

SETANTA SCHOOL

ENROLMENT/ADMISSIONS POLICY

- Setanta School is for pupils on the Autistic spectrum in the cognitive range of mild and moderate, and is exclusively for pupils between the age of 12 and 18 years. Applicants must be at least 12 years old by the 1st of September of the year of entry. Based on the individual needs of each pupil, he/she may be accommodated in classes of less than six pupils having due regard for health, safety and educational requirements. Given the Department of Education & Skills approved ratio of 6:1 for ASD classes it is not feasible for Setanta School to enrol pupils who cannot function in a class of at least four pupils. Some pupils may, from time to time, require one to one attention. When considering applications, particularly in relation to pupils who demonstrate a high incidence of severe challenging behaviour, the Board of Management of Setanta School respects the rights of the existing school community and in particular, the pupils already enrolled. The upward enrolment figure for Setanta School is 55 pupils.
- The Board of Management will entrust to the Principal and his/her staff the task of assessing all pupils for suitability as candidates.

How to Apply:

- The school year commences on the first day of September and therefore the parent/guardian (the applicant) must make his/her official application to Setanta School for enrolment prior to the first day of November being ten months prior to commencement of the school year. The latest date for acceptance of applications with completed relevant reports is the fifteenth day of January being seven and a half months prior to commencement of the school year.
- The applicant will be provided with an application form for completion and may contact the school if there are any queries regarding that application form which he/she is unsure how to reply to.

- When returning the form, the applicant should annex to it all educational reports in his/her possession to date and all other reports including psychological reports, speech and language reports, psychiatric and social reports and other relevant information. All relevant reports should not be more than two years old.
- The Principal and/or senior staff members will meet with the applicants and candidates.
- The Principal and/or nominated teacher may, at their discretion, visit the school of the applicant's child to observe classroom performance.

Who May Apply:

Subject to assessment and suitability, pupils of Ballyowen Meadows School shall get priority for enrolment. Subject to availability, other suitable referrals will be accepted from schools, clinics, and relevant professionals.

Completion of Application Process:

- The acceptance process shall be completed not later than the thirty first day of March being five months before the commencement of the school year in September.
- On completion of the assessment, the Principal shall prepare a report on each candidate which will be submitted to the Board for approval.
- Upon approval of successful candidates, an immediate application will be made to the Department of Education & Skills for sanction and resources.
- The parents of the successful candidates, will be informed by the school by post once the Department of Education & Skills sanctions the placement and written acceptance of the offer will have to be returned within fourteen days of the offer having been made. Failure to respond within the aforementioned time frame will result in the place being offered to another applicant.
- For candidates who cannot be accommodated, Setanta School will endeavour to offer constructive advice to applicants with a view to finding a way forward for their children.
- Unsuccessful candidates are not automatically excluded from re-applying the following year.
- All admissions are at the absolute discretion of Setanta School.
- The Board of Management reserves the right to change the enrolment policy at their discretion.

Appeals Procedure

Parents, if unhappy with the result of the final decision of the Board of Management, may appeal to the Department of Education and Skills under Section 29 of the Education Act, 1998, on the official form provided by the Department. Appeal forms are available to download on the Department of Education and Skills website, www.education.ie. Please note that this appeal must be lodged within 42 days of receipt of the refusal of the Board of Management to enrol a pupil.

Ratification and Communication

This policy was ratified by the Setanta School management on 28.11.16

Don Mahon, School Manager