, under section 37A and any direction served on the board

under section 67(4B) of the Education Act.”

**Enrolment forms must be completed, including all supporting documentation required. Incomplete enrolment forms will be returned to sender for resubmission AND must be returned to the school by the closing date on the admissions notice for consideration.**

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| **All denominational schools**  Scoil Mhuire NS is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Catholic and it is proved that the refusal is essential to maintain the ethos of the school.  **Schools with special education class(es)**  Scoil Mhuire NS is a school which has established a class, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified. |

## **Categories of Special Educational Needs catered for in the school/special class**

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| Scoil Mhuire NS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with ASD (Autistic Spectrum Disorder). If there is an additional diagnosis of a general learning disability, it must fall within the mild category.  The aim of this class is to provide a quality driven, appropriate education service to all children in Special Class, within the requirements of all recent legislation pertaining to Special Needs Education.  Our ASD Class aims to offer an autism specific learning environment within a mainstream co-educational national school. This setting facilitates optimum inclusion as part of the school community with access to mainstream activities as appropriate.  Please refer to Appendix 2 for detail regarding the specific Admissions procedure to Special Class in Scoil Mhuire N.S.  Effective provision for pupils with special educational needs within mainstream admissions in Scoil Mhuire N.S is situated within an inclusive whole-school framework which emphasises effective teaching and learning for all and good collaboration and engagement between schools, parents/guardians and pupils. Supports provided to pupils with special educational needs will be based on identified needs and be informed by regular reviews of progress (in consultation with parents and pupils) as outlined in the  Continuum of Support Guidelines (Refer to Special Education Policy for further information). |

## **Admission of Students**

This school shall admit each student seeking admission except where –

1. the school is oversubscribed (please see [section 6](#_heading=h.gjdgxs) below for further details)
2. a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.

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| Additional information must be included (as applicable) in this section.  **All denominational schools**  Scoil Mhuire NS is a Catholic school and may refuse to admit as a student a person who is not of Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.  **School with special education class(es)**  The special class attached to Scoil Mhuire NS provides an education exclusively for students with ASD without significant intellectual impairment made using the DSM-IV or V or ICD 10 by the psychologist or team and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class. (as outlined in section 4) |

5.1 Please refer to Appendix 1: Process for Admission to Mainstream Class

* 1. Please refer to Appendix 2: Process for Admission to Special Class

## **6. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school’s annual admission notice:

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| **6.1 Mainstream Admission**   1. Brothers and sisters of existing pupils including stepsibling’s resident at the same address. (Priority is eldest first) 2. Children living within the Parish. (Priority is eldest first) 3. Children of staff members. (Priority is eldest first) 4. Children of past pupils living locally. (Priority is eldest first) 5. Children from outside the catchment area. Distance from the school, as measured by google maps. (Priority is eldest first) 6. If spaces are still available, places will be allocated as per waiting list, once an assessment has been made by the Admissions team. (Priority is eldest first)   **6.2 Special Class Admission**  1. Pupils already enrolled in Scoil Mhuire N.S who meet the admissions criteria for ASD special class. (Priority is eldest first if enrolling in Junior Infants. If enrolling in a different class the priority is the child who is closest in age to the youngest child in the class grouping, they are entering)  *Please note:*  \*Where there is a waiting list, enrolling into mainstream does not equal automatic entitlement to ASD special Classes.  \*Where there is a waiting list, enrolment into the mainstream does not equal automatic entitlement to access the services of the ASD Special Class even where a child who is enrolled in mainstream meets the admissions criteria for special class enrolment   1. Brothers and sisters of existing pupils including stepsibling’s resident at the same address. (Priority is eldest first) 2. Children living within the Parish. (Priority is eldest first if enrolling in Junior Infants. If enrolling in a different class the priority is the child who is closest in age to the youngest child in the class grouping, they are entering) 3. Children of staff members. (Priority is eldest first if enrolling in Junior Infants. If enrolling in a different class the priority is the child who is closest in age to the youngest child in the class grouping, they are entering) Children of past pupils living locally. (Priority is eldest first) 4. Children from outside the catchment area. Distance from the school, as measured by google maps. (Priority is eldest first if enrolling in Junior Infants. If enrolling in a different class the priority is the child who is closest in age to the youngest child in the class grouping, they are entering) 5. If spaces are still available, places will be allocated as per waiting list, once an assessment has been made by the Admissions team. (Priority is eldest first if enrolling in Junior Infants. If enrolling in a different class the priority is the child who is closest in age to the youngest child in the class grouping, they are entering)   If a space is still available it will be allocated by random selection of applicants working through the shortlisting criteria outlined at 6 & 7 below:   1. Children from Tipperary South and Tipperary North HSE area with no ASD special class placement 2. Children from Tipperary South and Tipperary North HSE area who already have an ASD special class placement |

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

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| **The place will be awarded to the child nearest the school. The child’s Eircode will be used to determine this.** |

## **What will not be considered or taken into account**

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

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| 1. a student’s prior attendance at a pre-school or pre-school service, including naíonraí,   other than in relation to a student’s prior attendance at—  (I) an early intervention class, or  (II) an early start pre-school, specified in a list published by the Minister from time to time;   1. the payment of fees or contributions (howsoever described) to the school; 2. a student’s academic ability, skills or aptitude;   other than in relation to our special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned   1. the occupation, financial status, academic ability, skills or aptitude of a student’s parents; 2. a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission; 3. a student’s connection to the school by virtue of a member of his or her family attending or having previously attended the school;   (other than, in the case of the school wishing to include a selection criterion based on (1) siblings of a student attending or having attended the school   1. the date and time on which an application for admission was received by the school,   This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.  This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only). |

## **Decisions on applications**

All decisions on applications for admission to Scoil Mhuire NS will be based on the following:

* Our school’s admission policy
* The school’s annual admission notice (where applicable)
* The information provided by the applicant in the school’s official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 1](#_heading=h.1fob9te)4 below in relation to applications received outside of the admissions period and [section 15](#_heading=h.3znysh7)  below in relation to applications for places in years other than the intake group.)

Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

## **Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student’s ranking against the selection criteria and details of the student’s place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school’s decision (see [section 18](#_heading=h.2et92p0) below for further details).

## **Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Scoil Mhuire NS you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

## **Circumstances in which offers may not be made or may be withdrawn**

An offer of admission may not be made or may be withdrawn by Scoil Mhuire NS where—

1. it is established that information contained in the application is false or misleading.
2. an applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
3. the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
4. an applicant has failed to comply with the requirements of ‘acceptance of an offer’ as set out in [section 10](#_heading=h.30j0zll) above.
5. The applicant has not provided all of the required documentation.

## **Sharing of Data with other schools**

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

(i) an application for admission to the school has been received,

(ii) an offer of admission to the school has been made, or

(iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

(i) the date on which an application for admission was received by the school;

(ii) the date on which an offer of admission was made by the school;

(iii) the date on which an offer of admission was accepted by an applicant;

(iv) a student’s personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

## **Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Scoil Mhuire NS were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Scoil Mhuire NS is in the order of priority assigned to the students’ applications after the school has applied the selection criteria in accordance with this admission policy.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

## **Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school’s admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

## **Procedures for admission of students to other years and during the school year**

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| The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school’s intake group are as follows:   1. An enrolment form will be given to the parents of the child to fill out and return as soon as possible. 2. If the class is not oversubscribed, a place will be offered to the child if the child meets the enrolment criteria outlined in this policy. |

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| The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:   1. An enrolment form will be given to the parents of the child to fill out and return as soon as possible. 2. If the class is not oversubscribed, a place will be offered to the child if the child meets the enrolment criteria outlined in this policy. |

## **Declaration in relation to the non-charging of fees**

The board of Scoil Mhuire NS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

1. an application for admission of a student to the school, or
2. the admission or continued enrolment of a student in the school.

## **Arrangements regarding students not attending religious instruction**

This section must be completed by schools that provide religious instruction to students.

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| The following are the school’s arrangements for students, where the parent~~s~~ or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:  A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school. |

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## **Reviews/appeals**

**Review of decisions by the board of Management**

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

**Right of appeal**

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.  An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed. An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed. Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (See Review of decisions by the Board of Management) Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.   The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The policy was ratified by the Board of Management of Scoil Mhuire N.S on 12th December 2022.

**Appendices**

Appendix 1: Process for Admission to Mainstream Class

Appendix 2: Process for Admission to ASD Special Class

Appendix 3: Mainstream Admission Application - Form 1

Appendix 4: Mainstream Admission Registration - Form 2

Appendix 5: ASD Special Class Admission Application - Form 1

Appendix 6: ASD Special Class Registration - Form 2

**Appendix 1: Process for Admission to Mainstream Class**

1. **Enrolment Admission Forms** will be available after the 1st October each year. This form must be fully completed by the parent/guardian on behalf of the child.
2. An Enrolment Information night may take place in November for parents.
3. **Enrolment Admission Forms** must be returned fully completed to school on or before the date set out in the admissions notice.
4. If offered a place, an **Acceptance Form** is issued by the school along with **Enrolment Registration Form** and additional documentation as outlined. This must be returned to the school within **seven days**. If this confirmation is not received within that time, the place will be reallocated.
5. If the application fulfils all of the enrolment criteria but is not offered a place, as there is no place available, the parent/guardian may opt to put the child’s name on a waiting list. The waiting list will operate in accordance to the enrolment criteria and priority order as decided by the Admission Team.
6. The waiting list will be maintained for the duration of the academic year only, for which the initial application was made. All documentation regarding enrolment of those that do not secure a place will be destroyed at the end of the academic year
7. Those who wish to apply for a place for the following school year must reapply in accordance with the admissions policy for that school year
8. Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available
9. An Open Afternoon for all prospective pupils and their parents will take place in Term 3 of each year (after Easter Holidays)

**Appendix 2: Process for Admission to ASD Special Class**

1. Prior to commencement of any admission process to special class, parents are advised to consult the SENO in order to ascertain the most adjacent special class to their own geographical location
2. Having been advised by the SENO that Scoil Mhuire NS is the most adjacent special class with availability parents must then adhere to the admissions process of the school as outlined below
3. Parents are reminded to advise the SENO and follow up with school, if the sanction of transport/bus escort is required by the Department of Education & Skills
4. **Enrolment Admission Forms** will be available after the 1st October each year. This form must be fully completed by the parent/guardian on behalf of the child.
5. An Enrolment Information night may take place in early November for parents.

1. **Enrolment Admission Forms** and requested relevant documentation must be returned fully completed to school on or before the date on the admissions notice.
2. Parents are reminded that applications to Special Class will only be processed on the basis of the inclusion of relevant professional reports with the Enrolment Application Form. The following statements must be included within the reports:

(i) diagnose ASD according to DES guidelines – DSM IV/V or ICD 10 sanctioning letter

(ii) state that consideration could be given to placement in an ASD Special Class in a mainstream school. It is envisaged that reports should differentiate between a Special Class setting and Special School setting to ensure the needs of the child are accurately met. *Please note that consideration for special class admission will not be provided where reports state special school as opposed to special class provision is most suitable to meet the child’s learning needs.*

(iii) Reports should not be more than two years old from the date of proposed enrolment (i.e. start date of the academic school year)

1. The withholding of reports and pertinent information from the School Admissions team will invalidate an Enrolment Application at any time. Where there is insufficient information provided about a child, the school may not be able to make a decision.
2. Following the closing date for applications –the list of application will be reviewed by the admissions committee. Factors taken into consideration will include:

*(i) Diagnosis* – child must have professional reports as outlined in point 7(i) above

*(ii) Integration* – child must be capable of integrating into the mainstream, at an age appropriate level and from a health & safety point of view (where challenging behaviours can occur)

*(iii) Appropriateness of the placement* – child must be able to access the primary school curriculum. There a general learning disability also presents; it must fall within the “mild GLD” range to ensure the child can access the primary school curriculum when integrating into mainstream classes

1. The parents of a child applying for a place in Special Class may be invited to visit the school to meet with a member of the Admissions Team in January. Any further information requested from the parent/guardian will be provided at this meeting.
2. Places will be offered at the start of February. If offered a place, an **Acceptance Form** is issued by the school along with **Enrolment Special Class (ASD) Registration Form** and additional documentation, if required. This must be returned to the school within **seven days**. If this confirmation is not received within that time, the place will be reallocated.
3. Once the completed Acceptance Form and Registration Form have been received the Admissions team will meet with parents/guardians again to complete the NCSE Special Class Application Form. This form is then forwarded to the SENO who finalises the decision on whether or not the child can be enrolled in the ASD Special Class.
4. If the application fulfils all of the enrolment criteria but is not offered a place, as there is no place available, the parent/guardian may opt to put the child’s name on a waiting list. The waiting list will operate in accordance to the enrolment criteria and priority order as decided by the Admission Team.
5. The maximum class size is 6 pupils, having due regard for space allocated per child, as per Health & Safety Regulations and according to DES guidelines. If the number of applicants eligible for enrolment exceeds the number of places available, the selection criteria as outlined in Section 6 Oversubscription of the Admissions policy will apply.
6. The waiting list will be maintained for the duration of the academic year only, for which the initial application was made. All documentation regarding enrolment of those that do not secure a place will be destroyed at the end of the academic year.
7. Those who wish to apply for a place for the following school year must reapply in accordance with the admissions policy for that school year
8. Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available
9. Parent/Guardian will be requested by the school to consent to a visit by school staff to the child’s pre-school/school/home setting to observe the child
10. Parent/Guardian will be invited on another occasion to come with their child to the class to meet with staff and see the classroom
11. An Open Afternoon for all prospective pupils and their parents will take place in Term 3 of each year. The first year of the child’s enrolment in ASD Special Class will be used to assess their educational needs, develop an IEP plan to address these needs and assess whether the placement is appropriate.
12. The BOM seeks to ensure that placement within the ASD Special Class for children are reviewed annually in order to ensure that the placement continues to be appropriate for each child.
13. It is the policy of the ASD Special Class, being a class attached to a mainstream school, to encourage the inclusion of the children with ASD in mainstream classes, once this is in the best interests of the child, while also having due regard to the educational benefit of all pupils enrolled in our school.
14. The factors for consideration of enrolment as outlined in point 7 above, taken by the Admissions Team are core reflections when offering placements.
15. It is school policy to facilitate the discharge of pupils from Special Class once they have reached the age of thirteen. Pupils who reach the age of thirteen after September 30th in any year will be permitted to complete that academic year. This means a June discharge in the following year.
16. Discharge may also be recommended at any stage within the first year and subsequently if following psychological assessment and consultation with parents/guardians, it is felt that the placement is no longer appropriate or serves the best interest of the child. The Board of Management reserves the right to overrule any decision made in relation to discharge at any stage. The school also reserves the right to review the child’s progress after each year to determine whether this is an appropriate placement for the child.

Appendix 3: Mainstream Admission Application - Form 1

**SCOIL MHUIRE NS**

**NEWCASTLE, CLONMEL, CO. TIPPERARY**

**ROLL NO.: 18538V**

**TEL. NO: (052) 6136527**

**Mainstream Enrolment**

**PUPIL DETAILS**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Date of Birth |  |
| Gender |  |
| Address (at which the applicant resides)  Eircode |  |
|  |
|  |
| Name and Class of Sibling(s) currently enrolled | |
|  | |
|  | |
| Parish in which the applicant resides | |
|  | |
| Any additional information | |
|  | |
|  | |
| Names of parent who was past pupil of Scoil Mhuire if appropriate | |
|  | |

**PARENT(S)/GUARDIAN(S) DETAILS**

**Parent/Guardian 1**

|  |  |  |
| --- | --- | --- |
| Name | |  |
| Parent [ ] Custodian [ ] Legal Guardian [ ] *please tick as appropriate* | | |
| Address | |  |
|  |
|  |
| Tel. No: |  | |
| Email: |  | |

**Parent/Guardian 2**

|  |  |  |
| --- | --- | --- |
| Name | |  |
| Parent [ ] Custodian [ ] Legal Guardian [ ] *please tick as appropriate* | | |
| Address | |  |
|  |
|  |
| Tel. No: |  | |
| Email: |  | |

Signature 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed enrolment applications must be returned to **Scoil Mhuire NS** no later than **xxxxxxx**

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**Appendix 4: Mainstream Admission Registration - Form 2**



**SCOIL MHUIRE NS**

**NEWCASTLE, CLONMEL, CO. TIPPERARY**

**ROLL NO.: 18538V**

**TEL. NO: (052) 6136527**

**Mainstream Admissions Registration Form**

1. **PUPIL DETAILS**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| PPS No. |  |
| Date of Birth |  |
| Address (at which the applicant resides)  Eircode |  |
|  |
|  |
| Nationality of child |  |
| Nationality of parents |  |
| Religion |  |

1. **PARENT(S)/GUARDIAN(S) CONTACT DETAILS**

|  |  |  |
| --- | --- | --- |
| Mother |  | |
| Parent [ ] Custodian [ ] Legal Guardian [ ] *please tick as appropriate* | | |
| Father |  | |
| Parent [ ] Custodian [ ] Legal Guardian [ ] *please tick as appropriate* | | |
| Contact No for text messages/alerts | |  |
| Email for school newsletters, contact, updates | |  |
| Does any legal order under Family Law exist that the school should know about? | | Yes [ ] If yes, please arrange to speak with Principal  No [ ] |
| **Please note - If yes answered above, the school will request written confirmation of arrangements in respect of the child who has parents/guardians that reside at different addresses or where guardianship rights are restricted.**  This form will include a request for the following information:   1. Names and contact details of all legal guardians 2. Custody arrangements in respect of the child (in particular, custody arrangements during the school week) 3. Access arrangements in respect of the child (in particular, how these arrangements pertain to the collection of the child from school) | | |

**Should any of these contact details change while your child is attending this school it is your duty to inform the school immediately.**

1. **PREVIOUS SCHOOL EXPERIENCE**
2. **If your child is enrolling in Junior Infants**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has your child attended preschool? | | Yes [ ] No [ ] | If yes, for how long? |  |
| Name of preschool | |  | | |
| Address of preschool | |  | | |
| Contact No |  | | | |
| Contact Name |  | | | |
| *Please ensure a copy of Pre-School Report Card is included if available* | | | | |

1. **If you are enrolling your child in any class *other than Junior Infants***

|  |  |
| --- | --- |
| Name of School |  |
| Address of School |  |
|  |
|  |
| Contact No |  |
| Principal Name |  |
| *A report from class teacher/end of year report card must be supplied with this Registration Form, along with confirmation from the Principal, confirming that the child was enrolled in the school* | |

1. **OTHER RELEVANT INFORMATION**

|  |
| --- |
| Please outlined any difficulties your child may have such as Medical (including allergies), Behavioural, Speech, Emotional, Educational etc. |
|  |
| Has your child been formally assessed for Educational Needs, Emotional and Behavioural, Speech & language or Medical needs (Please tick) Yes [ ] No [ ] |
| If yes, please provide additional details below. Please attach copies of the most recent reports pertaining to your child’s area of need to this enrolment form also. |
|  |

1. **CODE OF BEHAVIOUR & ANTI-BULLYING POLICY**

|  |
| --- |
| Attached to this Registration form please find a copy of our School’s Code of Behaviour and Anti-Bullying Policy. Please ensure you have read them fully before answering the following questions: |
| Do you accept Scoil Mhuire NS Code of Behaviour? Yes [ ] No [ ] |
| Do you accept Scoil Mhuire NS Anti – Bullying Policy? Yes [ ] No [ ] |
| Please sign below to indicate that you have read and accept all aspects of Scoil Mhuire NS  ***Code of Behaviour:*** |
| *Signed:* |
| *Signed:* |
| Please sign below to indicate that you have read and accept all aspects of Scoil Mhuire NS  ***Anti-Bullying Policy:*** |
| *Signed:* |
| *Signed:* |

1. **SCREENING & DIAGNOSTIC TESTING**

|  |
| --- |
| At some stage in your child’s schooling, the class teacher, in consultation with the Special Education Team, may wish to carry out screening/diagnostic testing on him/her to ascertain progress.  Do you give permission for these tests to be carried out, should it be deemed necessary?  Yes [ ] No [ ] *Results of testing will be communicated to parents.* |
| *Signed:* |
| *Signed:* |

1. **EMERGENCY CONTACT NUMBERS & ARRANGEMENTS**

While we make every effort to ensure the safety of your child, we may need to contact you in the event of an accident or an unexpected closing. Please provide alternative emergency numbers (not your own) to be used in the event that you cannot be contacted in an emergency.

|  |  |
| --- | --- |
| (1) Name |  |
| Relationship to child |  |
| Address |  |
| Contact Number |  |

|  |  |
| --- | --- |
| (2) Name |  |
| Relationship to child |  |
| Address |  |
| Contact Number |  |

|  |  |
| --- | --- |
| Family Doctor |  |
| Address |  |
| Contact Number |  |

**Should any of these numbers change while your child is attending this school please inform us immediately.**

**N.B**

**In the event of an emergency or accident, a member of staff will use his/her discretion and bring your child to a Doctor/Hospital. Every effort will be made to contact you.**

**Please make the above arrangements clear to your child.**

1. **POD – PRIMARY ONLINE DATABASE**

The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD) which involves schools maintaining and returning data on pupils to the Department at individual pupil level on a live system. The database allows the Department to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting.

The database will hold data on all primary school pupils including their PPSN, First Name, Surname, Name as per Birth Certificate, Mother's Birth Surname, Address (including Eircode), Date of Birth, Gender, Nationality, whether one of the pupil's mother tongues is English or Irish, whether the pupil is in receipt of an Exemption from Irish and if so the reason for same, and whether the pupil is in a Mainstream or Special Class. The database will record the class grouping and standard the pupil is enrolled in. The database will also contain, on an optional basis, information on the pupil's religion and on their ethnic or cultural background.

1. **CONSENT**

This is a permission form for your child to participate in certain activities. In order to cut down on unnecessary paperwork and simplify record-keeping, we have decided to include as many permissions as possible on one sheet. This permission slip will cover your child’s time at Scoil Mhuire Caisleán Nua. If in the future you wish to change any of the authorisations, please ask for another of these forms. **In the event of this form not being returned, the school will assume that all permissions are given.**

Please read carefully each of the items below and tick the relevant box. Not all occasions may be relevant to your child this year, but they probably will be at some stage in the future. If you have any concerns regarding any of the items below please feel free to contact the class teacher or principal

|  |  |  |
| --- | --- | --- |
| **I hereby give permission for my child in relation to the following** | **Yes** | **No** |
| Uploading of relevant information to POD |  |  |
| Going on school tours, local educational visits / field trips and participating in other school events (e.g. matches, concerts, quizzes, choir, swimming, etc) |  |  |
| Participating in Relationships and Sexuality Education |  |  |
| Do you wish for your child to be given clean clothes and wipes in the event of a toileting accident? We wish to assure you that at all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs. |  |  |
| Work and image published on the internet. It is the School’s policy to celebrate your child’s work and achievements. As a result, images of your child and their work may appear on our school website / school social media. Usually children will be only pictured at a distance and in groups. |  |  |
| Being photographed by the media. On occasions such as school shows, sports day, matches, choir performances, band recitals, communion, confirmation and other school events local press photographers take photographs/video of children. (Please remember that removing a child from a photo with the rest of the class can be quite upsetting for the child). |  |  |
| To be taken immediately to a doctor or hospital in case of serious illness / accident. Every effort will be made to contact you in such an event. |  |  |
| Do you wish for First Aid to be administered to your child if required? |  |  |
| We have two special education teachers who provide extra support to certain pupils in the school. On occasion, it may be necessary to remove a group of children to another room to work with this teacher or the class teacher (If your child is experiencing difficulty you will be informed personally by the class teacher) |  |  |
| On occasion we administer ‘Diagnostic’ tests (e.g. Neale Analysis, MIST, Belfield Infant Screening, NNRIT) to discover the educational progress of pupils. Should any concerns arise from these tests we will contact you. |  |  |
| For the school to contact outside agencies such as Occupational Therapists, Speech & Language Therapists, HSE, NEPS, etc. |  |  |
| To allow my email to be used as a form of communication from Scoil Mhuire. |  |  |
| To allow my email to be used as a form of communication from our Parents’ Council. |  |  |
| **Pupil’s Name:** | | |
| *Signed:* | | |
| *Signed:* | | |

1. **REGISTRATION**

To complete registration and admission to Scoil Mhuire, it is imperative that the following documents are returned with this completed Registration Form. Failure to do so may result in the Enrolment Offer being rescinded by the Admissions Team of the Board of Management.

|  |  |
| --- | --- |
| Completed Registration Form – fully signed and dated | Yes [ ] No [ ] |
| Enrolment Acceptance Offer Letter (school copy) – signed and dated | Yes [ ] No [ ] |
| Copy of child’s birth certificate | Yes [ ] No [ ] |
| Copy of child’s baptisimal certificate | Yes [ ] No [ ] Not applicable [ ] |
| Confirmation of home address – e.g. utility bill, bank document | Yes [ ] No [ ] |
| Copy of any relevant reports – i.e. medical, educational etc | Yes [ ] No [ ] Not applicable [ ] |
| Completed POD form | Yes [ ] No [ ] |

*Parent/Guardian Signature 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_*

*Parent/Guardian Signature 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_*

Completed enrolment applications must be returned to **Scoil Mhuire NS** no later than **xxxxx**

## **To be completed if your child is transferring from another school**

## **Previous School:**

## **Address:**

## **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **What class was your child in when he/she left the school?**

## **Reason for Transfer:**

## **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Did this involve aggression or violence on your child’s part?**

## **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Was there a Board of Management convened to consider expulsion?**

## **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Have you enclosed a copy of the most recent school report and attendance record?** Yes □ No □

**Note: We require reports from previous schools in order to meet the needs of your child.**

I give permission to Scoil Mhuire Caisléan Nua to contact my child's previous school to facilitate the transfer of my child's information.

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

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For office use only:**

Date received: \_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_

Data entry completed: \_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_

Registration # assigned: \_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_

Appendix 5: ASD Special Class Admission Application – Form 1



**SOIL MHUIRE NS**

**NEWCASTLE, CLONMEL, CO. TIPPERARY**

**ROLL NUMBER: 18538V**

**TEL.: (052) 6136527**

**Special Class Enrolment**

**PUPIL DETAILS**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Date of Birth |  |
| Gender |  |
| Address (at which the applicant resides)  Eircode |  |
|  |
|  |

**PARENT(S)/GUARDIAN(S) DETAILS**

|  |  |  |
| --- | --- | --- |
| Name | |  |
| Parent [ ] Custodian [ ] Legal Guardian [ ] *please tick as appropriate* | | |
| Address | |  |
|  |
|  |
| Tel. No: |  | |
| Email: |  | |

|  |  |  |
| --- | --- | --- |
| Name | |  |
| Parent [ ] Custodian [ ] Legal Guardian [ ] *please tick as appropriate* | | |
| Address | |  |
|  |
|  |
| Tel. No: |  | |
| Email: |  | |

**Page 1/2**

**Please submit the following with this Enrolment Application form:**

* Reports confirming:

1. The child’s disability in line with the designation for ASD Special Class
2. The child’s complex or severe learning need that require the support of a special class setting and the reasons why this setting is the most appropriate
3. Diagnosis of ASD according to DSM IV/V or ICD 10
4. Any reports from a multi-disciplinary team or any part thereof.

* Reports should support the key considerations of:

*(i) Diagnosis* – child must have professional reports as outlined in point 7(i) above

*(ii) Integration* – child must be capable of integrating into the mainstream, at an age appropriate level and from a health & safety point of view (where challenging behaviours can occur)

*(iii) Appropriateness of the placement* – child must be able to access the primary school curriculum. There a general learning disability also presents, it must fall within the “mild GLD” range to ensure the child can access the primary school curriculum when integrating into mainstream classes

* Reports must state that consideration could be given to placement in an ASD special class in a mainstream school. Reports should differentiate between a special class setting and special school setting to ensure the needs of the child are accurately met.
* Consideration for special class enrolment will not be provided where reports state special school provision is most suitable to meet the child’s learning needs.
* All relevant reports MUST be included with this Admission Form. Failure to submit a report can result in the termination of an enrolment offer at the discretion of the Board of Management.

Signature 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed enrolment applications must be returned to **Scoil Mhuire NS** no later than **xxxx**

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Appendix 6: ASD Special Class Registration - Form 2



**SCOIL MHUIRE NS**

**NEWCASTLE, CLONMEL, CO. TIPPERARY**

**ROLL NO.: 18538V**

**TEL. NO: (052) 6136527**

**Special Class Admissions Registration Form**

1. **PUPIL DETAILS**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| PPS No. |  |
| Date of Birth |  |
| Address (at which the applicant resides)  Eircode |  |
|  |
|  |
| Nationality of child |  |
| Nationality of parents |  |
| Religion |  |

1. **PARENT(S)/GUARDIAN(S) CONTACT DETAILS**

|  |  |  |
| --- | --- | --- |
| Mother |  | |
| Parent [ ] Custodian [ ] Legal Guardian [ ] *please tick as appropriate* | | |
| Father |  | |
| Parent [ ] Custodian [ ] Legal Guardian [ ] *please tick as appropriate* | | |
| Contact No for text messages/alerts | |  |
| Email for school newsletters, contact | |  |
| Does any legal order under Family Law exist that the school should know about? | | Yes [ ] If yes, please arrange to speak with Principal  No [ ] |
| Please note - If yes answered above, the school will request written confirmation of arrangements in respect of the child who has parents/guardians that reside at different addresses or where guardianship rights are restricted.  This form will include a request for the following information :   1. Names and contact details of all legal guardians 2. Custody arrangements in respect of the child (in particular, custody arrangements during the school week) 3. Access arrangements in respect of the child (in particular, how these arrangements pertain to the collection of the child from school) | | |

**Should any of these contact details change while your child is attending this school it is your duty to inform the school immediately.**

1. **PREVIOUS SCHOOL EXPERIENCE**
2. **If your child is enrolling in Junior Infants**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has your child attended preschool? | | Yes [ ] No [ ] | If yes, for how long? |  |
| Name of preschool | |  | | |
| Address of preschool | |  | | |
| Contact No |  | | | |
| Contact Name |  | | | |
| *Please ensure a copy of Pre-School Report Card is included if available* | | | | |

1. **If you are enrolling your child in any class *other than Junior Infants***

|  |  |
| --- | --- |
| Name of School |  |
| Address of School |  |
|  |
|  |
| Contact No |  |
| Principal Name |  |
| ***A report from class teacher/end of year report card must be supplied with this Registration Form, along with confirmation from the Principal, confirming that the child was enrolled in the school*** | |

1. **OTHER RELEVANT INFORMATION**

|  |  |
| --- | --- |
| Please outlined any **Medical difficulties** your child may have (including allergies). | |
|  | |
| Please tick any **services** your child has attended to date:   1. Speech and Language Therapist [ ] 2. Occupational Therapist [ ] 3. Psychologist [ ] 4. Counselling [ ] 5. Assessment of Need [ ] 6. Other [ ] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Please submit a copy of reports from any of the services ticked above with this registration form. | |
| How would you describe your child’s **general behaviour?** Please give details and be as specific as you can. | |
|  | |
| How would you describe your child’s **ability to communicate?**  Age appropriate [ ] Delayed [ ] Non-verbal [ ] Please give details and be as specific as you can. | |
|  | |
| How would you describe your **child’s interaction with others?**  Very sociable [ ] Sociable [ ] Avoid interaction [ ] Please give details and be as specific as you can. | |
|  | |
| Please outline your **child’s development** in the following areas. Please give details and be as specific as you can. | |
| **Toileting** |  |
| **Dressing Skills** |  |
| **Eating** |  |
| **General mobility** |  |
| Has your child any **sensory issues**? Yes [ ] No [ ] Please give details and be as specific as you can. | |
|  | |
| Has your child any **serious dislikings/avoidances**? Yes [ ] No [ ] Please give details and be as specific as you can. | |
|  | |

**5.CODE OF BEHAVIOUR & ANTI-BULLYING POLICY**

|  |
| --- |
| Attached to this Registration form please find a copy of our School’s Code of Behaviour and Anti-Bullying Policy. Please ensure you have read them fully before answering the following questions: |
| Do you accept Scoil Mhuire NS Code of Behaviour? Yes [ ] No [ ] |
| Do you accept Scoil Mhuire NS Anti – Bullying Policy? Yes [ ] No [ ] |
| Please sign below to indicate that you have read and accept all aspects of Scoil Mhuire NS  ***Code of Behaviour:*** |
| *Signed:* |
| *Signed:* |
| Please sign below to indicate that you have read and accept all aspects of Scoil Mhuire NS  ***Anti-Bullying Policy:*** |
| *Signed:* |
| *Signed:* |

**6.SCREENING & DIAGNOSTIC TESTING**

|  |
| --- |
| At some stage in your child’s schooling, the class teacher, in consultation with the Special Education Team, may wish to carry out screening/diagnostic testing on him/her to ascertain progress.  Do you give permission for these tests to be carried out, should it be deemed necessary?  Yes [ ] No [ ] *Results of testing will be communicated to parents.* |
| *Signed:* |
| *Signed:* |

**7.EMERGENCY CONTACT NUMBERS & ARRANGEMENTS**

While we make every effort to ensure the safety of your child, we may need to contact you in the event of an accident or an unexpected closing. Please provide alternative emergency numbers (not your own) to be used in the event that you cannot be contacted in an emergency.

|  |  |
| --- | --- |
| (1) Name |  |
| Relationship to child |  |
| Address |  |
| Contact Number |  |

|  |  |
| --- | --- |
| (2) Name |  |
| Relationship to child |  |
| Address |  |
| Contact Number |  |

|  |  |
| --- | --- |
| Family Doctor |  |
| Address |  |
| Contact Number |  |

**Should any of these numbers change while your child is attending this school please inform us immediately.**

**N.B In the event of an emergency or accident, a member of staff will use his/her discretion and bring your child to a Doctor/Hospital. Every effort will be made to contact you.**

**Please make the above arrangements clear to your child.**

1. **POD – PRIMARY ONLINE DATABASE**

The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD) which involves schools maintaining and returning data on pupils to the Department at individual pupil level on a live system. The database allows the Department to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting.

The database will hold data on all primary school pupils including their PPSN, First Name, Surname, Name as per Birth Certificate, Mother's Birth Surname, Address (including Eircode), Date of Birth, Gender, Nationality, whether one of the pupil's mother tongues is English or Irish, whether the pupil is in receipt of an Exemption from Irish and if so the reason for same, and whether the pupil is in a Mainstream or Special Class. The database will record the class grouping and standard the pupil is enrolled in. The database will also contain, on an optional basis, information on the pupil's religion and on their ethnic or cultural background.

1. **CONSENT**

This is a permission form for your child to participate in certain activities. In order to cut down on unnecessary paperwork and simplify record-keeping, we have decided to include as many permissions as possible on one sheet. This permission slip will cover your child’s time at Scoil Mhuire Caisleán Nua. If in the future you wish to change any of the authorisations, please ask for another of these forms. **In the event of this form not being returned, the school will assume that all permissions are given.**

Please read carefully each of the items below and tick the relevant box. Not all occasions may be relevant to your child this year, but they probably will be at some stage in the future. If you have any concerns regarding any of the items below please feel free to contact the class teacher or principal

|  |  |  |
| --- | --- | --- |
| **I hereby give permission for my child in relation to the following** | **Yes** | **No** |
| Uploading of relevant details to POD |  |  |
| Going on school tours, local educational visits / field trips and participating in other school events (e.g. matches, concerts, quizzes, choir, swimming, etc) |  |  |
| Participating in Relationships and Sexuality Education |  |  |
| Do you wish for your child to be given clean clothes and wipes in the event of a toileting accident? We wish to assure you that at all times the dignity and privacy of the pupil will be paramount in addressing intimate care needs. |  |  |
| Work and image published on the internet. It is the School’s policy to celebrate your child’s work and achievements. As a result, images of your child and their work may appear on our school website / school social media. Usually children will be only pictured at a distance and in groups. |  |  |
| Being photographed by the media. On occasions such as school shows, sports day, matches, choir performances, band recitals, communion, confirmation and other school events local press photographers take photographs/video of children. (Please remember that removing a child from a photo with the rest of the class can be quite upsetting for the child). |  |  |
| To be taken immediately to a doctor or hospital in case of serious illness / accident. Every effort will be made to contact you in such an event. |  |  |
| Do you wish for First Aid to be administered to your child if required? |  |  |
| We have two special education teachers who provide extra support to certain pupils in the school. On occasion, it may be necessary to remove a group of children to another room to work with this teacher or the class teacher (If your child is experiencing difficulty you will be informed personally by the class teacher) |  |  |
| On occasion we administer ‘Diagnostic’ tests (e.g. Neale Analysis, MIST, Belfield Infant Screening, NNRIT) to discover the educational progress of pupils. Should any concerns arise from these tests we will contact you. |  |  |
| For the school to contact outside agencies such as Occupational Therapists, Speech & Language Therapists, HSE, NEPS, etc. |  |  |
| To allow my email to be used as a form of communication from Scoil Mhuire. |  |  |
| To allow my email to be used as a form of communication from our Parents’ Council. |  |  |
| **Pupil’s Name:** | | |
| *Signed:* | | |
| *Signed:* | | |

1. **REGISTRATION**

To complete registration and admission to Scoil Mhuire NS, it is imperative that the following documents are returned with this completed Registration Form. Failure to do so may result in the Enrolment Offer being rescinded by the Admissions Team of the Board of Management.

|  |  |
| --- | --- |
| Completed Registration Form – fully signed and dated | Yes [ ] No [ ] |
| Enrolment Acceptance Offer Letter (school copy) – signed and dated | Yes [ ] No [ ] |
| NCSE Special Class Application Form – fully signed and dated | Yes [ ] No [ ] |
| Copy of child’s birth certificate | Yes [ ] No [ ] |
| Copy of child’s baptisimal certificate | Yes [ ] No [ ] Not applicable [ ] |
| Confirmation of home address – e.g. utility bill, bank document | Yes [ ] No [ ] |
| Copy of any relevant reports – i.e. medical, educational etc | Yes [ ] No [ ] Not applicable [ ] |
| Completed POD form | Yes [ ] No [ ] |

*Parent/Guardian Signature 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Parent/Guardian Signature 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Completed enrolment applications must be returned to **Scoil Mhuire NS** no later than **xxxx**

## **To be completed if your child is transferring from another school**

## **Previous School:**

## **Address:**

## **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **What class was your child in when he/she left the school?**

## **Reason for Transfer:**

## **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Did this involve aggression or violence on your child’s part?**

## **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Was there a Board of Management convened to consider expulsion?**

## **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

## **Have you enclosed a copy of the most recent school report and attendance record?** Yes □ No □

**Note: We require reports from previous schools in order to meet the needs of your child.**

I give permission to Scoil Mhuire Caisléan Nua to contact my child's previous school to facilitate the transfer of my child's information.

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

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**For office use only:**

Date received: \_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_

Data entry completed: \_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_

Registration # assigned: \_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_