



Enrolment Policy

Introduction

Red Hill School (“the School”), under the patronage of the Rehab Group is a school for children with autistic spectrum disorder. The school welcomes with openness and willingness any referrals for enrolment to the school, and any student who has a confirmed diagnosis of autistic spectrum disorder will be considered for enrolment in accordance with the policies and procedures more fully described below.

The Aims of Red Hill School

1. To create a friendly, cheerful and open environment where students can interact in a free and secure manner and where positive relationships with others can be fostered and maintained.
2. To provide a broad curriculum that will encourage and facilitate the overall development of each child to his / her potential.
3. To focus positively on the abilities and strengths of each child while recognising and supporting areas of need.
4. To provide an advisory and support service for parents and carers and to actively promote real involvement in the life of the school.
5. To interact and develop links as much as possible with other special schools, primary mainstream schools.

The Board of Management of the School has set out this policy in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Disabilities Act 2005. This enrolment policy shall be construed and interpreted in accordance with the provisions of those Acts. The Chairperson of the Board of Management, and the Principal, will be happy to clarify any further matters arising from this policy.

Policy and procedures for enrolling children in Red Hill School

Application Procedure

Before an application is made, parents should ensure that:

- The child will be three on or before the 1st September of the year in which it is proposed to enrol the child.
- The application form is fully completed.
- The child has a confirmed diagnosis of autistic spectrum disorder, in compliance with the DES criteria – DSM – IV & ICD – 10.
- All supporting documentation is attached to the application form, Copy of Diagnosis, school placement reports and/or home tuition reports where applicable, up to date (within 12 months) psychological reports, medical reports, speech and language reports and, where deemed necessary by the Admissions Committee, O.T. or psychiatric reports. *Please note that such reports are required before any application will be considered.*
- Where possible a visit to the school has been made and information on the school has been obtained.
- The child is living within a reasonable distance from the school.
- Completed applications and all supporting documents are submitted to the School no later than the end of March for applications for enrolment the following September.

Where applications are made for children to enrol in the school outside of the initial first time entry, the above criteria will apply apart from the age of entry which must be between 3 and under 16 years of age on the 1st of September of the year of enrolment.

For applications mid way through the school year, the applicant should first contact the Principal to determine capacity of the school to accommodate new pupils.

Enrolment Procedure

- The Admissions Committee (usually made up of a combination of the Principal of the School, teachers in the School and a BOM representative, will meet (usually in early April) to discuss applicants for enrolment in the School the following September.
- Having reviewed all applications received from eligible applicants, a recommendation will be made by the Admissions Committee as regards the appropriate applicants for enrolment in the School based on a full analysis of all the relevant information.

- While recognising the desire of parent(s)/guardians to enrol their child in a school of their choice, the Board of Management of the School also recognise that in deciding on which applicants to enrol in the School regard must be had to the number of places approved and funding by the Department of Education and Skills, availability of resources and in particular, the children already enrolled in the School. Decisions as to enrolment therefore require balanced judgements, guided by the principles of natural justice and acting in the best interests of all children affected, or potentially affected by such decisions.
- The Board of management reserves the right to offer a place in the school, if following a review of the individual's application and supporting documentation, it is deemed that an individual cannot be supported safely in the school or poses a high health and safety risk to other students or staff.
- Assisting the Admissions Committee and the School in such circumstances, the Board of Management reserves the right to determine the maximum number of children in each separate classroom having regard to:
 - a) The size of, and space available in, the School's classrooms
 - b) The educational needs of children of any particular age.
 - c) The presence in the school of children with behavioural needs
 - d) The Department of Education and Skills guidelines as to maximum class size (autistic spectrum disorder 6:1)
- Applicants will be notified of decisions of the Admissions Committee in respect of their applications as soon as practicable.
- Where, in respect of an application, the decision of the Admissions Committee is to offer (conditionally or otherwise) the child a place in the School for the next school year, such applicants must confirm in writing their acceptance of that place for their child within 14 days from the date of receipt of the offer of a place.
- Unsuccessful applicants may appeal the decision of the Admissions Committee to the Board of Management, in writing, addressed to the Chairperson of the Board of Management, within 10 calendar days of being notified of the decision.
- In the event of applications exceeding the number of available places, the Admissions Committee shall consider the following non exhaustive list of criteria (though not

necessarily in the order outlined below), in addition to the application forms and supporting documentation, for the purposes of determining the applicants most suitable for enrolment in the School:

- a. Siblings of present and past pupils.
 - b. Catchment area.
 - c. Number and suitability of places available in each class. ie; an age appropriate class.
 - d. Department of Education & Skills guidelines in relation to class size, staffing provisions and / or any other relevant requirement such as physical space or the health and welfare of children.
 - e. Chronological order of application.
 - f. Approval by the Special Education Needs Officer.
- Normally, admission to the school will occur within the first week of the new academic school year. Admission at any other time throughout the school year will solely depend on the discretion of the Board of Management.
 - The transition period to Red Hill School will be determined at the sole discretion of the Board of Management/Principal, who may refer to the Admissions Committee's views on this matter, based on the individual needs of each child.
 - Children are recommended by the Board of Management to attend Red Hill for 5 days per week.
 - Parents of pupils enrolled in Red Hill School, and the pupils themselves, are required to co-operate with and support the school *Code of Behaviour* and all other school policies and curriculum organisation and management developed and approved by the School's Board of Management. The Board of Management expects that Parents/Guardians will work in partnership with school staff to ensure that their child co-operates with said policies in a manner appropriate to their child. A copy of the school's *Code of Behaviour, Attendance Policy and Enrolment Policy* will be given to each parent as part of the enrolment process. These policies may be added to and revised from time to time.
 - Children, once enrolled, will (subject to their place in the School being reviewed, as set out below) be registered as pupils at the school from year to year.
 - Parents intending to remove their children from the School and forfeit their place shall

notify the board of such intention as soon as possible.

- Placement Review

- Occasionally, concerns regarding the suitability of a child's continued attendance at the School arise. In such circumstances, a review of a school's ability to continue to meet the child's needs in a way that ensures that the child develops to his/her potential may be necessary. Any such review will be undertaken by a committee appointed by the Board of Management, in conjunction with the Principal, Teachers and multi-disciplinary team. Parents will be kept fully informed of any concerns that might arise in relation to their child's continued attendance at the School at the earliest opportunity. Parents will be afforded a full opportunity to comment and provide further information before any conclusions are reached in a review
- Parents may be asked to work in partnership with the multi-disciplinary team to consider all options open to the child, up to and including a decision to terminate the child's attendance at the School.
- In the event that it is determined that the child is not suitably placed in the School, having regard to the capacity of the School and the needs of the child concerned, the Board shall request that a multi-disciplinary team assessment be carried out to determine the best options open to the child.

Policy Revision

It is acknowledged and accepted by all parties that this enrolment policy may be revised/modified from time to time in light of on-going evaluation of new approaches to education and the implications of relevant future enrolments in the School.

Reviewed December 2012.