**Cloghroe National School
Cloghroe , Co. Cork. Roll No. 07242M**

**Telephone/Fax : +353 21 4385547**

**E-mail:** **oifig@cloghroens.ie** **Web site: www.cloghroens.com
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**Admissions Policy**

**Application Procedure for Special Class**

The Special Class caters for 8 pupils. It is an essential requirement that all pupils to be enrolled in the Special Class have a Moderate Intellectual Disability Diagnosis as their primary diagnosis. A report from a registered psychologist is required as evidence of this.

# Application Process

* Applications for enrolment in the Special Class are available from the office or on the school website [www.cloghroens.com](http://www.cloghroens.com) .
* The completed application form along with relevant reports is sent to the Chairperson of the Board or the Principal by March 1st of the year prior to enrolment.
* Applications will be accepted after March 1st, if places are available in the Special Class.
* Applications are accepted from parents or guardians only.
* Parents/guardians will receive confirmation of receipt of application form, by email/post.
* On receipt of the fully completed application form, your child’s name will be recorded on an **Application List.** Selection will be according to the criteria outlined below (Section 3 & 4) pending consideration for enrolment by the Admissions Committee.
* The completion of an application form and the placement of your child’s name on any list does not confer an automatic right for a place in the school.

# Documentation Required

* A completed application form as outlined above
* An up-to-date psychological report and any other relevant reports (e.g. Speech and Language, Occupational Therapy etc.)
* A professional recommendation from a qualified psychologist, for a Special Class for children with Moderate General Learning Disability.
* Original birth certificate ( a copy will be made and the original returned)
* A medical report which discloses all pre-existing medical conditions. (This information enables the Board to assess whether the school can provide for the medical needs of the pupil and to seek appropriate resources from the relevant government departments as necessary)

# Eligibility for Admission to Special Class

* The pupil has a Moderate Learning Disability Diagnosis.
* The pupil has a professional recommendation from a qualified psychologist, for a Special Class for children with Moderate General Learning Disability
* The pupil does not have health, medical or safety needs which are beyond the scope of the Special Class to address with current resources in the school.

The Board of Management of Cloghroe National School has a duty of care to all its existing pupils and staff and may not be in a position to facilitate pupils who could compromise the entitlement of others to education and safety. Admission may be refused to such pupils if, by accommodating that pupil, it would significantly compromise the education and safety of other pupils.

# Enrolment Criteria

The maximum class size is eight pupils. If the number of applicants exceeds the number of places available, the following criteria will apply. Places will be allocated in the following order.

* **Category 1** Children who have siblings attending Cloghroe National School and who live in the parish of Inniscarra, or, children who have siblings attending Cloghroe National School school and who live within 6km of the school by road.
* **Category 2** Children who live in the parish of Inniscarra, or, children who live within 6km of the school by road.
* **Category 3** Children who have siblings attending Cloghroe National School school and who live outside of the parish of Inniscarra, or, children who have siblings attending Cloghroe National School school and who live more than 6km from the school.
* **Category 4** Applications from children where Cloghroe National School Special Class is the nearest recognised suitable class from their home address, with availability.
* **Category 5** Applications from children in mainstream schools, who, according to psychological reports, require a placement in a Special Class for children with Moderate General Learning Disability.
* **Category 6** Applications from children attending special pre-schools or special schools.
* **Note:** Where a number of applicants are in the same category, selection will be made in order of date of receipt of completed applications.

**Please note the following**:

* The Admissions Committee will meet within two working weeks of the closing date for applications and will communicate its decision to the Board of Management. Offers of enrolment will be sent by 31st March. Parents are requested to accept the offer by returning the Acceptance form accompanying the offer within 31 days of the date of the offer.
* The Board will be guided by the principles of natural justice and fair procedures and the selection process will be reasonable, fair and transparent.

# The first year will be used to:

* Assess the child’s educational needs
* Develop a School Support Plus Plan
* Assess whether the child’s placement is appropriate

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

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

The Board of Management will not refuse a child on the basis of ethnicity, disability, (i.e. severity of diagnosed condition) traveller status, refugee status, political beliefs or family or social circumstances.

Fulfilling the enrolment criteria does not necessarily ensure enrolment if:

* Necessary resources pertaining to the enrolment are not available
* Sufficient classroom space is not available
* The Admissions Committee decide that the school is unable to adequately meet the needs of the child

# Aims and Objectives

* To provide a quality driven, appropriate educational service to all children in the Special Class, within the requirements of all recent legislation pertaining to Special Needs Education
* To strive towards the integration of children in the Special Class into mainstream education, having regard for levels of disability, available resources and suitability for such integration
* To enhance the communicative and social skills of the children in the Special Class

# Discharge Policy

It is school policy to facilitate the discharge of pupils from the Special Class once they have reached the age of thirteen. Pupils who reach the age of thirteen after September 30th in any year will be permitted to complete that academic year.

Board of Management of Cloghroe National School has a duty of care to all its pupils and staff and it may not be in a position to facilitate pupils who compromise the entitlement of others to education and safety.

The Code of Discipline will be adhered to.

Discharge may be recommended after the first year, or at any stage during the child’s time at Cloghroe National School, if the admission team, after consultation with the parents/guardians, feel that placement is not appropriate, or that by accommodating that pupil, it would significantly compromise the education and safety of other pupils.

#  Waiting List

In the event that more applications are received than there are available places a ‘Waiting List’ will be drawn up. This list has 5 separate categories as per enrolment criteria above. The pupil’s name will be added to the list according to the relevant criteria. The pupil in Category 1 is offered a place first and so on down to Category 5.

**Please note that places offered cannot be held from year to year. If an offer is not accepted within the specified time a new application must be made for future enrolment.**

# Refusal to Enrol

Parents will be informed in writing of the reason enrolment has been refused and of their right to appeal the decision under Section 29 of the Education Act 1998. Appeals may be made within 42 calendar days, from the date the school’s decision was notified to the parents. The Appeals Form is available on the DES website at [www.education.ie](http://www.education.ie)

