



PRESENTATION SECONDARY SCHOOL, BALLYPHEHANE

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Registered Charity No:20146979 School roll number 62693K

Principal: Mr. Barry O Shea

Deputy Principal: Ms. Gillian Murphy

Presentation Secondary School Enrolment Policy for ASD Programme

Section 1 - ASD Programme Mission Statement

The development of an Autistic Spectrum Disorder (ASD) programme in Presentation Secondary School, Ballyphehane, is based on the philosophy of educational inclusion such that students with specialised needs should receive their education within the most supportive environment with a focus on realising the full potential of each individual student. The ASD programme in Presentation Secondary School develops the student's essential skills in preparation for life after school in an ever-evolving model of best practice.

Section 2 - Presentation Secondary School's ASD Programme

- a. Presentation Secondary School is a co-educational secondary school and will enrol students whose educational needs can be met by the available model of service.
- b. An application to the Presentation Secondary School ASD Programme carries an acknowledgement that said student requires support that can only be provided by participation in our ASD programme.
- c. The ASD programme can enrol a maximum of 6 students from first to sixth year inclusively. Under Department of Education and Skills guidelines the maximum number of students enrolled from 1st to 6th year in the ASD special class of the Presentation Secondary School ASD Programme is 6 students.
- d. In cases where the attendance at the school of a student enrolled in the ASD programme causes the ASD programme Staff, School Management and/or the multi-disciplinary team (MDT) serious concern for the health, safety and welfare of other students and/or for employees, the ASD programme staff, school management and/or the MDT may report those concerns to the BOM.
- e. The BOM will deal with these concerns as per the Code of Behaviour, whereby the health, safety and welfare of any member of the school community is at risk.

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Section 3 – Enrolment Procedures

Presentation Secondary School's Admission Policy:

- a. Will give priority for the enrolment in the ASD class to students who are already enrolled in Presentation Secondary School and who otherwise meet the requirements for enrolment in the ASD class.
- b. Will (after a, above) give priority to applications for enrolment, made by 6th class students, to any one unit.
- c. All applications must be received by Presentation Secondary School on or before a date specified by the Board of Management in the preceding year for which the application is being made.
- d. Presentation Secondary School requires that all applications are accompanied by documentary evidence that establishes that the applicant has been diagnosed with an Autistic Spectrum Disorder in accordance with DSM IV, DSM V or ICD 10 by an approved multidisciplinary team, specialist / team of specialists in the fields of educational psychology / clinical psychology / child psychiatry. Documentary evidence shall include an express recommendation that the student be admitted to in an ASD class in a mainstream secondary setting.
- e. Presentation Secondary School also requires that parents/guardians of applicants provide the school with a full, written original diagnostic history, psychological reports / Occupational Therapy reports / Speech and Language Therapy reports, or any other reports, which refer to the original diagnosis, will not be accepted in lieu of the original written diagnosis itself.
- f. Students who apply must have learning needs of not less than mild general learning disability as defined by the National Education Psychology Society (NEPS) in order to be considered for enrolment in the Presentation Secondary School ASD Programme.
- g. In order to best support students and affecting their eligibility for a place in the Presentation Secondary School ASD Programme the Board of Management require that they are made aware of:
 - Any additional medical conditions and / or dietary restrictions / requirements that the individual may have.
 - Any medications that the applicant pupils may be in receipt of either at home or in the course of the school day.
 - The BOM requires that applicant students have School Transition Reports completed by the feeder school and parents/guardians. Most recent psychological/cognitive/multi-disciplinary assessment must recommend placement in an ASD special class in a mainstream post primary setting. This report needs to be dated within 2 years of enrolment i.e the closing date for receipt of enrolment applications to the ASD class. The School's transition report and/or a statement of need is part of the application process and if not submitted the application process may be delayed or the application may be refused.

- The Presentation Secondary School ASD programme is not designed to meet the educational needs of students with a recommendation for a special school placement. Students with a recommendation for an ASD class will be given priority over students with a joint recommendation for an ASD class and/or a Special School.
- Where the number of students meeting the above criteria for enrolment in the ASD class are deemed by the BOM to an equal degree to exceed the number of places available priority, will be given in accordance with the criteria of mainstream admission's policy:
 1. Siblings of current students
 2. Students of Scoil Maria Assumpta, Ballypnehane
 3. Children of the teaching staff and of employees of the Board of Management of Presentation Secondary School, Ballypnehane
 4. Students of other feeder schools to Presentation Secondary School (Please see appendix 1)
 5. Students residing and/or attending recognised primary schools in the following parishes of the Diocese of Cork and Ross, namely, Ballypnehane, The Lough, St. Finbarr's South, Togher, Turners Cross.
 6. All other applicants.
- .. Where there are fewer places than applicants in a given category, a lottery will apply in allocating places within that category.
- .. The lottery will be supervised by an independent monitor taken from the approved list of Independent Chairpersons or by a member of An Garda Síochána.
- .. All applicants within the category will have their names entered for the lottery and names will be drawn until all places are filled.
- .. When all places are filled, names of applicants in this category will continue to be drawn to establish the order of applicants on the waiting list.
- .. Names of all other applicants will also be drawn in strict order of the categories above to determine each applicant's place on the waiting list.
- .. If a vacancy arises, the place will be offered to the applicant highest on the waiting list. If for any reason a place is not accepted that place will then be offered to the next applicant on the waiting list.
- .. The school will contact parents/guardians to inform them of any changes to the waiting list.
- .. Parents/guardians may contact the school at any time to request an update on their child's position on the waiting list.
- .. In making its decision, the BOM will have regard for the guidelines as set out by the National Council for Special Education in relation to special class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of existing and prospective students.
- .. Parents/guardians of applicant students are informed of the outcome of their application as outlined in the Admission's Notice of the academic year for which the application is being made.
- .. Parents/guardians of students offered a place in the Presentation Secondary School ASD Programme must inform the BOM in writing whether or not they will accept the place within the date outlined on the Admissions Notice of the academic year for which the application is being made.
- i. Once a student has been offered a place on the programme, they will be invited to participate in a transition programme in Presentation Secondary School. We regard the students' participation in the transition programme as a requirement in ensuring their smooth transition to their new

environment, as well as in facilitating ASD Programme staff in making any necessary academic/other reasonable accommodations for the student.

- j. In the first term, as designated by the BOM, of the year prior to entry into the Presentation Secondary School ASD Programme, the Principal will contact the parents/guardians of the applicant student and subsequently their primary school to arrange a visit to Presentation Secondary School. Parents/guardians will be notified in writing not less than seven days in advance of such a school visit.
- k. In order to ensure continuity of provision for a pupil, we require that the Principal and/or selected member/members of the ASD Programme staff are facilitated by the Parents / Guardians in meeting with the Principal of the feeder school and/or any other school personnel (such as mainstream teachers, resource teachers and Special Needs Assistants) who are deemed to have played a significant role in the applicant pupil's education to that point. Consultation with the SENO may also form part of this process.
- l. To ensure the continuity of the provision an observation of the pupil may take place in their existing school.
- m. Parents/guardians and students shall confirm in writing and in such form as may be determined from time to time by the school authorities of Presentation Secondary School, Ballypheane their agreement that their daughter will be bound by the Code of Behaviour for students of Presentation Secondary School and by such school rules as may be set from time to time for students by the Principal.

Section 4 - Enrolment of students from years other than 1st year, transferring from other Secondary Schools into the ASD class of Presentation Secondary School Ballypheane.

- a. Parents/ guardians applying on behalf of a child for a place in the ASD programme at a year other than the first year of the junior cycle must in the first instance meet the criteria set out in Section 2 and 3 of this policy.
- b. They must also submit a statement of their reasons for seeking to transfer their child to the BOM of Presentation Secondary School.

Section 5 - On-going review of students in the ASD Programme

- a. As learning needs may change over time, a student's enrolment in the Presentation Secondary School ASD programme will be kept under continual review by the school. This review will be on an ongoing basis and will include a careful examination of the student's progress. This review will also consider Presentation Secondary School ASD Programme's ability to deliver the most beneficial educational programme. Remainder of review process taken out

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- b. The school will notify the SENO when a student has left a special class, either to return to mainstream or enrol in another school, as this creates a vacancy in a special class that can be utilised for another student who may need it.
- c. The rules for the maximum period that a student can be educated in a special class are the same as those for mainstream primary and post-primary classes.

Section 6 – Appeals

Decisions of the Board of Management may be appealed to the Department of Education and Skills under Section 29 of the Education Act 1998.

Appendix 1: Recognised Feeder schools to Presentation Secondary School, Ballyphehane (in no particular order of priority)

- Togher Girls National School
- Togher Boys National School
- Scoil an Teaghlaigh Naofa, Ballyphehane
- Morning Star National School
- St. Finbarr's National School
- Greenmount N.S, Greenmount
- Ballygarvan N.S., Ballygarvan
- Glasheen Girls N.S., Glasheen
- Glasheen Boys N.S., Glasheen
- Goggins Hill NS, Goggin's Hill
- St. Columba's National School, Douglas
- Scoil Nioclás, Frankfield
- Gaelscoil na Dúglaise, Douglas
- Scoil Phádraig Naofa, Rochestown
- Bunscoil Críost Rí, Turners Cross

Signed:

John Cullane

Date:

9/4/24

