

Admission Policy



Admission Policy of St. Anne's Primary School

School Address: Thomas St., Rathkeale, Co. Limerick. V94 YY15

School Website: www.stannesps.ie

Roll number: 18177P

School Patron: Bishop of Limerick

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron in April 2024. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for St. Anne's Primary School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

St. Anne's Primary School is a Catholic co-educational school junior infants to 1st and girl's 2nd to 6th class primary school with a Catholic ethos under the patronage of the Archbishop/Bishop of Limerick.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, a living relationship with God and with other people; and
- (b) including the intellectual, physical, cultural, moral and spiritual aspects; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith;

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or

characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Anne's Primary School shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Mission Statement: To provide a teaching and learning environment conducive to the holistic development and the achievement of the full potential of each student, particularly those who are disadvantaged or marginalised, and the formation of rights, attitudes and values.

School Ethos: Our school ethos is concerned with providing a a teaching and learning environment conducive to the holistic development of the child and the formation of rights, attitudes and values. It is one of mutual respect and co-operation, punctuality and consideration for others. It strives to develop each child's spiritual, intellectual, emotional, creative and physical potential. These attributes are encouraged as they help to develop in the child acceptable social and moral attitude which is fostered in the home.

3. Admission Statement

St. Anne's Primary School will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating to the provision of education to children with special educational needs, including in particular by the provision and operation of a special class or classes when requested to do so by the Council.

St. Anne's Primary School will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

St. Anne's Primary School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground',

'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

St. Anne's Primary School is mixed gender from Junior Infants to First Class and all girls from Second to 6th class school and does not discriminate where it refuses to admit a boy/girl applying for admission to this school. Boys transfer to St. Joseph's Boys National School in Second Class.

Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.

St. Anne's Primary School is a school which has established two classes, with the approval of the Minister for Education and Skills, which provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the school/special class

St. Anne's Primary School is a Mainstream Primary School. St Annes Primary School with the approval of the Minister for Education and Skills, has established two classes to provide an education exclusively for students with autistic spectrum disorder (ASD) (See Appendix 3 for enrolment criteria for this special class)

On enrolment of children with any special needs the Board of Management will request a copy of the child's medical and/or psychological report or where such a report is not available, will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.

Following receipt of the report, the principal will assess how the school can meet the needs specified in the report. Where the Principal deems that further resources are required, it will request the Special Education Needs Organiser (NCSE see Circular 01/05) to provide the resources required to meet the needs of the child as outlined in the psychological and/or medical report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.

The school will meet with the parents/guardians of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, special class teacher, resource

teacher for special needs, Special Educational Needs Organiser or psychologist, as appropriate.

It may, in certain circumstances, be necessary for the Board of Management to defer admission of a child pending the completion of an assessment report and/or provision of the necessary resources by the Department of Education and Skills.

5. Admission of Students

The address at which the child resides will be the address used by the school for correspondence regarding enrolment. Parents/Guardians will specify on the Enrolment Application Form (Appendix 1) the precise address to be used for correspondence.

A registration form (Appendix 2) also forms part of the enrolment procedure. This form will accompany the letter of offer that will be sent to parents/guardians of successful applicants. The completed registration form must be returned to the school within the timeline specified in the letter of offer. Failure to do so will be interpreted as a refusal of the offer to enrol.

The completion of an enrolment application form or the placement of your child's/ward's name on a list, however early, does not confer an automatic right to a place in the school.

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student
- c) St. Anne's Primary School provides education for boys and girls from Junior Infants to First class and exclusively for girls from 2nd to 6th classes. The school may refuse to admit as a student a person who is not of the gender provided for by this school.

Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018

- d) The special class attached to St. Anne's Primary School provides an education exclusively for students with autistic spectrum disorder (ASD) and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class or is oversubscribed. (See Appendix 3 for details of enrolment criteria and procedures for this class).

6. Oversubscription

The Board will have regard for relevant Department of Education and Skills guidelines in relation to class size for DEIS Urban Band 1 schools and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

As per Circular 0025/2022 DEIS Urban Band 1 Vertical schools should implement the recommended 17:1 ratio at Junior level and 21:1 at senior level.

The Board of Management reserves the right to determine the maximum number of children in each separate classroom bearing in mind the aforementioned DE guidelines for DEIS Urban Band 1 schools.

In the event that the school is oversubscribed, within the timeline of the Annual Admissions Notice the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications:

1. *Applicants with siblings currently enrolled in the school (including stepsiblings, foster siblings, resident at the same address), priority eldest;*
2. *Children residing in the parish, priority eldest; (proof of address must be provided)*
3. *Children of staff members, priority eldest; *Staff members are defined as staff who have a contract of indefinite duration/ permanent contract of employment with the school.*
4. *Random selection (independently verified by Principal and member of parent body).*

In the event that the school is oversubscribed, outside of the timeline of the Annual Admissions Notice the school will, when deciding on applications for admission, apply the following procedure to those applications:

Priority to eldest in each of the criteria above.

Applications received outside of the closing date for applications will be date and time stamped and added to the waiting list for places. Applications will be dealt with in order of receipt.

7. What will not be considered or taken into account

In accordance with section 62(7) (e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude;
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; Other than in the case of Criteria 1 above.

(g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

8. Decisions on applications

Application and Decision Dates for admission

Applications and decision dates for Junior Infants are set out annually in the School's Admission Notice. The Board will notify parents of their decision within 21 days of the closing date for the receipt of applications.

Applications to all other classes (i.e., Senior Infants to 6th) and late applications will be dealt with on a case-by-case basis.

Decisions in relation to applications for enrolment are made by the principal in accordance with school policy. The Board will notify parents of their decision within 21 days of receipt of these applications. Late applicants will be offered a place in an age-appropriate class if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

As per the Admissions to schools Act 2018 pupils enrolling in Junior Infants must have reached their 4th birthday by the 31st of August in the year of admission.

All decisions on applications for admission to St. Anne's Primary School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications.

The Board of Management reserves the right to limit the number of pupils who commence attendance on a particular day after the first day of the school year to a maximum of 10.

9. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice/ 21 days for applications outside of Annual Admissions Notice. See Appendix 4.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned. See Appendix 4.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see Section 15 below for further details).

10. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from St. Anne's Primary School you must indicate—

(i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and

(ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

(iii) In case of offer both inside and outside of School Admissions Notice, acceptance of offer/completing and submitting registration form must take place within 7 calendar days.

(iv) All Parents/Guardians of pupils seeking enrolment in St. Anne's Primary School are required to complete the Enrolment Registration Form. (Appendix 2). To read, sign and explain the Code of Behaviour to their child and pupils enrolling in St. Anne's Primary School are required to abide by the Code of Behaviour.

(v) The completed Enrolment Registration Form must be returned to the school within 7 days of its issue. Failure to complete and return the Enrolment Registration Form within 7 days of its issue will be interpreted as a refusal of the place offered. The address at which the applicant states in the admission application form will be the address used by the school for correspondence regarding enrolment.

11. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by St. Anne's Primary School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) an 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.
- (iii) An applicant fails to confirm acceptance of an offer of admission within the timeframe set out by the Board of Management (7 days) when the application is received outside of the date set out in the annual admission notice of the school.
- (iv) the parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student; or
- (v) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.
- (vi) Due to the unique situation of our school population and high demand for places the following is school practice and procedure:
Pupils who have 20+ cumulative, consecutive days absence are automatically removed from the roll and POD. Their action indicates they do not want to avail daily of and have given up their school place. The Board of Management do not keep places for pupils who are not utilising their school place, this place will be offered to the next pupil who wishes to avail of it.
In a case where a pupil has 20+ cumulative consecutive days absence the Principal will inform TUSLA EWS via 'Notification of removal from the school roll' or 'Full Referral Form'.

12. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

13. Declaration in relation to the non-charging of fees

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to St. Anne's PS were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of St. Anne's PS is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

14. Late Applications

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

15. Declaration in relation to the non-charging of fees

The board of St. Anne's PS or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

16. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Applications to all other classes (i.e., Senior Infants to 6th) and late applications will be dealt with on a case-by-case basis.

Decisions in relation to applications for enrolment are made by the Principal in accordance with school policy. The Board will notify parents of their decision within 21 days of receipt of these applications. Late applicants will be offered a place in an age-appropriate class if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

All decisions on applications for admission to St. Anne's Primary School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications.

The Board of Management reserves the right to limit the number of pupils who commence attendance on a particular day after the first day of the school year to a maximum of 10.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

After commencement of the school year applications to Junior Infants will be dealt with on a case-by-case basis. Junior Infants will not be enrolled or admitted to school after 31st December each year.

Applications to all other classes (i.e., Senior Infants to 6th) and late applications will be dealt with on a case-by-case basis.

Decisions in relation to applications for enrolment are made by the principal in accordance with school policy. The Board will notify parents of their decision within 21 days of receipt of these applications. Late applicants will be offered a place in an age-appropriate class if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list.

As per the Admissions to schools Act 2018 pupils enrolling in Junior Infants must have reached their 4th birthday by the 31st of August in the year of admission.

All decisions on applications for admission to St. Anne's Primary School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)

- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications.

The Board of Management reserves the right to limit the number of pupils who commence attendance on a particular day after the first day of the school year to a maximum of 10.

17. Arrangements regarding students not attending religious instruction

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s)/guardian(s) of the student, to discuss how the request may be accommodated by the school.

18. Reviews/appeals

Review of decisions by the board of Management

The parents/guardians of the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of appeal

Under Section 29 of the Education Act 1998, the parents/guardians of the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

Applicants will have three weeks from the date of refusal either due to the school being oversubscribed or due to another reason, in which to make an appeal to the Board of Management.

The policy was ratified by the Board of Management of St. Anne's Primary School 19/03/2024.

Signed: _____ Chairperson, Board of Management

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.



Appendix (1)

Enrolment Application Form

St. Anne's Primary School 2024-2025

Pupil's First Name: _____ Surname: _____

Date of Birth: _____ Gender: _____

Address (at which the applicant resides): _____

Name and class of Sibling(s) currently enrolled: _____

Parish in which the applicant resides: _____

Parent(s)/Guardian(s) Details:

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address: _____

Home Tel. _____ Mobile _____ Email. _____

Name: _____ [] Parent [] Custodian [] Legal Guardian

Address: _____

Home Tel. _____ Mobile _____ Email. _____

Signature 1: _____ Signature 2: _____

Date: _____ Date: _____

Appendix (2)

Phone/Fax: (069) 64779
 E-Mail: info@stannesps.ie
 Website: www.stannesps.ie



*St. Anne's Primary School,
 Rathkeale,
 Co. Limerick.*

Enrolment Registration Form

Please complete in BLOCK CAPITALS	
Pupil's Name:	Class
Date of Birth:	Male/Female
P.P.S. Number:	Country of Birth:
Address:	Nationality:
	Ethnic or Cultural Background:
	Languages spoken in the home:
Mother/Guardian Details	Father/Guardian Details
First Name:	First Name:
Last Name:	Last Name:
Mothers maiden name:	
Mothers Signature:	Fathers Signature:
Relationship to child:	Relationship to child:
Phone No (Home/mobile):	Phone No (Home/ mobile):
Phone No (Work):	Phone No (Work):
email Address:	email Address:
Brothers/sisters in this school and St. Joseph's BNS:	
Name:----- Class:-----	

Name:----- Class:-----		
Name:----- Class:-----		
Has your child received Holy Communion /Confirmation?		
I have read and signed The Code of Behaviour and I have explained it to my child.		
Please tick: Are there any orders or other arrangements in place governing access to or custody of your child?	Yes	No
The school may share Personal Pupil Data with other organisations such as HSE, Tusla, An Garda Síochána, etc where there is a legal basis for doing so under GDPR.		
Name of Previous School/Pre-school:		
Address:		
Principal's Name:		Phone No:
Additional local contact names, to be contacted in emergencies [Not the same as above]		
Name:		Phone No: Irish Number only
Relationship to child:		
Name:		Phone No: Irish Number only
Relationship to child:		
Name:		Phone No: Irish Number only
Relationship to child:		
Any medical concern/information of relevance? (use a separate sheet, if required)		
Any Allergies?		
Family Doctor		Contact Number:
Has your child any Special Educational Needs? (use a separate sheet, if required)		
Has your child attended a Speech Therapist?		

Has your child attended an Occupational Therapist?

Has your child attended an Educational Psychologist?

Has your child had their hearing and eyesight checked?

Please tick

Yes

No

Have you attached a Birth Certificate for your child?

Have you attached a Baptismal Certificate for your child?

It is school policy to pass on the above information including Religion and Ethnicity to the Department of Education and Skills Primary Online Database. I hereby give consent to all of the above:

Signed:

Date:

Admissions Procedures for the Special Class attached to St Anne's Primary School

St Anne's Primary School, with the approval of the Minister for Education and Skills, has established an ASD (Autistic Spectrum Disorder) Class at St. Anne's Primary School.

This class is for children:

- who have a recognised ASD diagnosis
- who have been recommended for placement in an ASD Class in a mainstream Primary School
- who have the potential to integrate into a mainstream, age-appropriate class.
- The maximum class size is 6 pupils.

Our ASD class offers an autism specific learning environment within a mainstream coeducational primary school. This setting facilitates optimum inclusion in mainstream education as part of the school community, as appropriate, while having due regard for levels of general learning disability, resources, and each child's current suitability for such inclusion.

We wish to provide a broad curriculum which focuses on the abilities and strengths of each child while supporting his/her areas of need. We will strive to enhance the communicative and social skills of the children in the ASD class.

Enrolment Procedure

- Registration begins with a referral from the SENO, outside agencies, a telephone call, or a visit from parents.
- Requests for Enrolment Application Forms for the ASD Class and queries regarding supporting documentation should be made to: The Principal, St Anne's Primary School, Thomas Street, Rathkeale, Co. Limerick. Telephone: 069-64779 or email info@stannesps.ie
- A school Enrolment Application Form for the Class for Pupils with ASD is then completed. The Enrolment Application must be accompanied by all of the following supporting documentation supplied by parents:

1. The child must have a diagnosis of Autism / Autistic Spectrum Disorder made using the DSM-IV/V or ICD 10 by the psychologist or multi-disciplinary team.
2. Original Birth Certificate.
3. A written psychological assessment /report or a written Report from a multidisciplinary Team must be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker, and a Physiotherapist. (Please note all reports on a child should be provided to the school for assessment by the Principal and SET team.

4. There must be a recommendation by the relevant professionals in the report that a special class placement in a mainstream school is both necessary and suitable for the child. This recommendation must be within two years of date of application. In this regard it should be

noted that the academic ability of the child will be taken into account when considering an application and will be subject to continuous assessment and review

- The closing date for applications will be included on the Admission Notice as outlined in our School's Admission Policy.
- Completed applications will be responded to within 21 working days of the closing date for receipt of applications.
- The list of applicants will be reviewed by the Principal and the S.E.N. Coordinator.
 - All applications received by the closing date will be considered.
 - The school may seek the advice of the school's allocated NEPS psychologist to aid enrolment decision making.
- The principal will make the final decision.

Factors taken into consideration during the enrolment process are:

1. Diagnosis – Child must be diagnosed as being on the Autistic Spectrum and have a recommendation for placement in a special class attached to a mainstream school.
2. Integration - Child must be capable of integrating into mainstream, even at a minimal level, at an appropriate age level.
3. Appropriateness – Child must be capable of accessing the Primary School Curriculum.

The school may request further information or a meeting with the parent and the child in the school setting, if deemed to be necessary. The school acknowledges that all children with ASD present with differing profiles. For this reason, all applications will be considered on a case-by-case basis.

NOTE: The receipt of the enrolment application forms, psychological report and written recommendation is not a guarantee of enrolment. It is simply the recording of an application for admission to our school.

Before allocating places, the principal will:

- Review all applications and all documentation relevant to a child applying for a place in the class for pupils with ASD.
- Come to a decision on the suitability of the class for pupils with ASD to meet the needs of the child.
- Verify that there is a recommendation from a recognised Psychologist for placement in a special class in a mainstream school.
- Come to a decision as to the suitability of the child for potential meaningful integration in an age-appropriate mainstream class.
- Verify that the child is 4 years old on or before August 31st on the year of enrolment.

Places will be allocated in the ASD class in accordance with the following criteria and in the following order:

1. Pupils currently enrolled in our mainstream school and seeking to transfer too the ASD class.
2. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address).
3. Applicants whose primary residence is either.
 - (a) in the immediate areas of St. Mary's Parish, starting closest to the school and radiating outwards from the school or
 - (b)in St. Mary's Parish within a 2-mile distance by road from the school.
4. Children of past pupils living locally. (Subject to a 25% capping)
5. Children currently enrolled in another local mainstream school.
6. If spaces are still available, places will be allocated randomly once an assessment has been made by the Principal and S.E.N. Co-ordinator.

Transfers

Pupils may transfer to the ASD class during the school year subject to availability of places. Pupils transferring must enter the same class level that they are leaving, and have the necessary diagnosis and recommendations as outlined above. The school may request other relevant documentation if a pupil is transferring from another school. All documents need to be received in order for the application to be deemed fully completed.

Discharge Policy

It is school policy to facilitate the discharge of pupils once girls have completed 6th Class and boys have completed 1st class. The onus will be on the parents to negotiate the placement with a suitable primary/ post-primary School. St Anne's Primary School will facilitate all transfer of records/reports as well as assist with any information required with regard to students. Discharge from the ASD Class may also happen if a pupil is fully integrated into the mainstream stream class.

Appendix 4: Letter of offer of School Place:

Phone/Fax: (069) 64779
E-Mail: info@stannesps.ie
Website: www.stannesps.ie



*St. Anne's Primary School,
Rathkeale,
Co. Limerick.
Roll No. 18177P.*

Date: _____

Dear _____,

We are pleased to offer your child _____ a place in _____ class in this school.

Please complete and return the Registration Form along with necessary documentation within 7 calendar days. Failure to do so indicates you no longer want the place and it will be offered to the next child on the waiting list.

This offer is conditional on the pupil being present in the school within 15 school days of the admission start date _____.

Yours Sincerely,
Dave Noonan,
Chairperson, BOM.

Appendix 4: Letter of refusal of School Place after commencement of school year:

Phone/Fax: (069) 64779
E-Mail: info@stannesps.ie
Website: www.stannesps.ie



*St. Anne's Primary School,
Thomas St,
Rathkeale,
Co. Limerick
V94 YY15
Roll No. 18177P.*

Date: _____

Dear _____,

Thank you for your enrolment application for your child. Unfortunately, your application has been refused based on _____. We have placed your child on a waiting list. Your child is number ____ on the waiting list. If a place becomes available in your child's age-appropriate class, we will contact you at the address you provided.

Please see our Admission Policy, available on our School Website, for information regarding reviews and appeals.

Yours Sincerely,

Mairead O'Donnell,
School Principal.

Phone/Fax: (069) 64779
E-Mail: info@stannesps.ie
Website: www.stannesps.ie



St. Anne's Primary School,
Thomas St,
Rathkeale,
Co. Limerick
V94 YY15
Roll No. 18177P.

Date: _____

Dear _____

Thank you for your application for a place for your child in Junior Infants in St. Anne's P.S. for the 20 /20 school year.

Unfortunately, we are not in a position to offer you a place for _____ for the following reason(s):

Please customise using the following example(s), as appropriate, that are relevant to your school context and the specific application:

- *Due to over-subscription your child does not meet the age criteria, as set out in the School Admission Policy, as priority was given to children based on an earlier date of birth of the child;*
- *You are not resident in the catchment area noted in the School Admission Policy, and priority was given to children living within the catchment area;*
- *Your child will not be 4 years of age on the first day of September of the school year for which admission is being sought, and is ineligible for admission;*
- *Your application was received after the closing date, as set out in the Annual Admission Notice, and will be placed at the end of the waiting list – see details of your waiting list placement below;*
- *In the case of a Special Class/Special School: Your child does not meet the criteria for the specified category of special educational needs (State category or categories here) provided for by this school.*

Please note that you may request the Board of Management to review this decision to refuse admission. Please refer to the school's website for details of such review process.

Where waitlisted, include the following:

Your child is currently number ____ on the waiting list. This waiting list, which is ranked against the selection criteria set out in the School's Admission Policy is valid for the school year, and we will contact you if and when a place becomes available during

that period.

Yours sincerely,

School Principal