



Admission Policy

School Patron: Bishop of Waterford and Lismore Diocese

1. Introduction

This Admission Policy complies with the requirements of the Rules for National Schools, The Education Act 1998, The Education (Admission to Schools) Act 2018, The Equal Status Act 2000, The Education Welfare Act (2000), The Disabilities Act (2002), enacted sections of The Education of Persons with Special Education Needs Act (2004), The Education of Provision in Respect of Children with Special Educational Needs Act (2022) and all relevant equality legislation and Department of Education and Youth (DEY) Circulars.

The formation of this policy was completed by the Board of Management in consultation with school staff and parents. It was reviewed and approved by the school patron in September 2025 in line with *DEY circular 39/2025* and will be reviewed annually thereafter. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The Board of Management of Glenbeg NS trusts that by doing so parents and staff will be assisted in relation to enrolment/admissions matters. The Chairperson of the Board of Management and the Principal will be happy to clarify any further matters arising from the policy.

The relevant dates and timelines for Glenbeg 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.

2. Characteristic spirit and general objectives of the school

Glenbeg NS is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Waterford and Lismore Diocese.

“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 Glenbeg 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.

Mission Statement:

Our school motto is *Tús Maith Leath na hOibre*. We endeavour to provide a positive, safe and welcoming atmosphere in our school in which all the school community (pupils, parents and staff) feel valued, cared for and enabled to reach their full potential.

Aim:

This policy aims to provide a clear framework for admission applications so that all parties understand the procedures and criteria involved. This framework should ensure that all applications are dealt with in a fair, transparent and consistent manner.

3. Admission Statement

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

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) 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.

Schools with special education classes

Glenbeg NS is a school which has established 2 classes, with the approval of the Minister for Education and Youth, 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.

Glenbeg NS 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.

Glenbeg NS 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.

4. Categories of Special Educational Needs catered for in the school/special class

Glenbeg NS with the approval of the Minister for Education and Youth, has established 2 classes to provide an education exclusively for students with ASD.

5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) 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

ALL DENOMINATIONAL SCHOOLS

Glenbeg 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.

Application Procedure (available on our website www.glenbegnationalschool.ie):

- Admissions/Enrolment takes place in **January** of each year – please see Admission Notice on our website www.glenbegnationalschool.ie for ways to access the Application Forms for **either** Mainstream or ASD class. The closing date for applications is **31st January @ 12.00 noon annually**.
- Admissions/Enrolment is by way of written application. All applicable areas of the application form must be completed in full. Every assistance will be given to parents/guardians who may have literacy difficulties or language difficulties when the form is being completed.
- All completed Admissions/Enrolment Application forms must be accompanied by:
 - An original Birth/Adoption Certificate (Each pupil is enrolled with the name which appears on their birth certificate)
 - Proof of present address in the form of a current utility bill. Acceptable utility bills are: gas, water, electricity within one month of date of application.
- It is the responsibility of each parent/guardian to ensure that all necessary documentation requested by the school accompanies their application. **Incomplete applications will not be considered and will be returned.**
- Completed written forms should be returned to: The Principal, Glenbeg NS, Dungarvan, Co. Waterford. All envelopes should be clearly marked 'Admissions/Enrolment Application'.
- All applicants for Junior Infants must reach four years of age before the start of the school year in which they wish to enrol. For example: a child starting in September 2024 must reach four years of age before 1st September 2024. Any child who has not reached his/her fourth birthday **cannot** be enrolled at any time. Admission of Junior Infants normally takes place on the first day of the academic year.

SCHOOL WITH SPECIAL EDUCATION CLASS(ES)

The special class attached to Glenbeg NS provides an education exclusively for students with ASD 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.

Admissions Procedures for Glenbeg NS Autism Class

Introduction

The Autism special Class was established in September 2018, funded and resourced by the Department of Education and Youth (DEY). The classes are established under the Board of Management's understanding that all expenditure incurred in the construction, funding and resourcing of the ASD unit is borne by the DEY.

Aims

Our aim is to provide a quality driven, appropriate educational service to all children in the autism class, within the requirements of all recent legislation pertaining to Special Needs Education.

We strive towards the inclusion of children in the class into mainstream education, having regard for levels of disability, available resources and suitability for such inclusion.

Objectives

1. To provide the optimum learning environment for children with ASD which is safe,

visual, structured, predictable, encouraging, stimulating, interesting, challenging and fun.

2. To develop the child's self-esteem.
3. To improve the child's social skills in so far as appropriate.
4. To improve the child's level of independence in social situations.
5. To help the child develop better organisational skills and thereby prepare them for and support them in the transition between primary and secondary schools.
6. To improve their understanding and use of oral and written language.
7. To help them to develop more effective communication skills.
8. To include each child into their peer class in Glenbeg NS in so far as appropriate.
9. To foster close links between home and school. The success of the special class depends on parents and staff planning and working together. This will enable the development of realistic expectations and agreed goals for each individual child.

General Information

- ❖ The Board of Management provides a class for children with Autistic Spectrum Disorder in accordance with the Department of Education and Youth (DEY) guidelines and support structures. It is committed to providing the highest quality of education for the children concerned. A Multi-Disciplinary approach is recommended by the Department of Health in collaboration with the DEY to support these classes and continued financial support from DEY.
- ❖ **The number of admissions depends on the number of places available, which may vary from year to year.**
- ❖ The curriculum is tailored for individual needs and works towards the mainstream primary education.
- ❖ Teaching methods include elements of various styles and techniques i.e. A.B.A.(Applied Behaviour Analysis), T.E.A.C.C.H., P.E.C.S, Lámh signing and a variety of sensory stimuli.
- ❖ The aim is to integrate all pupils within the main body of the school whenever possible.

Taking into account the Department regulations and programmes, the rights of the Patron as set out in the Education Act, and the funding available, the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special education need.
- Equality of access and participation in the school.
- Parental choice in relation to enrolment.
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

The Board of Management will not refuse a child on the basis ethnicity, disability (i.e. severity of Autism diagnosis), traveller status, cognitive ability, refugee status, political beliefs or family or social circumstances, provided they fulfil the enrolment criteria. Fulfilling the enrolment criteria does not necessarily ensure enrolment if:

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

Taking all of the above into account, and based on the advice of the Management team of the Autism Class, the Board of Management reserves the right of decision making in

relation to admission.

Health Service Executive Input

Essential services may be provided by the Health Service Executive. These services include Speech and Language Therapy and Occupational Therapy. Glenbeg NS has no control over these services, merely acting as a relevant setting for their provision. All queries about these services must be addressed to the Health Service Executive and not Glenbeg NS.

Home School Links

The role of parents in their child's education is recognised and valued. Every effort is therefore made to maintain effective communications with parents via frequent parent-teacher/parent-therapist meetings and the Communication Book system of communication.

We also encourage parents to meet jointly with the class teacher and relevant therapists/professionals where possible. We request that parents ring or email the school to arrange a suitable time for meetings.

Application and Enrolment Procedure

Pre-Enrolment Procedure:

1. A school enrolment application form, incorporating an application to enrol in the ASD Class, is completed (available from the school office and www.glenbegnationalschool.ie)
2. This application must be accompanied by an up-to-date educational psychological assessment which confirms the diagnosis of **ASD** in line with current Department of Education and Youth criteria. **PLEASE READ THE ENROLMENT CRITERIA BELOW AS THEY ARE VERY SPECIFIC AND NOT NEGOTIABLE.**
3. Applications must be accompanied by an original birth certificate. Date of application, date of birth, address and telephone numbers must be entered on the application form.
4. **The closing date and time for the submission of enrolment applications is on 31ST January @12noon each year.**
5. **All applications received on or before this date will be acknowledged within 3 weeks of the closing day for the submission of applications.**
6. Applications will be dated and numbered in order of receipt

Upon receipt of completed application (see above), an Admissions committee will review all applications and advise the Board of Management of those pupils who are eligible for enrolment.

Enrolment Criteria to be taken into consideration by the Admissions committee are laid out as follows.

Enrolment Criteria

The maximum number of pupils in the ASD unit in Glenbeg NS is 12 pupils in total. The ASD unit in Glenbeg NS comprises of two ASD classes. Subject to sufficient places being made available in the ASD class, the criteria for enrolment to the ASD class, incorporating the Department of Education and Skill and HSE policies, are as follows:

1. The Enrolment Application Form specific to the ASD class provided by the school

must be fully completed by the parents/guardians on behalf of the child.

2. The enrolment Application Form must be accompanied by an original Birth Certificate.
3. **All** reports in existence on a child must be provided to the school for assessment by the Admissions committee. These will be treated with the utmost confidentiality and only shared with professionals on a need to know basis. The withholding of reports from the school Admissions committee will invalidate an Enrolment Application. A recent psychological or psychiatric assessment is mandatory. A report from a member of a multi-disciplinary team should also be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist.
4. A child must have:
 - a. a diagnosis of ASD (DSM-IV/V or ICD10/11) from a psychologist or psychiatrist.
 - b. a recommendation that a special class attached to a mainstream school is the most appropriate educational placement for the child in light of his/her complex needs (**note, a recommendation for *either* mainstream with supports or a special class attached to a mainstream school will not meet DEY criteria for enrolment in a special class**).

In order to access the supports of a special class Department of Education and Youth current policy (circ.0039/2025) require:

A student must have a recent report from a relevant professional or team of professionals (for example, psychologist, SLT, psychiatrist) stating that:

- i) Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

- ii) A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- iii) Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same.

AND

- iv) A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

5. As inclusion is an integral part of our school ethos, it is a necessary criterion of enrolment that any child attending the autism class will have their placement reviewed on an ongoing basis. *If a child attending an ASD class shows little potential for some future inclusion into the mainstream class setting, the suitability*

of the placement will be reviewed.

The level of inclusion, duration and timing will be decided upon by the principal and the staff of ASD Classes in consultation with the mainstream teacher, parents of the child in question and on the basis of information shared at an annual review meeting.

6. The parents of the child must accept and agree to the terms of the school's relevant behaviour policies and other relevant policies. In order to facilitate this, teachers will teach skills to enable pupils to follow behaviour and other relevant policies with support if necessary. Behaviours will be taught and practised and plans will be put in place to generalise behaviours.
7. The Admissions committee may request further information or may request parents/guardians to consent to a visit by the staff to a child's preschool/school/home setting to observe the child.
8. The school acknowledges that all children with ASD present with differing profiles. For this reason, all applications must be considered individually.

The receipt of the enrolment application forms, psychological/professional reports and written recommendation is not a guarantee of enrolment.

9. **Once the committee is satisfied that the child presents as fulfilling the above criteria and that a place is available, a place will be offered.**

Return of Forms of Acceptance.

Letters of offer of places in an ASD class will be sent by the **21st of February**. The letter of offer includes an Acceptance Form which must be returned within **7 school days** of the letter of offer being issued by the school. Acceptance into an ASD Class is contingent upon a signed acceptance of the school policies including 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 required time period, the place will be offered to the next child on the waiting list for that school year.

Applications for places in an ASD class made after **31st January** cannot be considered for the new school year if all places are filled for this school year.

In the event that the number of children that apply for a place (and qualify as per the criteria above) is greater than the number of places available (which depends on the number of places available in the year of application) such places will be filled on review of Enrolment Applications received, based on criteria for **Oversubscription** which is in **Section 6** of this Policy.

From time to time a pupil may transfer to an ASD unit from a mainstream school during the school year, if the school has a vacancy in the ASD unit before the enrolment process has opened in January.

Disclosure of all pre-existing medical needs is required, and any relevant reports in this context shall be forwarded to the school.

In allocating places the Admissions committee will consider the readiness of the child, the suitability of placement and age appropriateness of the child.

Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space

and/or resources are not available.

The school reserves the right to refuse enrolment/admission to any student where the student has special needs such that even with additional resources available from the Department of Education & Youth and the Department of Health, the school cannot meet such needs and/or provide the student with an appropriate education.

N.B. If the school does not receive the required 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.

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.

In the event that the school is oversubscribed, a list, based on the criteria outlined in above, will be maintained for **the current year of application only**. If a place becomes available during the period of this admission statement's existence the place will be offered to the next qualifying pupil on such a list.

As per circular 39/2025 re: New measures to support the Forward Planning for Special Education Provision, should your child be placed on a waiting list for a place in Glenbeg NS, their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.

Transfers

The school may request other relevant documentation if a pupil is transferring from another school. All documents need to be received in order for the application to be deemed fully completed.

The Board of Management of Glenbeg NS respects the rights of the existing school community and the children already enrolled. **This consideration is paramount when assessing any entry to Autism Classes.**

Appeals

The Board of Management of Glenbeg NS, in compliance with section 19(3) of the Education Welfare Act 2000, will make a decision in writing in respect of an application for enrolment within 21 days of the closing date for the receipt of enrolment applications and will inform the parents/guardians in writing of that decision.

Parents will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued 21 days after the closing date for receipt of applications. (Please note the address at which the applicant resides will be the address used by the school for correspondence regarding enrolment).

If the Board of Management refuses to enrol a child, the parents/guardians of the child may appeal the decision at local level. The appeal must be submitted within 10 school days of the date of refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board of Management and clearly state the grounds for appeal. The

Board of Management will respond within 10 school days of the receipt of such an appeal.

If following the conclusion of the appeal procedures at school level, a parent/guardian is dissatisfied with the decision made, the parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007), to appeal that decision to the Secretary General of the Department of Education and Youth. It should be noted that such an appeal must be lodged within 42 days of the school's refusal to enrol.

Details on appealing decisions on enrolment under Section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007), are available on the Department of Education and Youth website www.education.ie

Post Acceptance

Once a parent/guardian has accepted a place in an ASD Class, the Principal will communicate with the parent/guardian as follows:

1. Parents of prospective pupils are encouraged to arrange an appointment to visit the school and its facilities and to meet with the class teacher/s.
2. The parents/guardians 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 first year will see the implementation of the child's Student Support Plan (SSP). Ongoing assessment and regular review will determine whether the child's placement is appropriate.
4. The SSP will be updated on a regular basis by the staff.
5. The S.E.N.O (Special Education Needs Officer) will also be made aware of the plan.
6. **The children 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 or school starting date may vary depending on the needs of the child.**
7. Each child in an ASD Class will be assigned to an age appropriate mainstream class for inclusion purposes.
8. Mainstream pupils will participate in a reverse inclusion process when appropriate, whereby mainstream pupils will on occasion participate in activities in an ASD Class.
9. Parents of children in the ASD Classes will be expected to liaise with the HSE for essential services based on the children's needs e.g. Speech and Language and Occupational Therapy if they have not already done so.
10. It is the responsibility of the parents/guardians to liaise with the Department of Education and Youth regarding suitable transport for the child to and from school. This needs to be arranged in advance of admission, if required.

Placement Review:

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

Occasionally concerns regarding the suitability of a child's continued attendance at the school may arise. In such circumstances, a review of the school's ability to continue to

meet the child's needs and safety and to meet the safety of others may be necessary. Any such review will be undertaken by the Admissions committee in consultation with the Board of Management. Any decision will be made in conjunction with the Principal and other relevant staff members.

Parents/guardians will be kept informed of any concerns that might arise in relation to their child's continued attendance at the school at the earliest opportunity. Parents/guardians will also be given an opportunity to engage in the discussion surrounding the placement and concerns that arise from the child's placement itself. In the event that it is determined that the child is not suitably placed in the school, having regard for the realistic service options available at the time, the BOM may request a multi-disciplinary team assessment be carried out to determine the best options for the specific child.

General Discharge policy

Discharge may be recommended if the Admissions committee, after consultation with the parents/guardian, feel that the placement is not appropriate. Discharge from the unit may also happen if a pupil is fully included into mainstream school.

It is school policy that once a child has completed 6th Class they will be discharged from the ASD Class.

Behaviour Review

While some 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 Support Plan. With supports and assistance pupils will be expected to learn skills to enable them to follow rules relevant to the School Code of Behaviour. **All pupils including pupils with special needs are subject to the School Code of Behaviour, Behaviours of Concern Policy and Health and Safety Statement.**

While recognising the right of the parents to enrol their child in the school of their choice, the Board of Management of Glenbeg NS is also responsible to respect the right of the existing school pupils. This requires balanced judgments, which are guided by the principles of natural justice and acting in the best interest of all children.

In the case of some applicants, to facilitate the child's access to the curriculum or to the building or to transport, it may be necessary to provide specific additional resources to those which are already available in the school e.g. staff/accommodation/equipment/environmental adaptations or other supports may be required. In such instances it may be necessary to delay a child's starting date in the school to ensure that all essential supports are in place beforehand.

It is understood that pupils may not have the skills to meet the expectations of the Code of Behaviour. It is with this in mind that skills will be taught and practised and so facilitate the child's inclusion (with ongoing support if necessary).

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.

Criteria on which Children are selected to be split in ASD Classes:

The children will be divided primarily according to age, with a secondary aim being to achieve reasonable gender balance. The only exception to this is where, on the advice of relevant professionals, it is deemed more educationally beneficial for a child to be set in the same class grouping according to-

- Language/communication skills
- Individual differences in thinking and learning styles
- Physical needs

No exception can be considered if it would cause the numerical split between classes to become disproportionate.

The 2 ASD classes will come together whenever possible, when shared learning opportunities arise.

Children in the ASD classes, when feasible, will be integrated into their equivalent class in the mainstream setting and take part in larger classes, on a regular basis.

General Points

Absences

Parents/Guardians are asked to contact the school via Aladdin Connect if their child is absent. This could be followed by a note written in the child's Communication diary. If a child needs to leave early parents must follow the Sign-Out procedure.

When you want to speak to a teacher.

We realise that it may be difficult for some to get to Glenbeg NS. Please remember that you are always welcome. **It is impossible, however, for teachers or other staff members to talk to parents if they arrive unexpectedly. Please message the teacher directly via Aladdin Connect, ring and make an appointment to see the Teacher/Principal through the school Secretary on 058-43266 or via email office@glenbegnationalschool.ie**

Information we need.

In order for us to be entrusted with the care of your child we require the following information:

1. Emergency contact numbers and procedures.
2. Likes and dislikes.
3. Medical needs.
4. Hygiene needs.
5. Family members and extended family and friends.

This list is not exhaustive.

Changes in family circumstances e.g. separation, the arrival of a new baby, moving home, the death of a grandparent etc, can have an effect on your child. We strongly advise that you notify the class teacher of any such changes.

Dress/Clothing/Belongings.

It is expected that your child will wear the school tracksuit every day. However we acknowledge there may be sensory issues around the wearing of some parts of the school tracksuit and will work with parents on this. A large part of our school programme for your child is building up their independence. We want your child to be able to manage and look after their own clothing and belongings. You can help us by:

1. Choosing clothes and shoes that make life easier for your child. (Buttons, zips and laces sometimes cause problems). Velcro runners and elastic waistbands are

simplest.

2. In the case of a pupil attending an ASD Class a decision on whether it is possible to include them in mainstream PE lessons & swimming lessons will be made jointly by staff, parents and relevant professionals.
3. Togs, hat and towel are needed for swimming.
4. Put your child's name on everything that is worn to school.
5. Keeping a change of clothes in the school for your child is an available option.

Illness:

Every child's health is important to us. In order to ensure the highest standard of medical care, the following have been agreed:

1. Home is the best place for a sick child.
2. Wounds should be properly dressed.
3. Please notify us of any medication that your child may be taking.
4. As a rule, teachers are unable to administer medication. Please contact the Principal for arrangements and to discuss the Administration of Medicines Policy.
5. Never send medication to school with your child. It should always be handed from adult to adult.

Healthy Lunch Policy:

While respecting the dietary difficulties faced by many of our children, we encourage healthy, balanced diets. Suitable snacks include fruits, yoghurts, crackers, cheese and sandwiches. Please inform the school if your child has a special dietary requirement or any food allergies. We have a Healthy Lunch Policy available in school.

Information and Communication Technology

All the children have access to computers whether in an Autism class or Mainstream classroom. The staff will also consider the need for assistive technology if it arises and if resources allow. Any allocation of assistive technology is dependent on a recommendation from your child's attending psychologist/psychiatrist or other health professional. Applications for assistive technology are decided on by the DEY/NCSE.

Inclusion of pupils from an ASD Class into Mainstream Classes

The amount of inclusion/reverse inclusion that each child receives in Glenbeg NS is collectively decided upon by those professionals who deal with the child each day i.e. teachers (both special education teachers and mainstream), the Principal and support staff. The view of other interested parties such as Psychologists, Speech Therapists and Occupational Therapists will be taken into account. However, the staff's decision is final.

The school promotes a policy of inclusion with age appropriate peers on a social level and ability appropriate on a curriculum level.

The policy is open to review at all times.

Early levels of inclusion into mainstream will focus on fostering social inclusion. With support the child in an ASD Class will be encouraged to partake in mainstream general class learning with the initial focus on mastering the following:

1. Entering the class without trepidation.
2. Sitting down at a designated table.
3. Interacting on a social level with the child (children) nearest them.
4. Having lunch with the whole class.
5. Engaging in a "buddy system" at playtime.
6. Acting on general teacher instructions within the classroom setting.

Points 1 to 6 will happen with SNA support if necessary.

Curricular Integration

Having adjusted on a social level the child from an ASD Class will, on a phased basis will be introduced to areas of the curriculum appropriate to ability level. Inclusion into this class will continue up through the classes.

Music has also been designated an area open to integration. This extends to school choirs (communion), carol singing groups, school plays and recitals.

Religion and SPHE are also open to integration.

Physical Education is also an area open to integration. The child is integrated into the class that best suits his/her physical condition. This includes coaching from outside agencies.

Where possible the children from an ASD Class will also be fully included in the school sports day.

The level of inclusion into a mainstream class for a core curriculum subject will be on an individual basis only and will differ from child to child. The school will retain discretion as to the particular children who should avail of core curriculum mainstream inclusion.

Staffing of ASD class

Each class is led by a classroom teacher. Additionally each class also benefits from support of one or more special needs assistants (SNA's), depending on class sizes/level of need. At Glenbeg NS we believe that pupils' independence should be promoted wherever possible and, although there will be some opportunities for pupils to work 1:1 with staff throughout the day, we do not have a policy of providing continual 1:1 support for pupils.

Staff Development

Opportunities for on-going staff development through in-service courses, SESS (Special Education Support Service) input etc will be encouraged and availed of by both teachers and special needs assistants.

Evaluation

The Board of Management will monitor the implementation of all aspects of this policy. This policy may be amended and updated as required.

Children attending the ASD class in the school will be expected to follow the Code of Behaviour and Behaviours of Concern Policy.

- Parents can register their interest in enrolling their child in Glenbeg NS in advance should they wish to do so. It is important to note that this is a register of interest only and does not constitute a valid application.

Completion of an application form does not guarantee a placement in the school. Telephone calls or personal school visits concerning enrolment will be facilitated, but are not deemed enrolment applications.

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:

Selection criteria:

Should the number of children seeking admission exceed the places available in the year they wish to enrol priority will be given according to the following criteria:

1. Children who live in the Glenbeg NS **Catchment area** (Ballintaylor, Ballinure, Ballycullane, Ballyguiry, Ballyharahan, Boherard, Carrowncashlane, Coolnagour, Crussera, Glenbeg, Glenmore, Killongford, Kilmurray, Kilnafarna, Kilossera, Lackenfune, Lisfennel, Newtown, Shanakill, Twomilebridge, Windgap)
 2. Children who have, or have had, siblings in the school.
 3. Children who are currently enrolled in the school and who meet eligibility criteria for a place in the ASD class. (ASD class enrolment only)
 4. Children of parents/guardians who are past pupils of the school.
 5. Any remaining applicants: if there are still places available, admission will be filled on an age basis ie. priority to the oldest child and so on until admission is full.
- While recognising the right of parents to enrol their child/children in the school of their choice, the Board of Management is also responsible to respect the rights of the existing school community and, in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and health and safety. Acting in the best interests of all children, the Board reserves the right to determine the maximum number of children in each separate classroom, bearing in mind Department and Education Guidelines in relation to class size and staffing provisions. Other factors that may be considered are:
 - a) Capacity of site services and safe parking
 - b) Size of / available space in classrooms/school
 - c) Multi-grade classes
 - The Board of Management has decided, based on Health and Safety grounds, the location of the school, capacity of the existing site services, safe parking and meaningful integration of the children from the ASD classes into mainstream classes not to extend Glenbeg NS further, nor accept any prefabs due to an increased admission (subject to the completion of the current development project). Therefore, the school will operate as a six mainstream classroom school with 2 ASD special classes.

Admission of children with Special Needs/Disabilities to mainstream:

The school adopts a policy of inclusivity with reference to children with special needs. The following procedure will be adhered to, along with application to enrol:

- A copy of the child's psychological report or other relevant reports will be submitted if such are available. If not available, parents/guardians will arrange for the child to be assessed as soon as is practicable. Assistance will be given to support parents/guardians in this process. The purpose of these assessments is to assist the school in establishing the needs of the child and to ascertain the level of support

required i.e. special furniture, structural changes, Special Needs Assistant, Audio/Visual equipment, I.C.T., Special Education Teacher etc.

- A letter or report from the child's doctor/specialist may be required. This may also involve appropriate information from other agencies involved in the child's care or support of the family.
- The Principal, Class Teacher and Special Education Teacher may meet with the parents/guardians to discuss the child's needs and the school's capacity to meet those needs. Every help will be given to support parents/guardians of children with special needs.
- In exceptional circumstances, it may be necessary to recommend temporary deferral of admission pending the receipt of an assessment (or other) report and the provision of the appropriate resources by the Department of Education and Youth to meet the needs specified in the report(s) particularly if said admission constitutes 'Health and Safety' concerns for the school authorities and parents/guardians.

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:

- The space will be filled in line with the above criteria from applicants on an age basis ie. Priority to the next oldest child and so on until class is full.
- The remaining applicants will be placed on a waiting list for junior infants.
- Where a child is entitled to admission to the school but a suitable place is unavailable, their parents can make a written request to have their child's name placed on a class waiting list. It should be noted that a child's place on this list is subject to the school's criteria for acceptance should further applications be received.

7. 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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude, other than in relation to:
admission to a special class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned.

- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) 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 criteria based on
 - (1) siblings of a student attending or having attended the school and/or
 - (2) parents or grandparents of a student having attended the school.

**In relation to (2) parents and grandparents having attended, a school may only apply these criteria to a maximum of 25% of the available spaces as set out in the school's annual Admission Notice).

- (g) 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.

8. Decisions on applications

All decisions on applications for admission/enrolment to Glenbeg 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 14** below in relation to applications received outside of the admissions period and **section 15** 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.

9. 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. Parents will then be asked to complete an Acceptance Form and return within 7 days of receipt once a place has been offered.

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** below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Glenbeg NS, you must:

- (i) complete the Acceptance Form & return within 7 days of the date of offer.
- (ii) indicate 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
- (iii) indicate whether or not you have applied for and are 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.

11. 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 Glenbeg NS where:

- (i) it is established that information contained in the application is false or misleading.
- (ii) 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.
- (iii) 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
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in **section 10** above.

12. 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).

13. 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 Glenbeg 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 Glenbeg 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.

14. 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 a 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.

15. Procedures for admission of students to other years and during the school year

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:

- Pupils wishing to transfer from other schools are enrolled subject to the Rules governing National Schools, the Management Board's policy on Health & Safety and all relevant School policies.
- In the case of such pupils, an admission application form must be completed and returned with an original birth certificate and proof of address. Parents/guardians should ensure that the Education section of the application form has been completed in full, stamped by the child's current school and signed by the Principal of the school.
- Our school will contact the former school to ensure information supplied is accurate.

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:

- Normally transfers are only considered for the start of each new term.
- In the event of children seeking admission in any given class/standard exceeding the number of places available preceding or during the school year their parents can request in writing to have their child placed on a class waiting list. Parents will be contacted if a place becomes available. It should be noted that a child's place on this list is subject to the school's criteria for acceptance should further applications be received.

16. Declaration in relation to the non-charging of fees

This rule applies to **all** schools.

The Board of Management of Glenbeg NS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of:

- (a) an application for admission of a student to the school, or
- (b) the admission or continued admission of a student in the school.

17. Arrangements regarding students not attending religious instruction

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

The following are the schools' arrangements for students, where the parent 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 Glenbeg NS. 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.

Due to limited resources children not partaking in religious instruction cannot be removed from the classroom during religion class. However, accommodations for the child(ren) will be made within the classroom setting.

18. Reviews/appeals

Review of decisions by the Board of Management

The parent of 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 parent has 3 weeks from when the letter of refusal was issued by the school to request a review by the Board.

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 Youth.

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.....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 Youth.

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 Youth.

Review:

This Admissions Policy may be reviewed and amended annually by the Board of Management. The next scheduled review date is **October 2026**.

Ratification:

_____ (Chairperson) Date: _____

_____ (Principal) Date: _____