

Scoil Choilm Community National School

Porterstown Road, Clonsilla, Dublin 15

POLICY FOR ADMISSION TO SCHOOL YEAR 2021-2022

Scoil Choilm Community National School

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual admission notice. The Principal of Scoil Choilm Community National School is responsible for the implementation of this Admission Policy.

INTRODUCTION TO SCOIL CHOILM COMMUNITY NATIONAL SCHOOL

General information, Vision & Mission Statement

Scoil Choilm CNS operates within the regulations as laid down by the Department of Education & Skills (DES) and follows the primary school curriculum prescribed by the DES. The primary school curriculum may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998). The principal and staff monitor teaching and learning within the school and are supported in this, through the external evaluation by the Department of Education & Skills Inspectorate. Scoil Choilm CNS works under the guidance and management of the school principal in conjunction with the in-school management team. The board of management and Patron (Dublin & Dún Laoghaire Education & Training Board) oversees the general running of the school.

Background

Scoil Choilm Community National School is a co-educational, multi-denominational primary school which operates under the patronage of Dublin & Dun Laoghaire Education and Training Board (DDLETB). Scoil Choilm CNS aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. Scoil Choilm CNS seeks to provide a high standard of education where each child is encouraged to reach his/her personal potential. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

Scoil Choilm CNS was established in September 2007. Since then the school has grown from strength to strength. Scoil Choilm CNS is situated on the Porterstown Road in Clonsilla, Dublin 15. The school is comprised of two school buildings, each of which has 16 classrooms and a special needs unit. The school also has a large school hall. Scoil Choilm CNS shares a school campus with Lutrellstown Community College.

Scoil Choilm Community National School caters for the full range of Primary classes, from junior infants to sixth class. Scoil Choilm CNS has 32 mainstream classes and two special classes, which cater for pupils with a diagnosis of Autism and a recommendation that their educational and social needs would be best addressed through a placement in a special class for children with ASD. The school has a four-stream intake.

The board of management of Scoil Choilm CNS is committed to the successful implementation of recent legislation, in particular the Education Act, 1998, the Education Welfare Act 2000 and the Equal Status Act 2000. The board of management fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality. The Board will fully subscribe to the core values of the school underpinning the characteristic spirit of the school: Excellence in education, Care, Equality, Community and Respect.

In view of the increasing population within the area served by the school, this admissions policy will be subject to regular review and possible change. Scoil Choilm CNS seeks to work in conjunction with the other two national schools in the locality namely: St Mochta's National School and St Patrick's National School to provide school places for all children in the area. In the case of an over-subscription of pupils for school places, schools will advise parents to apply to the other schools where there may be vacancies.



Ethos, Vision and Mission Statement of Scoil Choilm CNS

Our vision for our school is to provide a welcoming, caring environment where all members of the school community are valued and treated with respect and dignity. We believe that children learn to the best of their ability when they feel happy and secure in school. The school seeks to develop a sense of community and partnership with children, parents and staff. At all times the school tries to provide a high standard of education and to promote the full and harmonious development of the child. We believe that every member of the school community has an integral part to play in the development and overall wellbeing of the school.

The school is committed to a spirit of inclusion, equality and partnership in education. It is the policy of Scoil Choilm CNS to respect, celebrate and recognise diversity in all aspects of human life. Children attending Scoil Choilm CNS are taught and encouraged to view diversity as something which reflects the community in which they are living and Ireland's increasingly multi-cultural society. The school encourages the children committed to its care to have a pride in what makes them different and a belief that difference when respected and valued gives strength and vibrancy to the total school community and the wider community in which they live.

- Our mission is to provide a new model of primary education that reflects Ireland in the 21st Century. Scoil Choilm Community National School provides a welcome to each child in the community. We serve and create learning opportunities in a setting of diversity and inclusion. Our school caters for the physical, academic, social and emotional needs of children within the school day in a supportive and caring environment.

TABLE OF CONTENTS

PART A – General Information for All Applicants

1. Glossary of terms
2. Admission Statement
3. Legal Framework
4. General Admission Provisions

PART B - Information for Specific Categories of Applicants

5. Application to Junior Infants
6. Application to All Classes Other Than Junior Infants
7. Application to the Special Classes



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PART A

General Information for All Applicants

- 1. *Glossary of terms***
- 2. *Admission Statement***
- 3. *Legal Framework***
- 4. *General Admission Provisions (for all Applicants)***

1. GLOSSARY OF TERMS

'Applicant' means the parent / guardian of a Child who has made an application for admission to Scoil Choilm, Community National School (CNS)

'Child' means the person in respect of whom the application is being made.

'Student' means the person in respect of whom an offer of admission by the school has been accepted on behalf of the Child.

'Gender', in line with the definition of "*the gender ground*" in the Equal Status Act 2000, is such that "*one is male and the other is female*". This does not prejudice any Child who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

'Catchment Area' refers to the designated residential area for application to all classes other than the Special Class in Scoil Choilm CNS, in respect of the person on whose behalf the application is being made.

The catchment area consists of the areas outlined in Appendix 1 for the full catchment area listing:

'Parent' has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

'Special Class' means a class that has, with the approval of the Minister of Education and Skills, been established by a school to provide an education exclusively for Students with a category or categories of special educational needs specified by the Minister of Education and Skills. Scoil Choilm CNS has two Special Classes, established to cater for the special educational needs of Sstudents with Autism/Autistic Spectrum Disorders.

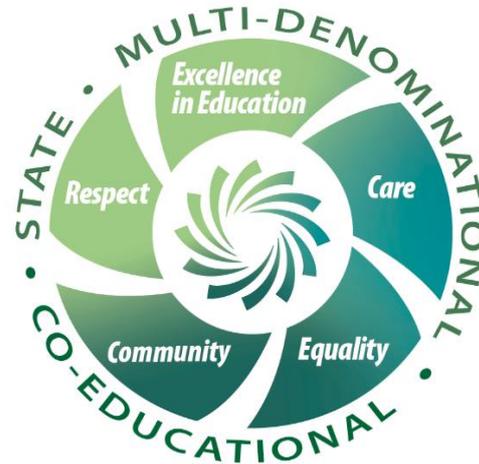
'Relevant Report', as advised by the Department of Education and Skills and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional who makes a recommendation for a Special Class placement. The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

'Junior Infants' means the intake group of Students for the most junior class in a school, but does not include the Early Start Pre-Schools/Early Intervention Classes or any crèche or pre-school groups that may be facilitated on site.

2. ADMISSION STATEMENT

ETB schools are state, multid denominational, co-educational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.



As the State provider of education, the ETB sector defines a ‘multidenominational’ school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff. We prepare open-minded, culturally sensitive and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, Scoil Choilm CNS shall not discriminate in its admission of a Child based on the following grounds:

- 2.1. Gender of the Child or Applicant.
- 2.2. Civil status of the Applicant;
- 2.3. Family status of the Child or Applicant;
- 2.4. Sexual orientation of the Child or Applicant;
- 2.5. Religion of the Child or Applicant;
- 2.6. Disability of the Child or Applicant;
- 2.7. Race of the Child or Applicant;
- 2.8. The Child's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Child or Applicant. [However, as Scoil Choilm CNS, provides education exclusively for a category of special educational needs in a Special Class, it is not discriminatory to refuse to admit to that class a Child who does not have the specified special educational needs.]

Scoil Choilm CNS shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child.

3. LEGAL FRAMEWORK

Scoil Choilm CNS was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of Scoil Choilm CNS is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.2 in respect of applications made to the Junior Infant group and in section 6.2 in respect of applications made to all classes other than the Junior Infant group.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy, the arrangements it has in place, where a parent requests their child to opt-out of religious instruction. Where Community National Schools do not provide religious instruction within the school day, the need to make alternative arrangements does not arise.

Religious instruction is a term used in Ireland to indicate instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition. Community National Schools deliver a 'multi-belief and values education' curriculum called 'Goodness Me! Goodness You!' (GMGY). This curriculum is designed to cater for children of all religions and beliefs attending the school.

4. GENERAL ADMISSION PROVISIONS

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school, and the
- information provided by the Applicant in the application for admission.

In processing an application Scoil Choilm CNS **shall not consider**:

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Child's academic ability, skills or aptitude; unless:
 - it is necessary to ascertain whether or not the Child has the category of special educational needs concerned for admission to a school approved by the Minister of Education and Skills providing education exclusively to Students with a specified category of special educational needs or a Special Class.
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Child's Parent(s);
- 4.4 A Child's prior attendance at a pre-school or pre-school service, other than in relation to a Child's prior attendance at an Early Intervention class or an Early Start Pre-School, which classes and schools are specified in a list published by the Minister.
- 4.5 A requirement that a Child or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.6 A Child's connection to the school due to a member of his or her family attending or having previously attended the school unless the connection is a sibling of the Child concerned attending, the school.

- 4.7 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice for that academic year.

Scoil Choilm CNS will consider the offer of a place to every Child seeking admission to the school, **unless** **one of the following applies:**

- 1.2. The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and shall make all reasonable efforts to ensure compliance with such code by the Child if the Child becomes a Student in the school;
- 4.1 The Child seeking admission to a Special Class in the school does not have the category of special educational needs specified by the Minister of Education and Skills in respect of that class.

Where Scoil Choilm CNS, considers an application, each Child shall receive a place, unless the school is oversubscribed, in which case, selection criteria will be applied to each application.

Section 5 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Junior Infant Group.

Section 6 of this Policy addresses the selection criteria and other matters related to the admission provisions for all classes other than Junior Infants.

Section 7 of this Policy addresses the selection criteria and other matters related to the admission provisions for the Special Classes.



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PART B

Information for Specific Categories of Applicants

- 5. *Application to the Junior Infant Group***
- 6. *Application to All Classes Other Than Junior Infants***
- 7. *Application to the Special Classes***

SECTION 5

APPLICATION TO THE JUNIOR INFANT GROUP

5. APPLICATION TO THE JUNIOR INFANT GROUP

5.1 Admission Provisions (Junior Infant Group)

- 5.1.1. Oversubscription
- 5.1.2. Selection criteria in order of priority
- 5.1.3. Selection process
- 5.1.4. Late Applications
- 5.1.5. Second/third-round offers of a place
- 5.1.6. Acceptance of a place
- 5.1.7. Refusal
- 5.1.8. Withdrawal of an offer

5.2 Appeals

- 5.2.1. Appeal where refusal was due to oversubscription
- 5.2.2. Appeal where refusal was for a reason other than oversubscription
- 5.2.3. Basis for appeal

5.1 ADMISSION PROVISIONS (JUNIOR INFANT GROUP)

Where Scoil Choilm CNS is not oversubscribed, all Children will be offered a school place, subject to section(s) 4.8 and 4.9.

A Child applying for the Junior Infant Group but seeking admission to the Special Class should see section 7 of this Admissions Policy.

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Scoil Choilm CNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same class group in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

5.1.2 Selection criteria in order of priority

Scoil Choilm CNS will apply the following criteria for admission to the Junior Infant Group:

Places within this category will be allocated in the following order of priority

Category A: Children who are four years of age on or before the 31st of May of the year of entry

1. *Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled.*
2. *Eldest children living within the catchment area*

In the event of the number of children in category A exceeding the number of places available in a given year, children will be offered a place according to their chronological age.

All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria, for places that may become available at a later date. This list will be established by placing names into a hat, those drawn in order will formulate the list.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

A separate lottery system will be set up for children on the waiting list in Category A. The lottery system will be operated in the following way:

- Names of the children who meet the criteria will be put into a hat and randomly selected in the presence of an independent supervisor.

Then

Category B: Children are four years of age on or before the 31st of May of the year of entry living outside the catchment area unless the area in which they live is within the catchment area of another Community National School which has vacancies in the appropriate class.

1. In the event of the number of children in category **B**, exceeding the number of places available in a given year, children will be offered a place according to their chronological age.
2. All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria, for places that may become available at a later date. This list will be established by placing names into a hat, those drawn in order will formulate the list.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998.

A separate lottery system will be set up for children on the waiting list in Category B.

Note: See section 7 for selection criteria applicable to admission to the Special Class.

5.1.3 Selection process

Scoil Choilm CNS will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications having matching enrolment criteria in the foregoing selection process, Scoil Choilm CNS will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

5.1.4 Late applications

An application received by Scoil Choilm CNS, after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Scoil Choilm CNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Scoil Choilm CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to section 4.8 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

5.1.5 Second/third-round offers of a place

Where a Child is in receipt of an offer of a place within Scoil Choilm CNS but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

5.1.6 Acceptance of a place

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

5.1.7 Refusal

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 5.1.7.1. The reasons that the Child was not offered a place in Scoil Choilm CNS,
- 5.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3. Details of the Child's place on the waiting list, if applicable; and
- 5.1.7.4. Details of the Applicant's right to appeal the decision.

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 5.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent



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applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 5.1.4 above.

5.2 APPEALS

5.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school 'Scoil Choilm CNS at Porterstown Road, Clonsilla, Dublin 15; Phone: 018213352.' Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

5.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Scoil Choilm CNS, for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Choilm CNS. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.



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5.2.3. Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

SECTION 6

APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS

6 APPLICATION TO ALL CLASSES OTHER THAN JUNIOR INFANTS

6.1 Admission Provisions (other than Junior Infants)

- 6.1.1. Oversubscription
- 6.1.2. Selection criteria in order of priority
- 6.1.3. Selection process
- 6.1.4. Late Applications
- 6.1.5. Second/third-round offers of a place
- 6.1.6. Acceptance of a place
- 6.1.7. Refusal
- 6.1.8. Withdrawal of an offer

6.2 Appeals

- 6.2.1. Appeal where refusal was due to oversubscription
- 6.2.2. Appeal where refusal was for a reason other than oversubscription
- 6.2.3. Basis for appeal

6.1 ADMISSION PROVISIONS (OTHER THAN JUNIOR INFANTS)

Where Scoil Choilm CNS is not oversubscribed, all Children will be offered a school place, subject to section(s) 4.8 and 4.9.

A Child applying for admission to a class other than Junior Infants but seeking admission to the Special Class should see section 7 of this Admissions Policy.

If the Student is also applying for a place in the mainstream class group other than The Junior Infant Year in the event of an unsuccessful application to the Special Class, this section 6 is also applicable.

6.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 6.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Scoil Choilm CNS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission to the same class group in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications to all classes other than the Junior Infants Group.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

6.1.2 Selection criteria in order of priority

Scoil Choilm CNS will apply the following criteria for admission to all classes other than Junior Infants:

6.1.2.1 Brothers & Sisters (including step-siblings, resident at same address) of children already enrolled.

6.1.2.2 Children living within the catchment area

6.1.2.3 Children living outside the catchment area

In the event of the number of children exceeding the number of places available, children will be offered a place based on a lottery within each category.

See section 7 for selection criteria applicable to admission to the Special Classes.

Any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not an Applicant is admitted.

Note: Before considering an application, an appropriate class level will be agreed between the parents and the school.

6.1.3 Selection process

Scoil Choilm CNS will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications having matching enrolment criteria in the foregoing selection process, Scoil Choilm CNS will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

6.1.4 Late applications:

An application received by Scoil Choilm CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Scoil Choilm CNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Scoil Choilm CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to sections 4.8 and 4.9 and the same process as applies to Applicants whose applications were received before the closing date will be applied *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

6.1.5 Second/third-round offers of a place

Where a Child is in receipt of an offer of a place within Scoil Choilm CNS but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

6.1.6 Acceptance of a place:

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

6.1.7 Refusal:

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 6.1.7.1. The reasons that the Child was not offered a place in Scoil Choilm CNS;
- 6.1.7.2. Details of the Child's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;

- 6.1.7.3. Details of the Child's place on the waiting list, if applicable; and
- 6.1.7.4. Details of the Applicant's right to appeal the decision.

6.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 6.1.7.5. The information contained in the application is false or misleading in a material respect, or
- 6.1.7.6. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 6.1.7.7. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school and if so, the details of the school(s);
and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 6.1.4 above.

6 APPEALS

6.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Choilm CNS at Porterstown Road, Clonsilla, Dublin 15, Email: scoilchoilm@scns.ie. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant, of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Admission Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

6.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Scoil Choilm CNS, for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Choilm CNS. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.



6.2.3. Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

SECTION 7

APPLICATION TO THE SPECIAL CLASSES

7 APPLICATION TO THE SPECIAL CLASSES

7.1 Admission Provisions for the Special Classes

- 7.1.1. Oversubscription
- 7.1.2. Selection criteria in order of priority
- 7.1.3. Selection process
- 7.1.4. Late Applications
- 7.1.5. Second/third-round offers of a place
- 7.1.6. Acceptance of a place
- 7.1.7. Refusal
- 7.1.8. Withdrawal of an offer

7.2. Appeals

- 7.2.1. Appeal where refusal was due to oversubscription
- 7.2.2. Appeal where refusal was for a reason other than oversubscription
- 7.2.3. Basis for appeal

7.1 ADMISSION PROVISIONS FOR THE SPECIAL CLASSES

Scoil Choilm CNS has two Special Classes, Sonas and Bród, established to cater for the special educational needs of Students with Autism/Autistic Spectrum Disorders.

Only applications in respect of Children whose needs fall within the category of special educational needs provided for by the Special Class will be considered. In this respect, the school requires that such needs of the Student be verified in a Relevant Report which has been prepared within the 12 months immediately preceding the Student's application to the Special Class.

All applicants for a place in the special classes must have an up-to-date psychological assessment and a recommendation from a psychologist that a place in a special class is required/recommended. Places in the special needs classes will be offered on a case by case basis, taking into account the dynamics of the class and the needs of the pupils already in the classes. Please see Appendix 2 for further details.

Where the Special Classes in Scoil Choilm CNS are not oversubscribed, all Children whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to section(s) 4.8 and 4.9 .

In line with section 4.9, where the Special Class in Scoil Choilm CNS is not oversubscribed, all Children whose needs fall within the category of special educational needs provided for by the Special Class will be offered a place in the Special Class, subject to section 4.8.

7.1.1 Oversubscription:

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 7.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made. Where Scoil Choilm CNS is in a position to offer further places that become available in the Special Class for and during that academic year, places will be offered in accordance with the order of priority in which Children have been placed on the waiting list.

For the avoidance of doubt, if a Child does not receive a place in the Special class for a given academic year, but s/he wishes to be considered for admission to the Special class group in the following academic

year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications for the Special Class..

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

“If a transfer Student is offered a place in the Special Class from the waiting list, the offer is subject to there being a place available in the relevant year group for that Student. If there is not a place available in the relevant year group, the next person on the waiting list for the Special Class will be considered for the place in question but this will not change the initial Student’s place on the waiting list for the Special Class for the remainder of that school year, *i.e.* if another place subsequently became available in the Special Class during that school year, the initial Student at the top of the waiting list would be considered first, but again subject to there being a place in the relevant year group for that Student.

For clarity, even if a place becomes available in a given mainstream year group, if there is a waiting list for that year group, the Students on that list have first refusal at the place in the year group irrespective of any matters relating to the Special Class.”

7.1.2 Selection criteria in order of priority:

Applications to the Special Class will be dealt with on a case by case basis, taking cognisance of the needs of the other children in the class and class dynamics. Applications will only be considered if the Child’s needs fall within the specified category of special educational needs provided for by this class. Subject to this requirement, in the event of oversubscription, the following criteria for admission to the Special Class will apply:

Prioritisation will follow the sequence below.

7.1.2.1: Priority is given to brothers and sisters of children currently attending Scoil Choilm CNS (including step-siblings, resident at the same address if they meet the criteria in relation to age and ability to integrate into mainstream)

In the event of the number of children satisfying this criterion exceeds the number of places available, children will be offered a place according to their chronological age, beginning with the youngest – once they are at least 4 years and 6 months by June of the year in which they are seeking a place in the school.

7.1.2.2: Children living within the catchment area (Appendix 1)

In the event of the number of children satisfying this criterion exceeds the number of places available, children will be offered a place according to their chronological age, beginning with the youngest – once they are at least 4 years and 6 months by June of the year in which they are seeing a place in the school.

7.1.2.3 Children living outside the catchment area unless the area in which they live is within the catchment area of another Community National School which has vacancies in their special needs unit.

In the event of the number of children satisfying this criterion exceeds the number of places available, children will be offered a place according to their chronological age, beginning with the youngest – once they are at least 4 years and 6 months by June of the year in which they are starting school.

All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria, for places that may become available at a later date. The waiting list will be established through a lottery system. Names of the children who meet the criteria will be put into a hat and randomly selected in the presence of an independent supervisor.

Families, whose children are on the waiting list for a particular school year and who are unsuccessful in their application, must make a new application for the following school year if they wish their child to be considered for a place in that year.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998 providing the unit has not reached its full capacity.

7.1.3 Selection process:

Scoil Choilm CNS will apply the selection process as follows:

Having met the criteria for admission to the Special Class, applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available the remaining Applicants are considered against the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are subject to matching enrolment criteria in the foregoing selection process, Scoil Choilm CNS will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

7.1.4 Late applications:

An application received by Scoil Choilm CNS after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Scoil Choilm CNS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admission Policy.

Where Scoil Choilm CNS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to sections 4.8 and 4.9 the same process as applies to Applicants whose applications were received before the closing date will be operated *i.e.* an Acceptance Form will be issued to the Applicant for completion and return to the school within 2 weeks of issue.

7.1.5 Second/third-round offers of a place

Where a Child is in receipt of an offer of a place within Scoil Choilm CNS but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list in a second-round of offers. This process will continue throughout third and fourth rounds *etc.* until all places within the school have been filled.

7.1.6 Acceptance of a place:

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with an Acceptance Form by the school.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late

application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for refusal as set out below.

7.1.7 Refusal:

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 7.1.7.1 The reasons that the Student was not offered a place in Scoil Choilm CNS.
- 7.1.7.2 Details of the Student's ranking against the published selection criteria, if the class-group to which the Applicant is applying is oversubscribed;
- 7.1.7.3 Details of the Student's place on the waiting list, if applicable, and
- 7.1.7.4 Details of the Applicant's right to appeal the decision

7.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 7.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 7.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 7.1.8.3. An Applicant has not indicated:
 - (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
 - (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).



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If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 7.1.4 above.

7.2 APPEALS

7.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must submit his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Choilm CNS at Porterstown Road, Clonsilla, Dublin 15, Email: scoilchoilm@scns.ie. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

7.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Scoil Choilm CNS, for a reason other than the school being oversubscribed and who wishes to appeal this decision may choose to put his/her appeal in writing, via a Section 29 Appeal Application Form, available from the school office and on the school's website, for it to be reviewed by the board of management of Scoil Choilm CNS. Such an appeal must be brought within fourteen calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education and Skills after the publication of this Policy, same shall apply instead.

Alternatively, s/he may choose to apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.

If an Applicant who chooses to appeal to the board of management is not satisfied with the decision of the board of management, the Applicant may also apply to bring an appeal to an appeals committee established by the Minister for Education and Skills under section 29A of the Education Act 1998.



7.2.3. Basis for appeal:

As required by section 29C(2) of the Education Act 1998, an application to appeal must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

Appendix 1 Catchment Area- SCOIL CHOILM CNS

ALDEMERE	LUTRELLSTOWN GROVE	RIVERWOOD COURT	ST. MOCHTA'S GROVE
ANNFIELD CRESCENT	LUTRELLSTOWN CLOSE	RIVERWOOD HEATH	PORTERSFIELD APARTMENTS
ALLEDALE SQUARE	LUTTRELL PARK CLOSE	RIVERWOOD LAWN	PORTERSGATE AVENUE
ANNFIELD DRIVE	LUTTRELL PARK COURT	RIVERWOOD PARK	PORTERSGATE CLOSE
ANNFIELD LAWN	LUTTRELL PARK DRIVE	RIVERWOOD VIEW	PORTERSGATE COURT
ANNFIELD VIEW	LUTTRELL PARK GREEN	RIVERWOOD PLACE	PORTERSTOWN ROAD
ASPEN WOOD	LUTTRELL PARK GROVE	RIVERWOOD TERRACE	PARK MANOR
BARBERSTOWN	LUTTRELL PARK LAWN	RIVERWOOD VALE	STATIONCOURT HALL
BARNHILL	LUTTRELL PARK VIEW	RIVERWOOD WAY	STATIONCOURT VIEW
BRAMLEY AVENUE	LUTTRELL PARK WAY	RUGGED LANE	STATION COURT PARK
FERNLEIGH GROVE	LUTRELLSTOWN	ROCKFIELD CLOSE	ST. MOCHTA'S LAWN
BRAMLEY COURT	LUTRELLSTOWN AVENUE	ROCKFIELD DRIVE	THE BEECHES
BRAMLEYCRESCENT	LUTRELLSTOWN CHASE	ROCKFIELD PARK	THE COURTYARD
BRAMLEY GARTH	LUTRELLSTOWN VIEW	RIVERWOOD DRIVE	THE ORCAHRD
BRAMLEY HEATH	LUTRELLSTOWN WALK	RIVERWOOD CHASE & SQAURE	THE VILLAGE
BRAMLEY PARK	LUTRELLSTOWN COURT	RIVERWOOD COPSE	WOOD BROOK PARK
BRAMLEY WAY	LUTRELLSTOWN CRESCENT	SANDHOLE	WARREN CRESCENT
BURNELL AVENUE	LUTRELLSTOWN DALE	SANDPITS	WOOD BRROK SQUARE
BURNELL GREEN	LUTRELLSTOWN DALE	SHELERIN ROAD 1-5	WOOD BROOK CRESCENT
CHARNWOOD	LUTRELLSTOWN DRIVE	SOMERTON (GOLF COURSE)	WOOD BROOK HALL
CARPENTERSTOWN MANOR	LUTRELLSTOWN GLADE	SOMERTON LANE	WOOD BROOK HALL
CARPENTERSTOWN ROAD	LUTRELLSTOWN GREEN	SORRELL	WOOK BROOK COURT
COLLEGE GATE	LUTRELLSTOWN HEATH	ST. MOCHTA'S GREEN	WOOD BROOK CRESCENT
COOLMINE GREEN	LUTRELLSTOWN HEIGHTS	ST. MOCHTA'S AVENUE	WESTMANSTOWN
CASTLEFIELD	LUTRELLSTOWN LAWN	ST. MOCHTA'S CHASE	
COOLMINE CLOSE	LUTRELLSTOWN OAK	ST. MOCHTA'S DRIVE	
DISWELLSTOWN HOUSE	LUTRELLSTOWN PARK	STATION COURT WAY	
DISWELLSTOWN COTTAGES	LUTRELLSTOWN PLACE	STATION VIEW	
DISWELLSTOWN MANOR	LUTRELLSTOWN RISE	STRAWBERRY BEDS	
FERNLEIGH CLOSE	LUTRELLSTOWN THICKET	ST. MOCHTA'S ROAD	
FERNLEIGH COURT	MANOR COURT	ST. MOCHTA'S VALE	
FERNLEIGH CRESCENT	MOUNT SYMON AVENUE	PORTERSGATE GROVE	
FERNLEIGH DALE	MOUNT SYMON CLOSE	PORTERSGATE CRESCENT	

FERNLEIGH LAWN	MOUNT SYMON CRESCENT	PORTERSGATE HEIGHTS	
FERNLEIGH DENE	MOUNT SYMON DALE	PORTERSGATE DRIVE	
FERNLEIGH DRIVE	MOUNT SYMON DRIVE	RIVERWOOD HALL	
FERNLEIGH GRANGE	MOUNT SYMON RISE	PORTERSGATE RISE	
FERNLEIGH HEATH	MOUNT SYMON GREEN	RIVERWOOD GROVE	
FERNLEIGH PARK	MOUNT SYMON LAWN	RIVERWOOD GREEN	
FERNLEIGH PLACE	MOUNT SYMON PARK	PORTERSGATE GREEN	
FERNLEIGH VALE	MOUNTAIN VIEW COTTAGES	PORTERSGATE VIEW	
FERNLEIGH VIEW	MULBERRY CRESCENT	RIVERWOOD GLEN	
FERNLEIGH GREEN	MULBERRY DRIVE	PORTERSGATE WAY	
HOMLEIGH	MULBERRY LAWN	WARREN AVENUE	
HAMILTON PARK	MULBERRY PARK	WARREN CLOSE	
INGLEWOOD KIRKPATRICK DRIVE	MULBERRY COURT	ST. MOCHTA'S GREEN	
KIRKPATRICK DRIVE	OLD FARM	ST. MOCHTA'S VALE	
KIRKPATRICK AVENUE	ORCHARD AVENUE	ST. MOCHTA'S GROVE	
KELLYSTOWN ROAD	OUTFARM LANE	WOOD BROOK CRESCENT	
LAMBOURN AVENUE	RIVERWOOD CLOSE	WARREN GREEN	
LAMBOURN COURT	RIVERWOOD GLEBE	WEAVERS ROW & HALL	
LAMBOURN PARK	RIVERWOOD GARDENS	WEAVERS WALK & WOOD	
LARCH GORVE	RIVERWOOD DENE	WINDEMERE	
LIMELAWN	RIVERWOOD DALE	WINDMILL	
LOHUNDA ESTATE	RIVERWOOD CRESCENT	WOODBERRY	
LUTRELLSTOWN GROVE	RIVERWOOD HEATH	WOOK BROOK COURT	

Appendix 2 Enrolment Policy: Special Needs Unit (SNU) in Scoil Choilm CNS

Introduction

This policy applies to all applicants to the Special Classes in Scoil Choilm CNS. This policy is subject to review on an annual basis. Scoil Choilm CNS operates an inclusive policy with regard to enrolment and does not favour any particular religion or cultural background. The age range to be considered for enrolment is between 4 and 8 years of age – depending on whether a place becomes available in Sonas or Bród (our junior and senior special classes). Scoil Choilm CNS is dependent on grants and teaching resources provided by the Department of Education of Skills (DES) and this policy shall have regard to these resources and funding.

Scoil Choilm CNS has two special needs classes (a junior and a senior class) for pupils with a diagnosis of autism. The children must have a recommendation from a psychologist, that they should attend a special needs unit in a mainstream school setting. Thus, Scoil Choilm CNS operate two Autistic Spectrum Disorder (ASD) classes with an allocation of one teacher and two SNAs per class. There is a total of six pupils in each class. The Special Needs Assistants are assigned to the class and not to individual children.

This policy is set out in accordance with the provision of the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Disability Act 2002 and the Schools Admission Act 2018. The board of management and the in-school management team trusts that by doing so, parents will be assisted in relation to enrolment. The principal and the chairperson of the BOM will be happy to clarify any further matters arising from this policy.

Background

Scoil Choilm Community National School is a co-educational primary school which comes under the patronage of Dublin & Dún Laoghaire Education and Training Board (DDLETB). The school aims to promote the full and harmonious development of all aspects of the child: intellectual, physical, cultural, moral and spiritual. Scoil Choilm CNS seeks to provide a high standard of education where each child is encouraged to reach his/her personal potential. The school is committed to a spirit of inclusion, equality and harmony where each child and member of the school community is valued and treated with respect.

It is the policy of Scoil Choilm CNS to respect, celebrate and recognise diversity in all areas of human life. Children attending Scoil Choilm CNS will be taught and encouraged to view diversity as something which reflects the community from which the children are drawn. The school will endeavour to encourage the children committed to its care to have a pride in what makes them different and a belief that difference, when respected and valued, gives strength and vibrancy to the total school community and the wider community in which they live. As part of its ethos, Scoil Choilm CNS welcomes children from all faiths/beliefs and cultures.

Scoil Choilm CNS was established in September 2007. For the first year the school was located in temporary accommodation in Blanchardstown. Scoil Choilm CNS was re-located to a new site on Porterstown Road, Clonsilla in September 2008. The school was further developed and in September 2013, phase two of Scoil Choilm CNS was ready for occupancy. The school is now comprised of 32 mainstream classrooms, two special needs units and a school hall. Scoil Choilm CNS shares a campus with Lutrellstown Community College (LCC). LCC provides post-primary education for those living in the catchment area.

Scoil Choilm Community National School caters for the full range of Primary classes, from junior infants to sixth class. The school has a capacity to cater for 32 classes and two special needs classes. The school functions under the patronage of Dublin and Dun Laoghaire Education and Training Board, and a board of management oversees the smooth running of the school. The board of management is committed to the successful implementation of recent legislation, in particular the Education Act 1998, the Education Welfare Act 2000 and the Equal Status Act 2000. The board of management fully subscribes to the principles of partnership, accountability, transparency, inclusion and respect for diversity, parental choice and equality.

In Scoil Choilm CNS, we expect all children, and all members of the school community, to find our school a safe and welcoming place, where everyone can achieve success, irrespective of their background. It is not possible to accomplish this if any child, or member of the school community, faces prejudice or hostility because of differences of colour, race, ethnicity, nationality, culture, religion/belief or language.

This enrolment policy is linked to and should be read in conjunction with the Code of Behaviour for Sonas and Bród, Modifying Behaviour in the SNU policy, The Anti-Bullying and Anti-Racism policy, the Statement of Strategy for School Attendance, The Child Safeguarding Statement and the Child Safeguarding Risk Assessment, Parents as Partners in Education policy, the GMGY policy, the Healthy Eating policy, the Acceptable Use of the Internet policy and the Acceptable Use of Mobile phone policy. To read these policies in full, please visit our school website: <http://www.scoilchoilmcns.ie/about/school-policies/>

Provision within the Special Needs Units

Scoil Choilm CNS has two purpose-built teaching facilities for pupils with a diagnosis of Autism. Our first ASD special class was opened in September 2013. The second ASD special class, opened in September 2014, currently both classes cater for pupils aged 4 to 12 years of age, who would be suitable for integration into the mainstream school. Each ASD class has a Sensory Room, a classroom and toilet facilities, which are purpose built and meet all criteria as set out by the Department of Education and Skills. The special classes seek to provide the highest quality of education in collaboration with the external services the children are currently linked in with, such as: Daughters of Charity, Beechpark Services, Temple Street Hospital and the Early Intervention Team who provide multi-disciplinary support services consisting of: Speech and Language Therapy, Occupational Therapy, Psychology and Social work.

Type of Special Needs Classes

Following consultation with our Special Education Needs Organiser (SENO), our National Education Psychological Services (NEPS) Psychologist, school management, our patron 'Dublin and Dún Laoghaire Education and Training Board' (DDLETB), school staff and parents, it was decided that Scoil Choilm CNS could best facilitate the needs of the community by opening a Special Needs class which would cater for children who have a diagnosis of autism.

Vision for our Special Needs Class

Scoil Choilm CNS seeks at all times to provide a caring learning environment where each child is welcomed, respected, cherished and facilitated in reaching their full potential whatever their background / ethnicity / nationality or faith/belief.

Our special needs classes are an additional support mechanism for pupils with autism who fulfil the criteria for admission into an SNU and who would find attending a mainstream class on a full-time basis challenging. Our special needs units are special classes within the overall school and as such form an integral part of the school community. As far as possible the pupils attending our special needs classes are integrated into the day to day activities of the school and where possible children attending these classes participate in school related events.

One of the aims of our special classes is to integrate children with autism into the mainstream school setting. Accordingly, children who attend the special needs classes will be integrated into appropriate mainstream classes. The rate of this integration will be determined by the professional personnel assigned to the class and the principal in consultation with the parents.

Our vision for our special needs classes is that children attending this facility will feel secure and happy in school. Our objectives are to give each child an individualised education plan and programme of work that focuses on their strengths and areas for development in relation to communication, social skills and education needs within a structured and safe environment. It is envisaged that this will enable them to achieve their full potential and experience a happy and fulfilling school life.

Scoil Choilm Community National School is a learning community where the holistic development of each child is paramount. We envisage that our special classes will be a partnership between children, parents, staff and the various outside agencies that link in with the school and are working on behalf of the children. As such, Scoil Choilm CNS seeks to ensure that all members of the school community work in partnership, having the best interest of pupils at heart and the overall development of the special needs units.

Mission Statement

Our mission is to provide special classes which are welcoming, holistic in their approach, child centred, reflective of current teaching and good practice in relation to pupils with Autistic Spectrum Disorder. Our special classes seek to create learning opportunities in a setting of diversity and inclusion. Our special classes cater for the physical, academic, social and emotional needs of children within the school day in a supportive and caring environment.

Our mission is for all pupils attending our special classes to learn to their full potential in a caring, educational and safe environment.

Our SNU aims to:

- Remove/reduce a child's barriers to learning,
- Assist children to develop effective systems of communication and social interaction,
- Develop a child's ability to adapt to, and accommodate change,



- Encourage children to positively manage their own behaviour and difficulties,
- Provide a broad and balanced curriculum that meets each child's needs, including access to the Primary School Curriculum,
- Provide an environment that fosters care and monitors and provides interventions for pupils to enhance learning opportunities,
- Provide inclusive opportunities for children to integrate into mainstream as part of the continuum of education provision,
- Work in partnership with parents/carers and other professionals.

Ethos and Values of our special needs unit

Scoil Choilm CNS seeks to provide an environment within which students feel happy, safe and valued. A positive and supportive approach is adopted in addressing the unique and special needs of each of the students. Emphasis is placed upon building on the child's strengths, thus enabling progression in all aspects of his or her development. Close liaison with parents and relevant outside agencies affords the opportunity to address the needs of the "whole child." Shared aims and objectives between home and school provide the children with clear and consistent guidelines in terms of behavioural codes and the reinforcement of personal and social skills in a variety of settings.

Curriculum

Students attending our special classes are encouraged to develop a sense of responsibility, self-esteem, self-confidence, self-advocacy and self-discipline. The school plays an active role in promoting these qualities. Through direct intervention and by adult example students are encouraged to develop an awareness and respect for each other, the staff and their surroundings. Pupils are also encouraged to care for their own belongings and respect those of others, to foster appropriate and socially acceptable forms of behaviour and to take pride in their own strengths and achievements. Students are encouraged to take responsibility for their actions and, in the long term, develop a sense of self-discipline. In achieving this aim, each child is supported in developing individual strategies and responses to calmly diffuse or manage potentially difficult situations. From a staff perspective emphasis is placed upon recognising and rewarding positive behaviour.

Individual educational plans and behavioural plans will be put in place for each child. These will be drawn up in consultation with parents and the relevant outside agencies. All behaviour management programmes are discussed with parents and appropriate strategies, which can be followed both at home and in school, are developed. Students generally respond well to the structured environment of the school and it is our aim to manage and modify difficult behaviours. Parents are encouraged to approach the school if they wish to discuss a particular problem. A code of behaviour for the special needs units has been developed and is being implemented in the school. Students attending the special classes are treated with dignity and respect and are encouraged to make their own decisions and choices and share ideas and opinions wherever possible.

Approaches to teaching and learning in our special classes

In Scoil Choilm Community National School we believe in an eclectic approach to pupils learning in our ASD Units. This is in accordance with the Department of Education and Skills recommendation. The school will be cognisant of current theories and methods of teaching. Pupils with autism generally display significant difficulties within the 'Triad of Impairment' which is at the heart of autism. These impairments relate to:

- difficulties in language and communication,
- social relationships, and
- rigid patterns of behaviour/thought/interests.

These difficulties form major barriers to learning. Our role is to help our pupils to come to terms with, and overcome as far as possible these difficulties.

A modified curriculum will be the guiding education programme with additional emphasis on:

- behavioural management
- the development of adaptive and independence skills
- social and communication skills

In order for the teacher to develop individualised educational plans, a period of observation and baseline assessment will be necessary.

Code of Behaviour

In keeping with the NEWB guidelines, the school has drawn up a code of behaviour for the special needs units. Included in this code of behaviour is the possibility, in certain extreme cases that a student may be temporarily suspended from school or permanently excluded should their behaviour put the safety and welfare of themselves, or other students and staff members at risk. All reasonable steps to reduce or prevent such extreme behaviour would be taken prior to considering suspension or expulsion.

Staffing procedures and available places in our ASD special classes:

In accordance with the regulations as set down by the Department of Education and Skills there are six places available for pupils with ASD who fit the criteria for placement in each of our special needs classes. The school has been allocated one teacher and two SNAs to facilitate teaching and learning and meeting the children's care needs within each special class. Should a child who is currently attending one of our special classes leave the school or should a child who is attending one of our special classes be ready to integrate fully into mainstream, places may become available.

Initially any new child attending the unit will attend on a phased-in basis and on a reduced day. The organisation of this phased approach will be at the discretion of the principal in consultation with the staff.

This is to help children settle into their new environment and familiarise themselves with their surroundings and the other pupils and staff members. It is very important that we try to ensure this initial settling in period will be a positive experience for all involved.

Essential Criteria for Enrolment

1. Each child must have a diagnosis of Autism:
 - Autistic Spectrum Disorder using the DSM-V or ICD 10 criteria as set out by a professional / individual approved by the Department of Education and Skills and a Multi-Disciplinary assessment report. This report must be current (within the last 12 months).
 - In terms of behaviour children must have the ability to cope positively in a special class and the school environment without compromising the education, rights and safety of others. All children including children with special educational needs must adhere to our school's Code of Behaviour and our Health and Safety Statement.
2. A recommendation that a special class placement is best suited to the child's needs must be clearly stated in the child's psychological assessment. Children currently in our mainstream setting who has a recommendation for a special class will be considered.
3. That the school can meet the needs of the child in a meaningful way and that the school has the necessary resources to meet these needs.
4. As inclusion is an integral part of our school's ethos, it is a necessary criterion of enrolment that any child attending the unit must be capable of integrating into a mainstream classroom setting. Thus, their level of autism mustn't prevent the child from interacting appropriately and integrating into mainstream. Furthermore, the child's cognitive level must allow him/her to integrate academically and socially in the mainstream school setting as well as the ASD unit. The level of integration, duration and timing will be decided upon by the principal and staff of the unit in consultation with the mainstream teacher, external advice and the parents of the child in question. Information will be shared and discussed with all parties at the IEP meetings. This information will be drawn upon from multiple sources and clinical indicators.
5. A fully completed application form must be filled in by the parents and any relevant reports must be submitted to the school.
6. The completion of an application form does not constitute an offer of a place.
7. The child must be age appropriate for the SNU class to which they are applying.

Should places become available in our special needs' classes, the opening date for applications is October 1st 2020 and the closing date for applications is February 1st 2021. These dates apply each year. Applicants applying after this date will be placed on a waiting list and will only be considered when all other applications have been processed. The waiting list only applies to the current academic year. In accordance with our school policy on admissions, applications are not retained from year to year and thus, waiting lists from year to year do not apply.

If the number of children who satisfy the above criteria (1-6 above), exceeds the number of places available; the following additional criteria will be used to prioritise children for enrolment. Where all the above essential criteria are fulfilled, the following process will apply:

Process of Enrolment:

Prioritisation will follow the sequence below.

1. *Priority is given to brothers and sisters of children currently attending Scoil Choilm CNS (including step-siblings, resident at the same address if they meet the criteria in relation to age and ability to integrate into mainstream)*

In the event of the number of children satisfying this criterion exceeds the number of places available, children will be offered a place according to their chronological age, beginning with the youngest – once they are at least 4 years and 6 months by June of the year in which they are applying for a place in the school.

2. *Children living within the catchment area.*

The catchment area, for enrolment purposes is the Dublin 15 area.

In the event of the number of children satisfying this criterion exceeds the number of places available, children will be offered a place according to their chronological age, beginning with the youngest – once they are at least 4 years and 6 months by June of the year in which they are applying for a place in the school.

3. *Children living outside the catchment area unless the area in which they live is within the catchment area of another Community National School which has vacancies in their special needs unit.*

In the event of the number of children satisfying this criterion exceeds the number of places available, children will be offered a place according to their chronological age, beginning with the youngest – once they are at least 4 years and 6 months by June of the year in which they are applying for a place in the school.

All unsuccessful applicants will be placed on a waiting list, in accordance with the above criteria, for places that may become available at a later date. The waiting list will be established through a lottery system. Names of the children who meet the criteria will be put into a hat and randomly selected in the presence of an independent supervisor.

Families, whose children are on the waiting list for the a particular school year, must make a new application for the following school year if they wish their child to be considered for a place in that year.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998 providing the unit has not reached its full capacity.

Data Protection:

In accordance with our Data Protection policy and GDPR, all enrolment forms and sensitive information will be filed once a place has been offered and accepted by successful candidates.

In relation to documentation pertaining to unsuccessful candidates, the school will contact the families in questions and request them to collect their documents or alternatively grant permission for the school to shred the documents once the waiting list has expired.

Registration Procedure for our special needs' unit for September 2021

Registration for the 2021/2022 school year will take place from November 1st 2020. Closing date for applications is February 1st 2021. All applications for places received will be responded to within 21 school days of the closing day for the submission of applications.

Enrolment forms are obtainable from the school secretary in Scoil Choilm CNS.

Requests for enrolment forms should be made to:

School Secretary,

Scoil Choilm Community National School,

Porterstown Road,

Clonsilla,

Dublin 15.

Telephone: 821 3352

It is the duty of parents/guardians to ensure that, the following documentation accompanies your application:

1. A psychological assessment (dated within the last 12 months) stating that the child has a diagnosis of Autism.
2. A recommendation that a special class placement is best suited to the child's needs must be clearly stated in the child's psychological assessment.
3. An original long form Birth Certificate (together with a photocopy) **and**
4. **Two** of the following as proof of address (these must be dated within two months of the date of application):
 - a. Electricity Bill
 - b. Gas Bill
 - c. Landline Telephone Bill
 - d. Utility Bill

*Incomplete/Late applications will not be considered.

Registration alone does not guarantee a place in the special needs unit. Decisions in relation to applications for enrolment are made by the senior in-school management team and endorsed by the board of management in accordance with the Enrolment policy.

Return of Forms of Acceptance

Letters of offer for places in the special needs unit will be made by post. All completed acceptance forms must be returned to the address shown above, within two weeks of the letter of offer.

If the school does not receive this documentation by the nominated closing date, the management will assume that the place is not being accepted and the place will be offered to the next suitable candidate.

Unsuccessful applicants will be informed in writing by post.

All unsuccessful applicants have a right of appeal under Section 29 of the Education Act, 1998 providing the unit has not reached its full capacity.

There will be an introductory meeting for parents of incoming children to our SNU in June of the year of entry.

Equality of access

No child is refused admission for reasons of religion/ belief, language, gender, social status, ethnicity, or political beliefs & values. However, all children attending the unit must have the potential to integrate into the mainstream setting. It is also a criterion of enrolment that the special needs unit is capable of meeting the child's individual needs in a meaningful way. The school reserves the right to refuse enrolment to any student who has special needs such that even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and / or provide the student with an appropriate education. The school endeavours to support each child on an individual basis and ensure that it is an appropriate school placement for the child.

This policy is subject to regular review by the Board of Management.

Signed:

Laura Maher (Principal)

John Walsh (Chairperson)

Date: 6th October 2020