

Presentation Secondary School Listowel


Co. Kerry



ASD ADMISSIONS POLICY AND PROCEDURES

Date of policy adoption

This Policy was ratified by the Board of Management of Presentation Secondary School, Listowel

Signed  Date 1/10/2024.
Chairperson, Board of Management

Presentation Secondary School Listowel Co. Kerry



ASD ADMISSIONS POLICY AND PROCEDURES

MISSION

Ours is a Presentation secondary school, inspired by the vision of Nano Nagle, and in response to her we welcome and cherish all our students irrespective of ability or background. We aim to develop a vibrant community based on Gospel values such as justice, truth and honesty, in accordance with the ethos of the school and our agreed Code of Behaviour.

The development of an Autistic Spectrum Disorder (ASD) programme in Presentation Secondary School is based on the philosophy of educational inclusion such that students with specialised needs should receive their education within the most supportive environment with a focus on realising the full potential of each individual student. The ASD programme in Presentation Secondary School will develop the students' life skills and prepare them for life after school in an ever evolving model of best practice.

School ethos

Presentation Secondary School Listowel is a school community which fosters an ethos centred on positive relationships and seeks the development of the potential of each member of the community.

Our aim for the ASD class

Aims and Objectives:

- To provide a whole school response to the needs of students with ASD within the overall ethos of the school.
- To provide a safe, nurturing and happy environment in which students are guided and supported.
- To provide a predictable and consistent environment where students' needs are implicitly understood and met.
- To facilitate every aspect of the student's education from her transfer from primary school to her transition to college/work upon completion of her education at Presentation Secondary School.
- To identify any difficulty that students with ASD are experiencing as early and as thoroughly as possible.
- To encourage parental co-operation and involvement and to keep parents/guardians regularly informed of progress.
- To work in partnership with parents/ guardians, students, the Special Educational Needs Organiser (SENO) and other outside professionals.
- To employ a variety of resources, equipment and teaching strategies to enable differentiation in the approach to the curriculum.
- To provide access to an extended curriculum whereby students are taught in the areas of social skills and life skills training and stress management strategies
- To promote and encourage the inclusion of all students within the mainstream classes where possible.

Curriculum

Students in special classes are given the opportunity to access the full range of curricular areas, in line with their abilities through differentiated teaching in special or mainstream classes.

Appropriate certification options are in place for students in special classes

Criteria for Admission to the ASD Classes

Presentation Secondary School requires that all applications are accompanied by documentary evidence that proves conclusively that the applicant has been diagnosed with an Autistic Spectrum Disorder in accordance with DSM IV, DSM V or ICD 10 by an approved multi-disciplinary team, specialist / team of specialists in the fields of educational psychology / clinical psychology / child psychiatry.

We require that parents/guardians of applicant pupils provide the school with a full, written original diagnostic history. Psychological reports / Occupational Therapy reports / Speech and Language Therapy reports, or any other reports, which refer to the original diagnosis, will not be accepted in lieu of the original written diagnosis.

To best support students and without affecting their eligibility for a place in the Presentation Secondary School ASD class we require that we are made aware of:

- Any additional medical conditions and / or dietary restrictions / requirements that the individual may have.
- Any medications that the applicant pupils may be in receipt of either at home or during the school day.
- School Transition Report and most recent psychological/cognitive/multi-disciplinary etc. assessment must recommend placement in an ASD special class in a mainstream post-primary setting.

The Presentation Secondary School ASD programme is not designed to meet the educational needs of students with a recommendation for a special school placement. Students with a recommendation for an ASD class will be given priority over students with a joint recommendation for an ASD class and/or a Special School.

In order to determine the School's suitability for a student we require that the Principal and/or selected member/members of the ASD Programme staff are facilitated in interviewing the Principal of the feeder school and/or any other school personnel (such as mainstream teachers, resource teachers and Special Needs Assistants) who are deemed to have played a significant role in the applicant pupil's education to that point. Consultation with the SENO will also be part of this process.

Decisions on applications.

Priority will be given to those students who are in the judgement of the Presentation Secondary School ASD Programme Steering Committee most able to meaningfully participate in mainstream classes and education but would be unable to do so without the support provided by the Presentation Secondary School ASD Programme.

Parents/Guardians are notified in writing as to the decision of the school, within the timeline outlined in the Annual Admissions Notice. Parents must respond within the timeframe specified by the Principal, in line with NCSE closing dates for applications on any given year, if appropriate.

Parents/guardians of students offered a place in the Presentation Secondary School ASD class must inform Presentation Secondary School of their decision to accept or reject a place in the Presentation Secondary School ASD class within ten working days of the offer letter date.

6. Review / appeals

Review In consultation with the Advisory Board, the Board of Management of Presentation Secondary School in compliance with Sections 19(3) of the Educational Welfare Act 2000 will make a decision in writing in respect of an application for enrolment in line with the Annual Admissions Notice.

The parent of the student, or in the case of a student who has reached the age of 18 years, 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 parent of the student, or in the case of a student who has reached the age of 18 years, 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 to 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