



Enrolment Policy

General Information

The Board of Management of St. Ultan's Special School herein sets out its Enrolment Policy in accordance with the provisions of the Education Act 1998. The Board of Management of St. Ultan's Special School trusts that by so doing parents/guardians and other professionals will be assisted in relation to enrolment matters. The principal and/or chairperson will be happy to clarify further matters arising from this policy.

Name of the School:	St. Ultan's Special School
Roll No.:	19216E
Address:	Flowerhill Navan Co. Meath
Telephone:	046 9021831
Fax Number:	046 9021137
Email:	Principalstultans1@gmail.com
Website Address:	www.stultansnavan.com
School's Denomination:	St. Ultan's Special School is a Roman Catholic School
Patron:	The Roman Catholic Bishop of the Diocese of Meath.
Present Enrolment:	118 pupils (September 2017)
Present Staffing:	Principal and 13 full time teachers 1 Home Economics and 1Woodwork teacher (part-time) 12. 5 Special Needs Assistants (SNAs)

St. Ultan's Special School is co-educational special school for children with mild general learning disability ranging in age from four years until the end of the school year until they reach their 18th birthday. The enrolment of some children within the borderline and high moderate range of learning disability may also be considered. Please refer to the section entitled "Conditions of Enrolment" for further information.

The school promotes the physical, emotional, social, moral, academic and vocational development of each child to enable them to achieve their fullest potential and acquire social and functional skills for independent living. The school is designated by the Department of Education and Skills (DES) as a primary school and follows the Primary School Curriculum (1999) which is modified and differentiated to meet the individual needs of each child. Students of post-primary age participate in the Junior Certificate Schools Programme (JCSP), Level 2 Learning Programmes (L2LP) and Quality and Qualifications Ireland (QQI) programmes of certification.

St. Ultan's Special School is dependent on the grants and staffing resources provided by the DES. At all times the school policy must have regard to the resources and funding available at any one given time. The school operates within the regulations and circulars laid down from time to time by the DES and National Council for Special Education (NCSE). The school is also subject to the Education Act (1998), the Education Welfare Act (2000), the Education for Persons with Special Education Needs Act (EPSEN, 2004), equality law and all other relevant legislation.

Within the context and parameters of the DES regulations and programmes, the rights of the Patron as set out in the Education Act 1998 and the funding and resources available, St. Ultan's Special School supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children irrespective of faith or race
- Equality of access and participation in the school
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society

Conditions of Enrolment

- A child must have an assessment of a mild general learning disability to be considered for enrolment in St. Ultan's School. These are children who achieve an IQ score within the range of 50 – 69 in an assessment of cognitive ability.
- A child with an assessment of a borderline general learning disability (IQ 70 -79) and who has one or more additional disability such as outlined in Circular 08/99 and 08/02(DES) may also be eligible for enrolment.
- In some cases, St. Ultan's may consider the enrolment a child who has a general learning disability within the High Moderate range (IQ 45 – 49) but with adaptive behaviour skills functioning within the mild range.

St. Ultan's School is not designated or sufficiently staffed and resourced to enrol children with a moderate (excluding those mentioned above), severe or profound learning disability.

Documentation Required for Enrolment

The following documentation must be provided with all requests to enrol a child in St. Ultan's:

- A report from a psychologist outlining the child's cognitive ability/learning profile. It should also identify the special educational needs of the child along with the resources (including Special Needs Assistant (SNA) support) that are required to meet these needs. The report should also include a statement that says a special school is an appropriate educational placement for the child

Where available the following reports should also be provided:

- A report from an Occupational Therapist
- A report from a Speech and Language Therapist
- An educational report from the educational setting where the child is currently enrolled
- Other reports that might be deemed necessary in individual cases, e.g. behavioural, psychiatric, medical, audiological, etc.
- Other such information as may be deemed relevant/appropriate (including information as may be prescribed by the Education Welfare Act 2000) as determined by the Board of Management

Enrolment Process

Parents/guardians and other professionals are advised that referrals should be made before mid-March of the academic year. This is to allow the school to make a timely submission to the NCSE for resources for teaching and SNA supports for the following year. Information on the precise date each year can be obtained by contacting the school.

The following process will be followed after initial contact has been made with the school.

- The parents/guardians visit the school and are informed of the curriculum, facilities, resources, staffing ratios and any other professional services available in St. Ultan's.
- Parents/guardians complete an Expression of Interest form. Completion of this form does not necessarily guarantee a place for a child in the school.
- Full consideration of any request for enrolment can only be made after receipt of the psychological assessment report and any other report(s) deemed essential to adequately evaluate the appropriateness of St. Ultan's School to the educational needs of the child.
- As part of this evaluation process, a request may be made for the principal and/or teacher from St. Ultan's School to observe the child in his/her current educational setting.

- Consultations with other individuals/agencies may also occur, eg. Special Educational Needs Organiser (SENO), National Educational Psychological Service (NEPS), C6 - 18 Child Development Team, Enable Ireland, TUSLA, principals of previous schools, etc. Permission will be sought from parents if enquiries are needed from other agencies. Where relevant a meeting will be held with some or all relevant individuals/agencies with significant information in relation to the child.
- The final decisions with regard to enrolment are made by the school principal following review of all available reports, consultation with relevant professionals and consideration of the views and opinions of parents. The principal will also consult with the Board of Management.
- Parents/guardians who wish to accept an offer of a place for their child in the school must complete the form entitled "Acceptance of a Place in St. Ultan's". The child's name along with his/her psychological assessment report will be forwarded to the Special Educational Needs Organiser (SENO) for the attention of the NCSE. This may be accompanied by applications for transport to the school and a request for SNA support. Where the Board consider it necessary to have additional supports or resources to meet the educational needs of the child, an application will also be made to the SENO for the attention of the DES.
- Prior to final enrolment the child is also invited to visit the school to stay (without parents/guardians) for a period of time. This process may be repeated until such time as the child feels comfortable and content about transitioning to St. Ultan's on a permanent basis.
- Parents/guardians will be requested to complete the "Enrolment Form" and provide a copy of the child's birth certificate, baptismal certificate (where applicable) as well as medical and other information relevant to the care needs of the child. Parents/guardians will also be provided with a copy of the Code of Behaviour and the Anti - Bullying policy and must sign a statement agreeing that they will make all reasonable efforts to ensure compliance with these policies by their child. Parents/guardians are responsible for ensuring that their child(ren) co-operate(s) with said policies in an age appropriate way.

Enrolment is at the beginning of the school year. In exceptional circumstances the Board may consider the enrolment of children at other times during the school year. In the event that parents/guardians wish to defer an offer of enrolment, they must complete a new "Expression of Interest" form.

The principal and teachers will engage on a regular basis in consultation with parents/guardians and other professionals with regard to their child's progress and the suitability of the placement in St. Ultan's. Where it is felt that a child is not making progress and/or might be better placed in another educational setting, parents/guardians are notified and the issue discussed with them.

As a general principle and in so far as is practicable, having regard to the schools' enrolment policy, children will be enrolled on application, provided that there are places available in the school. Children will be prioritised and enrolled in order of date of the school receiving an expression of interest and receipt of the appropriate psychological reports. In the event that there is a list of applicants and the number of children on this list exceeds the number of available places, the following criteria will be used to prioritise children for enrolment:

- Sisters and brothers of pupils already enrolled in St. Ultan's School
- Children transferring from another special school/class setting
- All other children

Parents/guardians seeking an extension of enrolment for their child who is 18 years of age before the commencement of the new school year are advised of the DES rules in relation to the matter. The student must be following a course leading to a Level 3 accreditation and require the additional year in order to complete this course.

Policy Statement

All decisions in relation to enrolment are made in accordance with school policy. While recognising the rights of parents/guardians to enrol their child in the school of their choice, the Board of Management has a responsibility to respect the rights of the existing school community. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interests of all children. The Board of Management reserves the right to admit such pupils to the school, unless there are other factors which would militate against them being suitably and appropriately placed therein.

Exceptional factors could arise where either:

- a. The pupil has special needs such that, even with additional resources available from the DES the school cannot meet and/or provide the child with an appropriate education or
- b. In the opinion of the Board of Management, the pupil poses an unacceptable risk to other pupils, school staff or school authority

The parents/guardians of any child who has been refused enrolment, for any reason, are entitled to appeal that refusal pursuant to Section 29 of the Education Act 1998, and in such circumstances, will be advised in writing of their entitlements to such an appeal. The appeal must be lodged within 42 days of receipt of the final refusal from the school.

The Board of Management of St. Ultan's Special School is bound by the Department of Education "Rules for National Schools" which provide that children may only be enrolled from the age of four years and upwards. All children must be 4 years of age before the 1st of September of the year of enrolment.

Transfer of Children

Children may transfer to St. Ultan’s Special School once all the psychological assessment and all other information relevant to the child’s special needs have been met. In compliance with the Education Welfare Act (2000) information about a child's attendance and educational progress at their previous school(s) must also be provided prior to full enrolment.

Review of Policy

The Board of Management has the right to review and propose amendments to this enrolment policy.

This policy was reviewed and ratified by the Board of Management on.....

Signed _____
Nuala Cosgrave, Chairperson

Date: _____