



Powerstown Educate Together National School

Roll No: 20384J

Powerstown Road, Tyrrelstown, Dublin 15

Telephone: 01 8272018

Email: info@powerstownet.com

www.powerstownet.com

Powerstown Educate Together National School

Autistic Spectrum Disorder (ASD) Classes Enrolment Policy

*This policy has been formulated by Powerstown ETNS to assist parents in making an informed decision in relation to **child enrolment in our Autistic Spectrum Disorder (ASD) class** and to comply with legislation and Department of Education and Skills circulars.*

Contents

Introduction	1
Educate Together schools have four underlying principles:.....	1
Context of Powerstown ETNS and our ASD Class.....	1
Criteria for Enrolment in A.S.D. Class.....	2
Support by Outside Agencies.....	3
Admissions Team	3
Deciding Enrolment.....	4
Current Capacity.....	4
Return of Forms of Acceptance.....	6
Late Applications.....	7
Post Acceptance	7
Monitoring and Review.....	8
Behaviour	8
Refusal to Enrol and/or a Decision to Exclude	8
Pre-Enrolment for ASD Unit 2016	9

Introduction

This policy is set out in accordance with the provisions of the Education Act, 1998. The Board of Management trusts that by so doing, parents will be assisted in relation to enrolment matters. Furthermore, the Board of Management and the Principal will be happy to clarify any further matters arising from the policy.

Powerstown Educate Together ETNS is a national school which operates under the patronage of Educate Together. We are a mainstream co-educational national school with an ASD (Autistic Spectrum Disorder) class. Educate Together schools are national schools that teach the national Primary Curriculum and are open to all, irrespective of social, cultural or religious background. Teachers are fully qualified, as in all National Schools.

Educate Together schools have four underlying principles:

- **Multi-denominational** – children of all denominations and none are equally welcome into our schools.
- **Co-educational** – Educate Together schools are open to girls and boys and gender stereotyping is addressed and challenged.
- **Child-centred** - this applies not only to teaching and learning within the classroom but to all decisions at staff and management level, which must have the well-being of the children at their heart.
- **Democratically-run** – parents are viewed as a positive resource for the school. Parental involvement is welcomed and encouraged, where appropriate. The professional role of the teacher is validated at all times.

Context of Powerstown ETNS and our ASD Class

The decision to provide a special class for children with a definite diagnosis of Autistic Spectrum Disorder in Powerstown Educate Together Educate Together National School was taken by the Board of Management of the school in conjunction with the Principal and Staff in January 2015.

The decision was taken with a view to provide an education in a mainstream setting for children who have an Autistic Spectrum Disorder, who fulfil the enrolment criteria and for whom a place may be made available.

The decision to provide an ASD class in our school was taken primarily to cater for children resident in Tyrrelstown, Mulhuddart and Hollystown, Dublin 15 (“the Catchment Area”). If

places are not filled by pupils in “the catchment area”, places will be opened to children residing in Dublin 15.

Students in the ASD class will be integrated with mainstream school activities in our school where appropriate.

The Board of Management notes that it is open to any primary school to set up such a class and therefore does not see itself as providing a service for the entire area.

Our Mission

We aim to offer a positive meaningful educational experience, which allows the child to develop to his/her full learning potential in an environment that offers clarity, predictability and calm. After a period of time observing, assessing and interacting with the child, an Individual Education Plan (IEP) will be developed in consultation with parents and relevant professionals. This will be reviewed on an ongoing basis and will highlight priority-learning needs. These needs will be targeted through the provision of a broad and balanced curriculum.

Our Aim

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.

Criteria for Enrolment in A.S.D. Class

Subject to sufficient places being made available in the ASD class, the criteria for enrolment to the ASD class, incorporating the Dept. of Education and H.S.E. policies are as follows:

1. An Enrolment Application Form provided by the school should be fully completed by the parents/guardians on behalf of the child;
2. This Enrolment Application Form should be accompanied by an original birth certificate and all other Supporting Documentation as referred to in the section “Procedure for Enrolment”;
3. A recent psychological assessment or a report from a member of a multi-disciplinary team should be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist. (“Multi-Disciplinary Team”). Please note all reports in operation on a child should be provided to the school for assessment by the Admissions Team. The withholding of reports from the school Admissions Team may invalidate an Enrolment Application at any time.

4. The child must have a primary diagnosis of Autism / Autistic Spectrum Disorder without significant intellectual impairment made using the DSM-V or ICD 10 by the psychologist or a member of the Multi-Disciplinary Team. If the child also presents with a general learning disability, it must fall within the mild range (this diagnosis must also be made using a professionally recognised clinical and psychological assessment procedure.)
5. There must be a recommendation by a member of the Multi-Disciplinary Team in the report that a special class placement in a mainstream school is both necessary and suitable for the child;
6. The child must be aged between 4-6 years of age. All children must be 4yrs of age on or before the 1st September on the year of enrolment.
7. The parents of the child must accept and agree to the school's Code of Behaviour and the terms of this policy;
8. An Acceptance Form as issued by the school must be returned to the school within the required time period;
9. Children must be resident within the Catchment Area i.e. which is defined as being resident at a postal address within Tyrrelstown, Mulhuddart and Hollystown Dublin 15.

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.

Support by Outside Agencies

Parents please note that a guarantee of support by outside agencies such as the H.S.E. cannot be provided. Children who require speech therapy, occupational therapy, physiotherapy, etc., will be dependent on the local H.S.E. services or Mater Child Guidance Clinic. The school does not have the resources to follow up on these services and it is up to the parents/guardians to ensure that all possible services are being availed of.

Admissions Team

Each application will be considered by the Admissions Team. The team will include the School Principal, the Senior Management Team and/or the Special Class Teacher. The Admissions Team will be advised by the NEPS psychologist. A recommendation will be made by the Admissions Team in relation to each application to the Board of Management of the school. Decisions in relation to applications for enrolment are made by the Board of Management.

Deciding Enrolment

In the first instance, the Board of Management prioritises children for enrolment purposes if the child is resident in the Catchment Area i.e. resident and having a postal address in Tyrrelstown/Mulhuddart/Hollystown. This allows children living locally to access the class which will negate unnecessary travelling and allow suitable children to attend school in their local area.

Current Capacity

The class has places for 3 children from November 2016 and will be supported by a teacher and 1 Special Needs Assistant.

This will be extended to 6 children and 2 Special Needs Assistants when we can access and set up our permanent Special Needs Unit (SNU) in our current building. We expect access to the SNU to be granted in March/April 2017. This is dependent on timelines provided by the Department of Education and Skills. Time is then needed to set up the SNU, sensory area and para education rooms. The Board of Management of Powerstown ETNS will confirm start dates for the 3 further pupils with parents as soon as possible.

Application Procedure for Enrolment

Enrolment Applications for the 2016/2017 school year will be accepted from the 19th September 2016. **The closing date for the submission of enrolment applications is the 17th of October 2016.** All applications received on or before this date will be acknowledged within 2 working weeks of the closing day for the submission of applications. Our ASD Enrolment Policy and further information will be posted to our website in due course.

Requests for application forms and queries regarding supporting documentation should be made to:

*School Secretary,
Powerstown Educate Together ETNS,
Powerstown Road,
Tyrrelstown,
Dublin 15.
D15VR80
Telephone: (01) 8272018*

Receipt of acknowledgement of an enrolment application by the school does not constitute an offer of a place nor does it guarantee a place in the school. It is simply the recording of an

application for admission to our school. Decisions in relation to applications for enrolment are made by the Manager/Board of Management in accordance with our enrolment policy.

The Enrolment Application must be accompanied by **all** of the following supporting documentation (“Supporting Documentation”) supplied by parents:

1. An original Birth Certificate (together with a photocopy)
2. **Two** of the following original documents, as proof of address within the catchment area (these must be dated within three months of application):
 - a) ESB Bill
 - b) Gas Bill
 - c) Landline Telephone Bill
 - d) NTL Bill
3. **A Diagnosis from a psychiatrist, psychologist, or a member of a Multi-Disciplinary team that has assessed and classified the child as having autism or autistic spectrum disorder according to DSM-V or ICD 10 criteria and a recommendation for a placement in a special class within a mainstream school.**

NB If the school does not receive this documentation with the Enrolment Application form, the application will not be processed or considered by the school. It is the responsibility of the parent(s)/guardian(s) to ensure that all supporting documentation is correct and is received by the school.

Where the number of children who apply is greater than the number of places available in the ASD class.

In the event that the number of children that apply for a place is greater than the number of places (which is 6 places **for the 2016/2017** academic year) such places will be filled on review of Enrolment Applications received in the following order of priority:

A. *Current students of the school/students who have been offered a place in the mainstream school for the coming September*

then

B. *Children living within the Catchment Area*

then

C. *Children living within D15*

then

D. *Children living outside the Catchment Area*

- In the event of the number of children in category **A** exceed the number of places available, children within this category will be offered a place according to their chronological age, with the youngest applicants (within the age of 4 and 6 on the 1st of September) given a place.

Thereafter;

- In the event of the number of children in category **B** exceed the number of places available, children within this category will be offered a place according to their chronological age, with the youngest applicants (within the age of 4 and 6 on the 1st of September) given a place.

Thereafter;

- In the event of the number of children in category **C** exceed the number of places available, children within this category will be offered a place according to their chronological age, with the youngest applicants (within the age parameters of 4 and 6 on the 1st of September) given a place.

Thereafter;

- In the event of the number of children in category **D** exceed the number of places available, children within this category will be offered a place according to their chronological age, with the youngest applicants (within the age parameters of 4 and 6 on the 1st of September) given a place.

All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria for places that may become available.

Unsuccessful applicants will be informed in writing by post of their place on the waiting list.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998 within 42 days from the date of the decision by the Board of Management.

Return of Forms of Acceptance

Letters of offer for places in the ASD class will be sent within 2 calendar weeks of the final closing date for applications. The letters of offer include Acceptance Forms which must be returned within two weeks of the letter of offer being issued by the school. All acceptance forms must be accompanied by a signed acceptance of the School Code of Behaviour in accordance with Section 24(4) of the Education Welfare Act 2000. If the school does not receive the acceptance form within the two-week period, the place will be offered to the next child on the waiting list for that school year.

Late Applications

Applications for places in the ASD class made on or after 17th of October will not be considered.

Post Acceptance

Once a parent/guardian has made an application to the school for a place in the ASD class on behalf of a child, the Principal will undertake to communicate to the parent/guardian the decision of the Board of Management within two calendar weeks of the application. The decision should be communicated to the parents in writing.

1. The parents of a child being offered a place in the ASD class will be invited to visit the school to meet with a member of the Continuum of Support (COS) Team and the Principal of the School. Any information requested by the parents will be provided at this meeting.
2. The parents may be requested by the school to consent to a visit by the staff to a child's pre-school/ school/home setting to observe the child.
3. The parents / guardians will be invited on another occasion to come with their child to the class to meet with staff and see the classroom.
4. After placement in the class a relevant Individual Education Plan will be provided for the child. This plan will have an input from all parties involved with the education of the child and will be supported by a psychologist from the N.E.P.S. (National Education Psychology Service) team
5. The S.E.N.O. (Special Education Needs Officer) will also be made aware of the plan
6. The plan will be updated on a regular basis by staff.
7. A child may be phased in gradually to the special class through a mutually agreed process between the school and the parents of the child. It is important that every child gets the best possible start in the class. In order to achieve this, the duration of the child's day may vary depending on their needs.
8. Each child in the ASD class will be assigned to an age appropriate mainstream class for integration purposes.

Monitoring and Review

The school reserves the right to review the child's progress from time to time, during or after each year to determine whether this is indeed an appropriate school placement for the child.

Behaviour

It is accepted that children with special educational needs may display difficult, defiant or oppositional behaviours. All efforts will be made by the school to manage such behaviour using various strategies and through the implementation of the child's **Individual Education Plan**. All pupils including pupils with special needs and pupils without special needs are subject to the School Code of Behaviour and Health & Safety Statement. Where a child's behaviour impacts in a negative way on the other children in the ASD class or another mainstream class to the extent that their constitutional right to an education is being interfered with as judged by the Board of Management of the School, the school reserves the right to advise parents that a more suitable setting should be found for their child.

Refusal to Enrol and/or a Decision to Exclude

The school reserves the right to refuse enrolment/admission to any student where either –

1. The student has special needs such that even with additional resources available from the Department of Education & Skills and the Department of Health, the school cannot meet such needs and/or provide the student with an appropriate education.
2. The school endeavours to support each child on an individual basis and ensure that it is an appropriate school placement for the child. However, if it is the opinion of the Board of Management that the student poses an unacceptable risk to the health and safety of other students, to school staff or to school property, a decision may be made not to enrol the child and/or to exclude the child from the school.

This policy is subject to annual review by the Board of Management



Powerstown Educate Together National School

Roll No: 20384J

Powerstown Road, Tyrrelstown, Dublin 15

Telephone: 01 8272018

Email: info@powerstownet.com

www.powerstownet.com

Pre-Enrolment for ASD Unit 2016

Please note, a diagnosis from a psychiatrist, psychologist, or a member of a Multi-Disciplinary team that has assessed and classified the child as having autism or autistic spectrum disorder according to DSM-V or ICD 10 criteria and a recommendation for a placement in a special class within a mainstream school is required for a child's pre-enrolment to be processed.

CHILD INFORMATION

Child's First Name:	Child's Last Name:
Date of Birth:	PPS No:
Note: All applicants must be 4yrs of age on or before the 1st September 2016.	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Nationality:
Name of pre-school/previous school/early intervention services attended (if applicable):	Contact number of pre-school/previous school/early intervention services (if applicable):
Language(s) Spoken at home:	Allergies/Medical conditions:
Any other relevant information:	

PARENT/GUARDIAN INFORMATION:

Guardian 1 - Name:	Guardian 2 - Name:
Contact Number:	Contact Number:
Email Address:	Email Address:
Address:	
Primary phone number: (To receive text messages)	
Primary email address (BLOCK LETTERS PLEASE):	

ASSESSMENT REPORTS INCLUDED WITH PRE-ENROLMENT (Please tick reports included)

<input type="checkbox"/>	Psychologist Report	<input type="checkbox"/>	Psychiatrist Report	<input type="checkbox"/>	Occupational Therapist Report
<input type="checkbox"/>	Speech and Language Report	<input type="checkbox"/>	Physiotherapist Report	<input type="checkbox"/>	Assessment of Need Report
<input type="checkbox"/>	Early Intervention Team Report	<input type="checkbox"/>	Other:		

I give permission for the school to contact my child's (pre)school or relevant health care personnel prior to enrolment.

Signature	Date
------------------	-------------

I understand that:

- the receipt of a pre-enrolment form does not guarantee that the child will be offered a place
- it is my responsibility to inform the school of any change of contact details or other relevant circumstances
- if I have not replied to a confirmed offer of a place for my child within 14 days of that offer being made, I will have forfeited my child's place on the enrolment list

DOCUMENTATION

Please ensure that all of the following is supplied with the application as otherwise it will not be processed:

- An original birth certificate (with photocopy)
- Two proof of address from a) ESB bill b) Gas bill c) Landline Telephone bill d) UPC/Sky bill
- A Diagnosis from a psychiatrist, psychologist, or a member of a Multi-Disciplinary team that has assessed and classified the child as having autism or autistic spectrum disorder according to DSM-V or ICD 10 criteria and a recommendation for a placement in a special class within a mainstream school.
- Any other relevant reports – speech & language therapy/ occupational therapy and psychological reports

Signed: Date:

Please send the completed application form to:

ASD Class Application
The Secretary
Powerstown Educate Together National School
Powerstown Road
Tyrrelstown
D15
D15VR80

For Powerstown Educate Together NS use only

Receipt of Form Date:		
Age.....	Original birth cert	<input type="checkbox"/>
Area.....	proof of address x2	<input type="checkbox"/>
	Report/Recommendations	<input type="checkbox"/>
Letter of offer sent date:	Accepted <input type="checkbox"/>	Declined: <input type="checkbox"/>

A full copy of the ASD Enrolment policy may be obtained from the website.