

St. Patrick's School

Roll No 19240B

**ENROLMENT
AND
PARTICIPATION POLICY**

(For September 2024 Enrolments)

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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. Patrick'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

St. Patrick's Special National School is a Catholic co-educational Special National School with a Catholic ethos under the patronage of the Bishop of Ferns.

2.1 "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, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; 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,

2.2 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.

2.3 In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Patrick's 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.

2.4 St. Patrick's Special National 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.

2.5 St. Patrick's Special National 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 3 - Admission Statement

St. Patrick's Special National 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 ethnic 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. Patrick's Special National School is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

St. Patrick's Special National School is a school which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a Moderate or Severe Profound GLD.

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 Patrick'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 Patrick'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. Patrick's School is a school which with the approval of the Minister and Department of Education and Skills 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. Patrick'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. Patrick'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. Applications will only be accepted for the following year of entry from the 20th September onwards. The Application Form **must be** returned before the Closing Date for Applications for that particular year of entry. 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 September 20th 2029 to the Closing Date). We are substantially over-subscribed and it is not fair to those who applied in time if we consider applications received outside that period.

5.2.2. Please note Applications are accepted each year **ONLY** between the dates outlined on the annual admission notice for the following September. Applications received before that period **WILL NOT BE CONSIDERED**. Applications which are returned to a parent due to the application being received out of time can be appealed in accordance with the procedure set out at Section 18 below.

5.2.3. Where a place becomes available during the school year, applications received by the school around this time will not be considered for these places as the school has an extensive Waiting List for such places.

5.2.4. Please note that as St. Patrick's School is a special school, 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. 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 all 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. Patrick'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 advise the Board of Management as to 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 (if applicable)
 - I.E.P Document from previous school (if applicable)
- c) Following receipt of the Application form and submitted materials, the Admissions Committee, will arrange a meeting to determine the allocation of places, as per the criteria as set out below. 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 5.5 (b)(i)- (vi) are not included with the application, the application will be deemed incomplete, will be returned to the child's parents and will not be considered.
- d) 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) submits its recommendations to the Board of Management in respect of each application. This will occur regardless of whether the school/destination class is oversubscribed or not. The Assessment criteria used to rank/mark applications in case of oversubscription is set out below in Section 6. The Board of Management shall review each application and the recommendation of the Admissions Committee in each case. If the Board feels that the Admissions Committee is incorrect in its application of the Threshold Criteria or has marked an application incorrectly in terms of

its priority or its grading on the Assessment Criteria, the Board will adopt its own assessment of the application.

- e) If the Board of Management decides to admit a child, 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. If the Board decides not to enrol a child 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 Board of Management have accepted the child for admission, the Board 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.
- f) 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;
- g) 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.
- h) 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 Board of Management. The withholding of reports from the Board of Management 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.

5.6. Consideration of applications:-

Applications for admission to St. Patrick'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 with a recommendation that a Special School catering for students in the moderate, severe or profound range of learning difficulties is the most appropriate setting) 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 18th birthday on the 1st 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. 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 Skills and/or the NCSE, the school cannot meet such needs and/or provide the pupil with an appropriate education;
- 5.7.2. The members of the Board of Management are 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. Patrick's School or any other school in circumstances where the Board of Management feels that placement in St. Patrick's School would not be appropriate for the child.

Section 6 - Oversubscription

On application, students will be considered for destination classes based on the following criteria with each carrying equal weighting:

- a) the category of special educational need required in the destination class.
- b) the age profile required for the destination class.
- c) a child who has the specified category of special educational needs (moderate, severe/profound) has a sibling who previously attended or is currently attending St. Patrick's Special School, provided the child has the category of special educational need

d)) the applicant is from the catchment area of County Wexford and St. Patrick's School is the closest appropriate school setting to meet the needs of the child.

e) in the event of the destination classes still being oversubscribed following the application of criteria a – d a lottery system will be used amongst the over-subscribed students for a particular destination class.

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. Patrick'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) the date and time on which an application for admission was received by the school,

Section 8 - Decisions on applications

8.1. The Board of Management of the school makes the final decision concerning the admission of any child and will take into account the advice of the Admissions Committee. The Board of Management will meet shortly after the Closing Date to consider all applications and the recommendations of the Admissions Committee in relation to each application.

8.2. All decisions on applications for admission to St. Patrick'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

8.3. 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”.

8.4. 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, 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.

9.3. 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. Patrick’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 by the Board of Management of St. Patrick’s School 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). Late and Mid Year applications which fulfil the Threshold Criteria will be added to the end of the Waiting List. If a place becomes available during the Academic Year in the destination class, the place will be offered by lottery to the qualifying children listed on the school's Waiting List for that class and only after that to children who make Mid-Year Applications.

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 placed at the end of the Waiting List for the relevant destination class.

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. Patrick'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 as a Mid-Year 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. Applicants should note that the school is usually heavily oversubscribed and there are rarely if ever any vacancies during the school year. Vacancies are normally filled from the waiting list operated by the school in accordance with the procedures above. Mid Year applications will therefore most likely be waitlisted (assuming they meet the Threshold Criteria referred to above) for the academic year in question. Mid-year applications which meet the Threshold criteria above will be placed at the end of 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. Patrick'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

The following are the school's arrangements for students, where the Parents/Guardians or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction 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) or the student, as the case may be, to discuss how the request may be accommodated by the school.

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 and Skills.
- 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 and Skills.

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. Patrick's School until they complete their education at 18 years of age, a child's ongoing participation at St. Patrick'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 Board 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 and Skills 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.

Ratified by the Board of Management: 26/09/2024

Chairperson:

_____ *Philip Kearney* _____

Philip Kearney