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Roll Number: 19206B  
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# Admission Statement

## Application Procedure

It is the policy of the school that all enquiries, referrals and applications for admission to this school are considered in a fair and equitable manner and responded to efficiently.

1. If parents/guardians wish their son/daughter to come to St. Cecilia's School, they are invited to visit the school and see the facility.
2. They should request an Application Form. Parents/Guardians are given a copy of the Admissions Policy and Code of Behaviour with the application form or are directed to the school website.
3. Parents/guardians must then return the following:
  1. Fully completed application form signed by one or both parent(s)/guardian(s)
  2. A birth certificate(cert) for the student
  3. Proof of address for the student (dated within the last four months).
  4. Psychological assessment (completed not more than 2 years earlier). It is important that this report clarify the cognitive level of functioning of the student.

Any other available professional reports such as:

- Psychiatric Assessment
- Current School Report
- Individual Education Plan from current school
- Speech & Language Therapy Report
- Social Work Report
- Physiotherapy & Occupational Therapy Reports
- Medical Report as appropriate.

*Please note: Successful applicants may not have automatic access to additional supports such as Special Needs Assistants (SNAs), bus escorts or nursing staff. If a school place is offered, the National Council for Special Education (NCSE) is the agency that processes applications for SNAs and bus escorts. The NCSE requires that a student's need for access to such additional resources must be clearly outlined in the relevant professional reports.*

The school reserves the right to request additional professional reports and assessments in support of any application. An application will be valid when the above listed documents have been received (see 2-4 above) and all supporting/ required documentation as outlined above is received by the school.

**Closing date for applications will be 28th February 2023.**

1. Following the receipt of all documents, the Principal will allocate places.
2. The school shall admit each applicant that fulfils the admission criteria unless:
  - The school is over-subscribed or the specific class is oversubscribed;
  - The parent/guardian refuse/fail to confirm in writing their acceptance of the Code of Behaviour;
  - The student does not have a psychological report confirming they have moderate, severe or profound learning disability including autism.
3. Having considered each application, the Principal will formally offer a place in writing to the parent/guardian/guardians within 21 days of the closing date for applications.
4. Parent/guardian/guardians will be requested to respond by a specified date, typically one week, as stated on the letter of offer and to include the completed Admissions Form. Parents/guardians will also be required to give a written undertaking that they will co-operate in every reasonable way with the Code of Behaviour.
5. An offer may be withdrawn if:
  - The information provided is false or misleading;
  - Parents/guardians don't accept the offer by the date stated in the letter of offer;
  - Parents/guardians fail to confirm in writing their acceptance of the Code of Behaviour;
  - Parents/guardians have failed to inform the school if they are awaiting confirmation of a place/ have accepted a place in another school.
  - If the number of applicants has exceeded the vacancies, names of those applicants who meet the criteria as set out in the Admissions Policy will be kept on file for consideration should a vacancy in a suitable, age-appropriate class become available. Parents/guardians of these applicants will be informed in writing within 21 days of the closing date. Parents/guardians will be advised of the appeals procedure, as outlined in the Admissions Policy.
  - Parents/guardians of applicants who do not meet the criteria as set out in the Admissions Policy, and therefore cannot be offered a place, will be notified within 21 days of the closing date. The reason for this decision will be clearly stated. Parents/guardians will be advised of the appeals procedure, as outlined in the Admissions Policy.
6. When the successful applicants have accepted places, the Board of Management will be informed of the students who have accepted places.
7. When the principal deems that further resources are required to meet the student's needs - as outlined in the psychological, medical or other reports – a request is submitted to the Special Education Needs Organiser (SENO). These resources may include access to or the provision of any or a combination of the following: special needs assistant, specialised equipment or furniture, transport services or other. Parent/guardian/guardians will need to complete relevant National Council for Special Education (NCSE) documentation.

8. Following the completion of the admission process, the most suitable form of transition will be agreed with the parent/guardian to meet the student's needs. This may initially be short visits, hours, part of a day, gradually increasing to a full day depending on the needs of the student and the recommendations in supporting documentation.
9. Due to school transport arrangements, all students attend for a full school day, i.e. 5 hours 40 minutes.
10. Some families may wish to bring their student to school during the initial introductory period. The parent/guardian and Principal will agree arrangements for this. The school will attempt to facilitate any such reasonable arrangement.

### **Criteria for Applications**

While recognising the rights of parents/guardians to apply to the school of their choice on behalf of the student, the Board of Management of St. Cecilia's School also has a responsibility to respect the rights of the existing school community, the suitability of the school environment to meet the needs of the student and in particular the students already on the school roll. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interests of the students already in the school and the applicant.

Where appropriate, the principal may visit the student in his/her current school or preschool to help gain an understanding of the needs of the student and the current educational interventions used to support the student.

It is important to note that the completion of an application form or written application to the school or the placement of the student's name on a list, does not confer an automatic right to a place in the school. Assessment of all applicants will be considered by the Principal based on the following criteria.

The school will consider an application if the following threshold criteria are met:

- The student is aged between 4 and 17 years.
- The student has a recent psychological report that states that the student's primary assessed disability is moderate, severe or profound learning disability including autism.
- There is a recommendation from a psychologist for placement in an educational setting for students with moderate, severe or profound learning disability including autism.
- The student lives within the designated catchment area of the school i.e. the nearest special school available.
- The Department of Education's (DE) maximum class average directives
- The parent/guardian/guardians are agreeable to this referral and have met the application requirements (steps 2-4 of the application process).

The following criteria will be used when considering and prioritising an application:

- Students who meet the threshold criteria as outlined above;
- The availability of a place for the student in a classroom of compatible peers to ensure a positive educational experience for all existing students and any new applicants;
- The student will be able to tolerate a classroom environment alongside other students;
- The student/teacher ratio will be appropriate to the needs of the student;
- The impact on the educational and welfare interests of all students in the school;
- The capacity of the school to provide an appropriate educational service and the necessary nursing/medical support (where applicable);
- The capacity of the school to provide a suitable physical environment for the needs of the student.

The school will not hold interviews with students, charge any admissions fee, give priority to students of a past student or give priority to students who apply at an earlier date than others. All applicants will be considered in March/April each year following the closing date for receipt of applications.

Where the number of applicants exceeds the number of suitable vacancies, the Principal will keep the names of applicants on file. The purpose of retaining information on file is to fill additional places that become available in a suitable age appropriate class, before the start of the new school year.

Parents/ guardians will be informed in writing that their child's name has been placed in the file for that year, and their position if more than one student is seeking a place. The school application file will cease to be operational each year on 30th June of the academic year for which they have applied.