

# **ST ANNES SCHOOL**

**Roll No 19277B**

## **ENROLMENT AND PARTICIPATION POLICY**

**(Applicable for all enrolments from September 2025)**

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## **Section 1 - Introduction**

- 1.1. 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.
- 1.2. The policy was formally ratified by the School Patron. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.
- 1.3. The relevant dates and timelines for the St. Anne's 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.
- 1.4. This policy must be read in conjunction with the annual Admission Notice for the school year in question.
- 1.5. 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.

## **Section 2 – Characteristic spirit and general objectives of the School**

- 2.1. St. Anne's School is a co-educational special school for pupils between the ages of 4 and 18 who have been assessed as having either a moderate or severe/profound general learning disability. Many of our pupils would have additional needs such as physical disabilities, sensory impairment or autistic spectrum disorder. Our aim is to give the children a caring and inspiring academic atmosphere to enable them to achieve their full potential.
- 2.2. St Anne's School is totally committed to providing a happy stimulating environment for all our students to allow them to develop to their full potential. This is achieved by offering a curriculum which is broad enough to meet the wide range of special educational needs whilst having enough depth to challenge all our pupils. We aim to offer a wide variety of learning experiences which will provide moral and intellectual growth whilst encouraging self-confidence and high self-esteem. We aim to foster, through carefully planned individual educational programmes, independence, dignity, self-discipline, social independence and competent handling of basic daily needs. This prepares each student as far as possible, for the responsibilities and

experiences of adult life. Finally, we endeavour to establish firm contact and communication with the families of all our pupils as the success of what we hope to achieve depends on the co-operation and support of every parent/guardian.

2.3. The decision making process regarding admissions is set out in this document.

Enrolment is contingent, amongst other things, on the availability of a suitable vacancy in the school for the age and educational needs of an applicant.

2.4. As approximately 50 % of pupils attending St. Anne's School are of post primary age i.e. 12 years and over, we offer an appropriate curriculum to this age group which includes Junior Cycle Levels 1 & 2 and/or QQI (Quality and Qualifications Ireland) Levels 1 & 2. Our Primary aged pupils are offered subjects from the Curriculum Guidelines for Teachers of Children with GLD and the Primary School Curriculum (Mainstream). In order to enable access to the curriculum appropriate to the child's age, pupils attending St. Anne's spend 8 years at primary level in our junior school before progressing to our senior school where they will spend five years completing their post primary education.

2.5. Because of the range of special needs our school caters for, class sizes may vary from class to class depending on the number of pupils within a class presenting with additional needs. In this regard, some classes may be deemed by the Principal to be full to capacity, and in this case the Board of Management may direct that no additional pupils may enrol in these classes during the year. School capacity varies according to the needs of the children we are catering for at a particular time.

### **Section 3 - Admission Statement**

3.1. Each child is considered as an individual. The Board of Management strives to ensure that every child accepted into St. Anne's School can benefit from the existing services on offer. The decision as to who will benefit involves the consideration of a wide range of issues. These issues will include the parents'/guardians' views on the proposed educational placement of their child, existing resources available, additional learning and medical needs (for example, autism, ADHD, severe emotional behavioural disorder, dysphasia, epilepsy, etc.) social needs, emotional and behavioural needs. While

recognising the right of parents/guardians to enrol their child in the school of their choice, the Board of Management is also responsible for respecting the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children.

3.2. In the admissions process, consideration will be given to ensure that a healthy and safe environment for all students and staff prevails and applications for children who might threaten the safety of the children already enrolled, many of whom are vulnerable by nature of their disability, are likely to be refused.

3.3. In accordance with Section 15(2)(d) of the Education Act 1998, this policy sets out St. Anne's School's policy on the admission of students and their participation in the school.

3.4. In accordance with Section 61 of the Education Act 1998 the school confirms that the school shall not discriminate in its admission of a student to the school on

(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 (save as provided for below),

(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.

3.5. St. Anne's School is a school which, with the approval of the Minister and Department of Education, provides an education exclusively to students with a certain category of special educational needs, that being **students who have a primary diagnosis of a moderate or severe / profound general learning disability**. The school will therefore refuse to admit students whose

educational needs do not fall within this category and a refusal to admit a child who does not have these educational needs will not constitute discrimination.

3.6. This policy aims to uphold the moral, spiritual, physical and psychological welfare and constitutional rights of all persons concerned. The school will strive to ensure that the principle of “reasonable accommodation” is enacted for all students.

3.7. Where places are oversubscribed, places in the school are allotted each September to applicants who meet the Threshold Criteria in order of priority to those applicants who are rated highest on the Assessment criteria set out in section 6 below.

**St Anne’s 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 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.**

#### **Section 4 - Categories of Special Educational Needs catered for in the school**

4.1. St. Anne’s School is a school which with the approval of the Minister and Department of Education provides an education exclusively to students who have primary diagnosis of a moderate, severe or profound general learning disability.

## Section 5 - Admission of Students and Admissions Process

### 5.1. General Principle

St. Anne's School provides an education exclusively for students who have a primary diagnosis of a moderate, severe or profound general learning disability and may refuse admission to a student, where the student does not have the specified category of special educational needs provided for by this school. St. Anne's School must verify that all applicants possess this category of need. The steps below are for the purpose of ascertaining if applicants come within the category of special needs catered for by the school and the steps therefore apply to **all applications** regardless of whether the destination class in question is oversubscribed or not.

### 5.2. Overview of Application and Admissions Process

- 5.2.1. Parents/guardians are asked to contact the school to obtain an Application Form from the school office or download one from the school's website. This form must be completed in full and all requested documentation must be included to be considered for admission. The closing date is set out in the annual Admissions Notice published on the school website. (for example, applications for September 2030 will only be taken from October 1<sup>st</sup> 2029 to the Closing Date).
- 5.2.2. Please note Applications are accepted each year ONLY between the dates outlined on the annual admission notice for the following September. Late applications will be treated of in accordance with 'Late Application' section of this policy
- 5.2.3. Where a place becomes available during the school year after all existing students have been accommodated in their appropriate class it will be offered in accordance with the waiting list of the identified destination class where the vacancy exists.
- 5.2.4. Please note that as St. Anne's School is a special school, Applications are treated as applications for particular classes. At an early stage of the application process, a child is assigned to a particular **destination class** based on the child's age, cognitive and adaptive abilities and any other special educational needs of relevance. Class groupings vary from year to year as students leave the school or move to other schools. It should be noted that children with a diagnosis of autism (in addition to a primary diagnosis of moderate, severe or profound learning disability) will be assigned initially a destination class which caters for autism and

which has the appropriate staff to student ratio for students with autism. This will be the case even where the child may also have a moderate or severe/profound general learning disability.

5.2.5. Please note that subject to the school **not** being **oversubscribed** (i.e. that there are places available in the destination class assigned to the applicant) the policy of the school is to admit applicants

- whose special education needs fall within the categories of need catered for by the school, and
- who have submitted the appropriate documentation to establish this profile of special educational need and
- who fulfil the Threshold criteria set out below at Section 5.7, and
- whose parents/guardians have confirmed in writing that the Code of Behaviour of the school is acceptable to them and that they shall make all reasonable efforts to ensure compliance with the code by their child.

### 5.3. *Who can make an Application?*

St. Anne's School welcomes applications from parents/guardians. As the Constitution recognises parents as the primary educators of their child, applications will only be accepted from parents, legal guardians or someone acting on foot of a court order or statutory power in a parental role.

### 5.4. *Steps in the Application and Admissions Process*

The Board of Management shall appoint an Admissions Committee to treat of the applications under consideration. This Committee will be made up of the Principal, Deputy Principal and a Teacher. Prior to the commencement of the admissions procedure each year, the Board will appoint the Admissions Committee in consultation with the Principal.

The following procedure will apply to all applications for placement in the School:

- a) Parents/guardians download a copy of the Admissions and Participation Policy and Application Form from the school website or obtain it from the School Office;
- b) Parents are asked to return the following:
  - i. Completed Application form;
  - ii. Full birth certificate;
  - iii. Proof of Address e.g. utility bill; household bill, etc.



- iv. Recent psychological assessment report (from within the last 2 years and which must contain a detailed recommendation from the Psychologist for the child to attend a special school with a statement from the Psychologist as to why a special school placement is necessary or advisable and recommendation regarding access to SNA support as required);
  - v. Up to date reports from the child's present school/pre-school (from within the last 2 years) with the details of the learning and social development of the child and any behaviour issues of relevance.
  - vi. Any other professional reports available such as:
    - Psychiatric Assessment,
    - Speech & Language Assessment,
    - Occupational Therapy Report,
    - Social Work Report
    - Doctors/consultants reports outlining medical needs specific to the child
    - **N.B All above reports should be from within 2 years of the date of application**
    - Formal testing results from previous school
    - I.E.P/SSP Document from previous school
- c) Following receipt of the Application form and submitted materials, the Admissions Committee, having considered each application (in light of the Threshold Criteria and the three categories of priority set out below in Section 6.1) will determine and allocate places, as per the criteria as set out in this policy. Each applicant will be assigned a destination class based on the child's age, cognitive and adaptive abilities and any other special educational needs of relevance. If **all** the documents listed at 5.4 (b)(i)- (vi) are not included with the application, the application will be deemed incomplete, and will not be considered.
- d) Where a child is being admitted, a letter of offer will be sent to parents along with the school's Code of Behaviour. This letter of offer will be issued within 21 days of the Closing Date for applications (or within 21 days of the receipt of the application, whichever is the later). The offer will be subject to parents providing written agreement for their child to adhere to the school's Code of behaviour and the other policies listed on the Application Form. Where a

child is not being enrolled the parents of the child will also be informed within 21 days and will be provided with reasons for non-admission as per Section 5.7, 5.8, and 6. If the school have accepted the child for admission, the school will then inform the National Council for Special Education (NCSE) of the decision and seek its approval for the placement and its sanction for school transport arrangement. This process may take 4 to 6 weeks.

- e) Parents/guardians will be requested to respond to the offer of a place by a specified date (failure to respond by that date will result in the offer lapsing) and will return to the school the completed application forms including the NCSE school transport and SNA support forms, if applicable;
- f) If the child meets the Threshold Criteria below but admission is refused as there is no room in the destination class, parents/guardians will be informed that there is currently no place available but will be asked if they wish their child to be placed on the Waiting List (described below in Section 13) for the destination class. The school will advise the parents of the appeals procedure set out below.
- g) If the child does not meet the Threshold Criteria below, the parents/guardians will be advised that the school is formally declining a place to their child in the school and will advise the parents of the appeals procedure set out below.

#### *5.5. Principles applying to the Application and Enrolment Process*

Parents should note the following principles which apply to all applications for enrolment to the school:

- 5.5.1. Where possible, enrolment should take place at the beginning of the school year. Consideration will be given to an application during the school year where a vacancy arises and there is no applicant listed on the waiting list for that particular class (sections 13 and 15 below). It should be noted that the school operates a waiting list (See Section 13 below) for each class and that there is normally at least one person on the waiting list for a place to open up during the school year.

- 5.5.2. The receipt by the school of a completed Application Form or the placement of a child's name on a list, however early, does not confer an automatic right to a place in the school. The school does not operate its applications process on a first come, first served basis - each application will be considered on its merits and in light of the places available in the different classes in the school.
- 5.5.3. Siblings of students in the school are not automatically entitled to a place in the school.
- 5.5.4. Please note that **all reports** relating to a child which have been drafted by a psychologist, psychiatrist, behavioral therapist, pediatrician or other relevant medical practitioner (who has produced a report relating to the child's cognitive development, learning ability or educational development) within **the two years** preceding application **must** be provided to the school for assessment by the Admissions Committee. The withholding of reports from the school may invalidate an Admission Application at any time. If, after admission, it later becomes apparent that reports or relevant information has been withheld from the school, this may result in an application being invalidated or, if it becomes apparent after admission, in the child involved losing their place in the school.
- 5.5.5. The appropriate destination class for any applicant, regardless of the class type originally applied for (e.g., severe to profound, ASD, or physical disabilities), will be determined and recommended by the Admissions Committee based on a thorough review of all relevant reports and documentation provided.
- 5.5.6. For placement in a class for students with severe to profound or physical disabilities, the application must include clear evidence of such needs, including any required equipment and supports. Due to the nature of these classes and the high vulnerability of the students, a child without documented evidence of such needs cannot be placed in these classrooms. Such placements would be inappropriate and could pose significant risks to both the existing and incoming students.
- 5.5.7. Additionally, children with a diagnosis of autism (alongside a primary diagnosis of moderate, severe, or profound general learning disability) are eligible only for placement in ASD-specific

classes where they can benefit from the specialised supports provided. They will not be considered for placement in a moderate or severe/profound class, even if their GLD falls within those ranges.

#### *5.6. Consideration of applications:-*

Applications for admission to St. Anne's School will only be considered where a child meets all of the criteria 1- 8.

#### Threshold Criteria for Consideration of Application:

1. The child is in the cognitive range for students with moderate, severe or profound learning disabilities (i.e. has an full scale IQ of less than 50 as confirmed by a psychological report included in the child's application) and therefore has the ability to benefit from the education and skills programmes offered in the school;
2. The child is in the adaptive range for a child with moderate, severe or profound learning difficulties (as confirmed by a psychological report included in the child's application) and therefore has the ability to benefit from the education and skills programmes offered in the school;
3. The application form was fully completed and included all enclosures appropriate to the application.
4. The child is at least 4 years old and has not reached their 18<sup>th</sup> birthday on the 1<sup>st</sup> of September of the year of entry;
5. There is sufficient physical space in the destination classroom and the appropriate class for that child has not reached full capacity (i.e. that the class is not oversubscribed). Parents should note that just because a child is assigned to a particular destination class, this does not mean that there is a vacancy in that class, merely that the destination class is suitable for the child in light of the child's age, cognitive and adaptive abilities and any other special educational needs of relevance.

6. The psychologist's report is from the last 2 years and all of the assessment reports are from within 2 years of the date of application.
7. That there is **no** evidence from previous school reports or from the assessment reports that the student has been expelled from a previous school for behavior that caused injury to others. If there is such evidence, given the vulnerable nature of students enrolled in in our school, the application will not be considered.
8. The child's primary diagnosis is not one of Emotional and Behavior Disorder. As we do not have the expertise to assist such children and furthermore given the vulnerable nature of students enrolled in in our school, applications in respect of children whose primary diagnosis is of Emotional and Behavior Disorder will not be considered.

*5.7. Exceptional Circumstances warranting refusal of an admission*

Even where the child would otherwise be eligible for admission, the school reserves the right to refuse admission to a pupil in exceptional cases. Such an exceptional case could arise where either:

- 5.7.1. The pupil has special needs such that, even with additional resources available from the Department of Education and/or the NCSE, the school cannot meet such needs and/or provide the pupil with an appropriate education;
- 5.7.2. It is reasonably clear from reports, that the pupil poses an unacceptable risk to self or other pupils, to school staff or to school property.
- 5.7.3. The pupil has previously been expelled from St. Anne's School or any other school in circumstances where the Board of Management feels that placement in St. Anne's School would not be appropriate for the child.

## Section 6 - Oversubscription

### 6.1. *Priority Of Applications*

Where the destination class is oversubscribed, places will be offered each September to qualifying applicants (i.e. those who meet all the Threshold Criteria) based on a ranking of their application on the following Assessment Criteria.

Where the documentation provided is not adequate or is not in accordance with the requirements of this policy, this may result in an applicant receiving a nil score in a particular category.

#### *Assessment Criteria:*

1. The extent to which the child would benefit from a place in the school, given the child's primary needs, age and educational history, taking into account any other needs the child may have, for example, Autism Spectrum Disorder, Down Syndrome, Fragile X, ADD/ADHD, severe emotional behavioural disorder, physical and sensory disabilities, and medical conditions (rated out of 20)
2. The availability of expertise within the school to deal with any other needs the child may have, for example, Autism Spectrum Disorder, Down Syndrome, Fragile X, ADD/ADHD, severe emotional behavioural disorder, physical and sensory disabilities, and medical conditions (rated out of 10).
3. Siblings of children who are already currently enrolled within the school (rated out of 10, based on number of such siblings).
4. The pupil/teacher ratio will be appropriate to the needs of the child; (rated out of 10)
5. The child will be able to tolerate a classroom environment containing other children. (rated out of 10)
6. The composition, special needs and ages of the pupils currently enrolled in the class into which the child would be admitted ; (rated out of 10)
7. There is sufficient physical space in the relevant classroom and the appropriate class for that child has not reached full capacity. (rated out of 10)

6.2. It may occasionally occur that a child requires such additional physical space, resources or staffing support that that child effectively requires the equivalent

of two or more places in that class. This may correspondingly reduce the number of other places available or may mean that even where the Board has identified a class grouping as having two available places, that class would now be full in light of that child's needs. Such a circumstance is likely to be rare but it is within the discretion of the Board to limit class size where required for safety or educational reasons.

- 6.3. If there is a place available in a particular destination class and there are a number of applicants for the same place, then the Admissions Committee will list each such application in accordance with their marks from the Assessment Criteria above and applicants will be offered any available places based on their marking on these criteria.
- 6.4. If there is no place available for the child in the destination class then the application will be refused and the child's parents/guardians will be offered to place their child on the Waiting List (as per the procedures set out in Section 13).
- 6.5. In the event of two or more children who are candidates for the same place having the same marks, the Admissions Committee will first review the marking again for each such child. If the respective marks remain the same after this review, the place will be offered by lottery. Unsuccessful applicants whose applications are ranked with the same marks will be placed on the Waiting List for the destination class in the order that they are picked at random by lottery referred to above.

## **Section 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, including naíonraí,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude other than to ascertain whether or not the student has the category of special educational needs catered for by St. Anne's School
- (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;
- (g) the date and time on which an application for admission was received by the school,

## **Section 8 - Decisions on applications**

8.1. All decisions on applications for admission to St. Anne's 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 (together with the documentation submitted therewith) received during the period specified in our annual admission notice for receiving applications

8.2. Please see section 14 below in relation to applications received outside of the admissions period and section 15 below in relation to applications for places in classes or years other than the "intake group".

8.3. Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.



## **Section 9 - Notifying applicants of decisions**

- 9.1. Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.
- 9.2. 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, relevant details of the student's application against the selection criteria and details of the student's place on the waiting list for the school year concerned.
- 9.3. Applicants are placed on the Waiting List based on the criteria outlined in this policy. However, it is important to note that a child's position on the Waiting List is not fixed and may be subject to change due to other factors, such as changes in placements within the school or the ranking of late applications with higher scores.
- 9.4. Parents are notified of their child's position on the Waiting List at the time of decision and may request an update at a later stage. However, due to the volume of applications, the school cannot provide continuous updates on changes to the Waiting List structure for all applicants.
- 9.5. Should a place become available in the identified destination class, and your child is the next eligible applicant on the Waiting List, the school will offer the place accordingly.
- 9.6. Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see section 18 below for further details).

## **Section 10 - Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from St. Anne's 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.

## **Section 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 where—

- (i) it is established that information contained in the application is false or misleading (including through the omission of any medical or psychological report, or the submission of out of date or inaccurate reports).
- (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) 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
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 of this policy above.
- (v) The school has been designated by the National Council for Special Education or the Child and Family Agency under S.67 of the Education Act, 1998 (when commenced) to admit a particular child and the only way to comply with the designation is to withdraw an offer of a place to another child.

## **Section 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 13 - Waiting list in the event of oversubscription**

### *13.1. Waiting List*

13.1.1. Where a place is not available for a particular child who otherwise meets the Threshold Criteria listed above in Section 5.7 and the Board of Management is refusing to enrol the child in a particular class due to the class being full, the parents will be asked if they wish their child be placed on the Waiting List.

13.1.2. The Waiting List will operate for one school year. It will run until the end of the Academic Year for which the offers were made in that

Applications Process. **On the last of day in June of each year, the Waiting list will cease to operate.**

- 13.1.3. If a child is entered on the Waiting List for a particular academic year, this will not give them any priority for entry in the academic year commencing the following September. A new application for the child will be required for the following academic year even if they are placed on the Waiting List and his/her application will be processed again under the Admissions and Participation Policy.
- 13.1.4. The child will be listed on the Waiting List only in respect of the class for which his/her application was considered (the destination class) and each child will be listed on the Waiting List in the order of their marks according to the Assessment Criteria. If a place becomes available during the Academic Year in the destination class, the place will be offered first to children in the order they are listed on the school's Waiting List for that class
- 13.1.5. If the child's parents/guardians wish to reapply for entry the following Academic year, they may do so. Their child will continue to be listed on the Waiting List in the interim until the end of the Academic Year.
- 13.1.6. Parents should note that if during the Academic Year in question, the child ceases for any reason to meet all the Threshold Criteria, the child will be removed from the Waiting List and will be formally refused a place in the school.

## **Section 14 - Late Applications**

- 14.1. All applications for admission for a particular academic year received after the Closing Date for that year will be considered in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.
- 14.2. Applicants should note that the school is usually heavily oversubscribed and any such places that are available will normally be allotted to applications received before the Closing Date. Late applications will therefore most likely be waitlisted (assuming they meet the Threshold Criteria referred to above).
- 14.3. Late applications which meet the Threshold criteria above will be marked as 'Late' and placed on the Waiting List for the relevant destination class according to their assessment score.

14.4. Late Applications which do not meet the Threshold Criteria above will be refused and the parents/guardians informed of their rights of appeal/review set out below in Section 18.

## **Section 15 - Procedures for admission of students to other years and during the school year**

15.1. 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:

15.1.1. St. Anne's is a special school, and as such it does not have a particular intake group as many mainstream schools do. In our school, we accept applications from children aged between 4 and 18 each year. Applications are treated as applications for particular classes. At an early stage of the application process, a child is assigned to a particular **destination class** based on the child's age, cognitive and adaptive abilities and any other special educational needs of relevance. Class groupings vary from year to year as students leave the school or move to other schools.

15.2. 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:

All applications for admission for that particular academic year received after the start of the academic year will be treated following the same process as a Late Application for that year and will be considered in accordance with our school's admissions policy, the Education (Admissions to School) Act 2018 and any regulations made under that Act. Vacancies are normally filled from the waiting list operated by the school in accordance with the procedures above. Applications for other classes than those on the Annual Admissions Notice will therefore most likely be waitlisted (assuming they meet the Threshold Criteria referred to above) for the academic year in question. Other applications which meet the Threshold criteria above will be marked as such and placed on the Waiting List for the relevant destination class. . Mid-year applications which do not meet the Threshold Criteria above will be refused and the parents/guardians informed of their rights of appeal/review set out below in Section 18.

## **Section 16 - Declaration in relation to the non-charging of fees**

The Board of Management of St. Anne's School 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 admission of a student in the school.

## **Section 17 - Arrangements regarding students not attending religious instruction**

St. Anne's School identifies as a non-denominational school however, in consultation with families, we will prepare pupils for receiving the sacraments of Communion and Confirmation should this be required.

## **Section 18 - Reviews/appeals**

### **18.1. Review of decisions by the Board of Management**

18.1.1. 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.

18.1.2. 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.

18.1.3. 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.

18.1.4. **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.

18.1.5. 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.

## 18.2. **Right of appeal**

- 18.2.1. 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.
- 18.2.2. 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.
- 18.2.3. 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.
- 18.2.4. 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)
- 18.2.5. 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)
- 18.2.6. 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.
- 18.2.7. 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.

## **Section 19 - Progression at the School and continued participation in the School.**

- 19.1. While it is envisaged that, once admitted, most students will remain in St. Anne's School until they complete their education at 18 years of age, a child's ongoing participation at St. Anne's School is contingent upon the child's continued adherence to the Code of Behaviour.
- 19.2. Additionally, some children's needs may change overtime and exceed what the school can cater for.
- 19.3. If at any point during the child's time in the school, a psychiatrist or psychologist assesses the child and confirms in writing that:
- a) allowing the child to remain may result in adverse educational outcomes for the child or other children in the school, or
  - b) if the child applied for admission to the school now, he or she would not meet the above requirements of this policy, particularly in terms of the child's primary diagnosis, presence of Emotional and Behavioural Disorder as a primary diagnosis or the absence of a moderate, severe or profound general learning disability ,

After engaging in consultation with the parent(s)/guardian(s) and having reviewed the assessment report of the professional in question, the Board of Management may decide to remove the child's name from the school roll and offer the child's place to another child.

- 19.4. If at any point during the child's time in the school, the Principal recommends to the Board of Management that a child enrolled in the school be sent for an assessment of the type referred to in paragraph 19.3, the school shall seek the parent's consent for this assessment. If this consent is not forthcoming the Board may have to take a decision without the benefit of such a report and may proceed to as per paragraph 19.6 below.
- 19.5. The report of the professional conducting the assessment will be furnished to the parents. They will be given an opportunity to respond to it and, if appropriate, to obtain a report from an appropriate professional responding to the report. Any responding report or parental response must be provided within 6 weeks of the school notifying the parents of the commencement of this process.
- 19.6. The Board of Management will also ask the Principal for a detailed report setting out her/his recommendations.


- 19.7. All available reports (including the Principal's report) will be considered by the Board at a meeting. The parents of the child will also be provided with a copy of the Principal's report and will have the opportunity to address the Board at that meeting before the Board retires to take its decision in private. The parents will be notified of the Board's decision within 5 school days of the Board meeting to consider the reports.
- 19.8. The Board may decide to
- 19.8.1. allow the child to continue to participate in and be enrolled in the school for a specified period before the child's needs are reviewed again,
  - 19.8.2. allow the child to continue to participate and be enrolled in the school until they reach the age of 18 and would no longer be enrolled.
  - 19.8.3. Dis-enrol the child by removing their name from the school roll and offering the child's place to another child.
- 19.9. As dis-enrolment would involve the permanent exclusion of the child in accordance with S.29(1)(a) of the Education Act 1998, the child's parents may appeal this to the Department of Education within 42 days of the date of the decision to dis-enrol the child.
- 19.10. Where a child is being dis-enrolled from the school, the school will make every effort to support families to make the transition to another placement.

**Reviewed:**

**November 2024**

**Ratified by the Board of Management: 25<sup>th</sup> November 2024**

**Chairperson:**

  
Catherine Moynihan