**Appendix 1**

**Admissions Procedures for the Special Class attached to the**

**Presentation Primary School**

Presentation Primary School with the approval of the Minister for Education and Skills, has established an ASD (Autistic Spectrum Disorder) Class at Presentation 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 co- educational primary school. Presentation Primary School enrolls boys and girls from Junior Infants to First Class and girls only from Second Class to Sixth Class. The ASD class 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, Presentation Primary School, Sexton Street, Limerick, V94PO28. Telephone: 061 412494 or email info@preslimerick.ie
* An 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 multi- disciplinary 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 admission 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. Co- Ordinator
  + 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 and the SEN Co-Ordination team 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 to 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 in the immediate area of Presentation Primary School
4. Children currently enrolled in another local mainstream school
5. If spaces are still available, places will be allocated randomly once an assessment has been made by the Principal, S.E.N. Co-Ordinator and Chairperson of the Board of Management

**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**

It is school policy to facilitate the discharge of male pupils once they have completed First Class and the discharge of female pupils once they have completed Sixth Class and/or reached the age of thirteen after September 30th in any year. This means a June discharge in the following year. The onus will be on the parents to negotiate the placement with a suitable Senior Primary School or Post-Primary School as applicable. Presentation 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 classroom.

This appendix policy was ratified by the Board of Management of Presentation Primary School on 17th July 2023.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson, Board of Management

Signed: Acting Principal