

## **ADMISSIONS POLICY FOR THE NAGLE AUTISM CENTRE IN KILLINA PRESENTATION SECONDARY SCHOOL.**

The aim of the Nagle Centre is to provide a holistic learning and caring environment which facilitates students with ASD to reach their full educational potential within a mainstream post primary setting. This setting facilitates optimum inclusion as part of the school community with access to mainstream educational activities that are available and that are deemed appropriate to the ongoing education of the student.

The Nagle Centre is funded and resourced by the Department of Education and Skills (DES). The Board of Management of the school has the responsibility for the ongoing management of the ASD Unit, having regard to the funding, resources, services and space available.

### **Application Process**

- The process generally begins with a referral from an external agency or a telephone call or a visit in person to Killina Presentation Secondary by a Parent/Guardian.
- Applications to enrol a student in the ASD Unit will only be considered in the autumn before the student is due to start in Killina Presentation Secondary School.
- Once the school has been contacted the parents/guardians will be sent out a copy of this Admissions policy and an application form.
- Parents/guardians will be made aware of two important dates: the closing date for receiving completed applications for admissions and the date when parents will be informed by letter if their son/daughter has a place in the Nagle Centre for the following academic year.
- Once completed applications have been received, they will be closely reviewed by an Admissions Panel who will make recommendations to the Board of Management
- The Board of Management will make the decision on enrolment of students.
- The Principal will be instructed to inform parents/guardians of their decisions and get signed acceptance forms from parents/guardians by a set date.
- Following the enrolment process the Principal and/or Co-ordinator of the Nagle Centre will liaise with parents/guardians of students who have accepted a place in Killina Presentation Secondary School via a visit their Transition Plan.
- Students that are currently enrolled in an ASD Unit in another post-primary school will not be considered for transfer enrolment in Killina Presentation Secondary School Nagle Centre during the course of the school academic year.

### **Criteria for Admission to the Nagle Centre**

- Completed Applications have to be in school by the November date specified to parents by the school.
- Parents/Guardians have to send in completed forms and documentation listed below
  1. Killina Presentation Secondary School enrolment form which incorporates a section which parents/guardians give permission to Killina Presentation Secondary School principal and/or Nagle Co-ordinator to access any relevant reports from previous schools attended.
  2. An educational/clinical psychologists or psychiatrists report that clearly specifies a diagnosis of Autism and recommends the student as suitable for a placement in an ASD Centre.
  3. Reports to date from all previous schools attended.
  4. An original Birth Certificate and PPSN number of the student
  5. Any other medical /occupational reports (including private reports) relevant to the applicant's diagnosis.

## **The following criteria will apply in allocating places in the Nagle Centre:**

- There is available Space. The Nagle Centre will provide a maximum of 6 placements at any one time.
- The needs of the student as identified can be addressed within the Unit.
- The recommendation of the Special Education Needs Organiser for the area based on the needs of the applicants.
- The Nagle Centre accepts students with mild general learning difficulties or moderate learning difficulties but is unable to take students with severe or profound learning difficulties.

## **In the event of the number of suitable applicants exceeding the number of available places, preference will be given as follows:**

Following the closing date for receipt of completed application forms, all applications will be considered and places will be offered to students meeting the criteria outlined above for a place in the ASD special class in Killina in descending order beginning with Category 1

### Category 1

Siblings of current or past students and children of staff. In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the remaining students will be placed on a waiting list. The lottery will be conducted as outlined in below.

### Category 2

Students attending primary school in the Tullamore catchment area as defined by the DES for transport purposes. In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the remaining students will be placed on a waiting list. The lottery will be conducted as outlined below.

### Category 3

Students attending primary school outside the Tullamore catchment area. In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the remaining students will be placed on a waiting list. The lottery will be conducted as outlined below.

### Category 4

Students attending Post Primary school in the Tullamore catchment area as defined by the DES for transport purposes. In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the remaining students will be placed on a waiting list. The lottery will be conducted as outlined in below.

### Category 5

Students attending Post Primary school outside the Tullamore catchment area as defined by the DES for transport purposes. In the event that the number to be admitted on this basis exceeds the number of places available, places will be filled by lottery and the remaining students will be placed on a waiting list. The lottery will be conducted as outlined below.

In the event that places are being allocated by lottery, male/female gender balance will apply and places will be offered alternatively to boys and girls. The 1st place in the lottery will be allocated to the gender with the lowest number in the special class at that point. The lottery will be conducted by the Board of Management. For students being placed on a waiting list similar arrangements will apply.

## **The Admissions Panel**

All completed Applications forms will be reviewed by the Admissions Panel. This will consist of the principal or deputy principal and the Co-ordinator of the Nagle Centre. Their work is to :

1. Review all completed applications and all documentation
2. Confirm the student meets the criteria of Admission to the Nagle Centre
3. Confirm that the Nagle Centre can meet the needs of the prospective student
4. Make recommendations based on their findings to Killina Presentation Secondary School Board of Management.

### **The role of the Board of Management is to:**

- Appoint other members to the Admissions Panel and/or may seek external advice if necessary.
- Discuss the recommendations of the Admissions Panel and make the decision on enrolment applications.
- Instruct the principal to convey to parents/guardians by letter their decisions on student enrolment.
- Review this policy every two years or as the need arises within the school.

The Board of Management of Killina Presentation Secondary School reserves the right of admission and to refuse to enrol a student, within the terms of this policy.

### **Refusal to Admit**

The Board of Management may refuse the admission of a student if:

- There is no room in the Nagle Centre
- The student does not have a diagnosis of Autism confirmed in a report by an educational/clinical psychologist or psychiatrist
- The school is unable to meet the needs of the applicant on grounds that: They are deemed a risk to themselves or others and admission of the candidate would make impossible, or have a serious detrimental effect on the provision by an educational establishment of its services to others.
- The student has severe or profound learning difficulties.
- The student has special needs that even with additional resources from the DES, the school cannot meet such needs and /or provide the student with an appropriate educational placement.

### **Right to Appeal**

Parents/Guardians of applicants (or a student who is 18), may appeal any decision to refuse enrolment to the Board of Management of Killina Presentation Secondary School. All appeals must be in writing and addressed to the Secretary, Killina Presentation Secondary School

In the event that such an appeal is unsuccessful a parent/guardian (or a student who is 18) may appeal the matter to the Secretary General, DES under Section 29 of the Education Act 1998.

### **Review of Existing Placements**

The placement of each student may be subject to review by the principal and school staff and where relevant, professionals external to the school. A decision may be made as to whether the student will

- Forfeit their right to a place in the Centre due to unexplained and prolonged absences.
- Continue in the Nagle Centre
- Integrate fully into the mainstream school
- Seek an alternative placement

### **Behaviour**

Children with special educational needs may display difficult, defiant or oppositional behaviours.

Any challenging behaviours or co-occurring needs must be disclosed to the school in the Enrolment form.

All efforts will be made by staff at the school to manage such behaviour using various strategies and through the implementation of the student's Individual Educational Plan.

All students including those with special educational needs are subject to the school Code of Behaviour/Discipline and the terms of the Health and Safety Statement adopted by the Board of Management at the school.

Where any student's behaviour impacts in a negative way on the other students in the ASD Unit or the students in a mainstream class, to an extent that their constitutional right to an education is being interfered with, as judged by the Board of Management of the school, then the school reserves the right to advise Parents/Guardians that a more suitable educational setting should be found for their child.

As indicated above the Parents/Guardians of the applicant for enrolment must accept and agree to Killina Presentation Secondary School Code of Behaviour. There is a section in the student journal for parents to sign in September each year.

### **Communication and Review of this policy**

Any parent who contacts the school and is interested in making an application on behalf of their child to the Nagle Centre will be posted this Policy on request. It will be listed on our Website as one of the available policies parents/guardians may consult on request to the school.

This Policy will be reviewed every two years by the Board of Management or sooner if the need arises.

Adopted at a Board of Management meeting 15<sup>th</sup> October 2019