

**Admission Policy of Killinarden Community School  
Killinarden  
Dublin 24.**

**Roll number: 91337B**

**School Patrons: Archdiocese of Dublin & Dublin and Dún Laoghaire ETB**

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At the time of reviewing this policy, all details and the enclosed information are correct. It is possible that between now and the next review alterations may have to be made to the provisions, policies and procedures of our school. Such changes may need to be implemented to reflect updated legislation or guidelines from the Department of Education and Youth (DEY) or other agencies.

**Please note, parent refers to parent/guardian in this policy.**

### **1. Introduction**

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.

The policy was approved by the school patron on September 23<sup>rd</sup> 2025.

It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Killinarden Community 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.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

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.

### **2. Characteristic spirit and general objectives of the school**

Killinarden Community school was established in 1982. It is a co-educational second-level school under the patronage of the Archbishop of Dublin, the trustees are The Archbishop of Dublin and Dublin/ Dun Laoghaire ETB.

Our School Motto "Putting Young People First" underpins all school policies and their implementation, as well as being at the fore of school development and planning.

#### **In Killinarden Community School, we promote:**

- A climate of mutual respect and understanding.
- An excellent standard of educational curriculum.
- High and realistic expectations for students.
- Partnership between the home,

- school and community.

The underlying philosophy of Killinarden CS is that each student should have appropriate educational opportunities and that the school should be organised to facilitate this.

The school operates an inclusive philosophy based on caring, a reinforcement of positive behavior and retention of students. Teaching and learning, which are at the heart of the school function, highlight the importance of the relationship between the student and teacher. This is seen as crucial in the school's efforts to retain students in the education system.

Killinarden CS upholds the principles of a democratic society and promotes respect for the diversity of values, beliefs, traditions, languages and ways of life in society. It also promotes respect for property.

KCS encourages student involvement in the life of the school and to this end, staff have developed many programmes, activities and structures to promote this. There is a Students Council and Senior students are involved in a mentoring/leadership role, in paired reading and other initiatives with junior students as well as induction courses for in-coming First Years.

KCS also encourages the involvement of parents/guardians through Home/School contacts and Parent/Teacher meetings.

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KCS also encourages the involvement of parents/guardians through Home/School contacts and Parent/Teacher meetings.

### **3. Admission Statement**

Killinarden Community 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 Traveller community 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.

*Killinarden Community 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.*

*Killinarden Community 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."*

#### **4. Categories of Special Educational Needs catered for in the school/special class**

Killinarden Community School, with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with autism spectrum disorder (ASD).

Killinarden Community School will have one class for students with Autism Spectrum Disorder (ASD) with a maximum of six students. The ASD class is established with the approval of the Minister for Education and Skills. It provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

##### **Eligibility Criteria for Enrolment in the ASD Class**

All applicants must have an assessed primary diagnosis of Autism/ Autistic Spectrum Disorder (ASD). The assessment must be in line with the established DEY criteria of DSM-V and ICD 10 (DSM and ICD are the criteria used by health professionals to diagnose Autism).

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such as application:

Professional report(s) outlining:

- Diagnosis of Autism: DSM- IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need(s) evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same.

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

**Admissions Policy to the ASD Class is attached as Appendix A to this Policy**

## **5. Admission of Students**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a 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

### Eligibility for Admission

- Students who have or have had a brother or sister in the school. Applications from parents of these pupils will be accepted subject to available places and application procedures being adhered to.
- Students who have completed sixth class in the primary schools of Cnoc Mhuire SNS, Knockmore, Sacred Heart SNS, Killinarden Scoil Caitlin Maude SNS, Killinarden. All applications from parents of these pupils will be accepted subject to application procedures being adhered to.
- Students whose parents reside in the defined parish of Killinarden but whose child does not attend the schools listed above. All applications from parents of these pupils will be accepted subject to available places and application procedures being adhered
- Post-primary school students must be aged 12 years on 1st January on the calendar year following entry into First year. Evidence of age, normally a Birth Certificate, will be required; a copy of which will be retained on the school records.

- Applications for 1st year must meet all the requirements of The Department of Education and Youth (DEY) governing transfer from Primary to Post-Primary school.
- Students and parents must accept, in writing, the school Code of Positive Behaviour.

#### Procedures for Admission

- The school will normally organise an 'Open Night'. The Information Evening/Open Day is open to all eligible students for enrolment and the parents.
- For students whose primary school is Chnoc Mhuire SNS, Sacred Heart SNS and Scoil Caitlin Maude SNS, Killinarden, application is made by completion of application form. The HSCL Teacher from Killinarden Community School will distribute these forms to 6th class students during the month of September/October. The form is returned to Killinarden Community school by the specified date.
- Students of 6th class in other Primary Schools will make direct application to Killinarden Community School as per the dates specified in the Admissions policy. Applications must be on or before the specified date.
- Late applications for 1st year, from students meeting the admission criteria, will be considered, depending on the availability of places at the time of application. Such applications should be made directly to the school.
- Parents should complete, sign and date the application form, giving all of the details required. Incomplete forms will be returned to parents.
- Parents may (at a later date) be required to complete a further information form regarding their child's educational progress and/or to co-operate with the school's attempts to identify the educational or other relevant needs of the child. The school may wish to meet with the applicant and her/his parent(s), to discuss the needs of the individual applicant or the parent(s), may request such a meeting.
- Failure to complete the application form, failure to supply any relevant documentation requested by the school or failure to make a reasonable arrangement to meet with the school authority to discuss the application may result in a child being refused admission to the school.

### **Decision Making Process:**

- Decisions regarding student admissions are a matter for the Board of Management. However, this task is delegated to the Principal who is informed and decides on such matters in accordance with the school's official admissions policy. Parents will be advised of the outcome of their application as soon as possible after the closing date for receipt of such applications.

All decisions on application for admission to Killinarden Community School will be based on the following

- School's Admission Policy
  - School's Annual Admission Notice
- The Board of Management decide the maximum number of places offered for admission each academic year. That figure will depend on the overall number of students in the school, the overall capacity for which the school was designed, the capacity of the school to fulfil its obligations under educational programmes currently in progress, the approved teaching resources and the class size limitations that are predetermined. Information on class sizes is available from the Principal on request. The assignment of a student to a class is a matter for the school principal alone.

- **Assessment**

Assessment of incoming students takes place in conjunction with their 6<sup>th</sup> class school, at a date, which is notified to parents/guardians of children accepted for admission to the Killinarden Community School. All applicants will be expected to sit the school's Assessment test.

### Students with Special Education Needs

- The Killinarden Community School strives to create an inclusive environment for all students, including those with additional needs. The school's ability to provide for students with special education needs is restricted to the resources made available to do so from the Department of Education & Skills. Applicants with Special Education Needs must meet the entry criteria set out for all students in this policy. The regular admissions procedures must also be adhered to. The existence of special education needs does not give an applicant a prioritised entry entitlement. The school's Special Needs Policy sets out how the school will
  - Take steps at an early stage to identify those children that enrolled at the school with special needs within the terms of the School Admissions Policy, and to become familiar with their particular educational needs.
  - Request a copy of the child's medical/psychological report/individual educational plan, if available.

- Request assessment in order to assist the school in establishing educational and training needs of the child relevant to his/her disability or special needs and to profile the support services required.
- Request, in a timely manner, from the Department of Education and Youth (DEY) any additional resources deemed necessary e.g. Special Needs Assistant, specialised equipment or furniture, transport etc.
- Meet the parents/guardians to discuss the child's needs, the special staffing or equipment resources received by the school from the Department of Education and Youth, to assist that child achieve their potential and the school's actual capacity to meet the child's needs.
- do all it possibly can to identify, plan, and provide for the needs of a child with special needs who is accepted as a student at the school under the terms of the admissions policy.
- Liaise and dialogue with the SENO and NCSE to clarify on the resources for an individual student with SEN.

**Right of Appeal:**

Where a student is refused admission/enrolment to the school their parents will be advised of their right to appeal that decision to the Board of Management and then to the Secretary General of the Department of Education and Skills per the terms of DES Circular letter No. M48/01, if necessary.

**6. Oversubscription**

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school’s annual admission notice:

**Selection criteria**

1. Applicants who are siblings of existing students
2. Applicants living in KCS primary catchment area and attending one of the listed primary schools
3. Applicants living in KCS primary catchment area and not attending one of the listed primary schools
4. Applicants not living in KCS primary catchment area and attending one of the listed primary schools
5. Places to be filled based on a Lottery

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

1. Place will be decided by lottery

## 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;  
(other than in relation to a fee for a plc or further education and training course run by Killinarden Community School in respect of those courses)
- (c) a student's academic ability, skills or aptitude; other than in relation to:  
admission to ASD class insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned
- (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; (See section 5)
- (g) the date and time on which an application for admission was received by the school, This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

## 8. Decisions on applications

All decisions on applications for admission to Killinarden Community School will be based on the following:

- The 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 received during the period specified in our annual admission notice for receiving applications

(Please see [section 15](#) below in relation to applications received outside of the admissions period and [section 16](#) below in relation to applications for places in years other than the intake group.)

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.

### **9. Notifying applicants of decisions**

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

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, where applicable, 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.

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).

### **10. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from Killinarden Community 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 are 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.

### **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 Killinarden Community School where, it is established that information contained in the application is false or misleading.

- (i) 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.
- (ii) 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
- (iii) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.

### **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 66(6) allows a school to provide a Patron or another Board of Management with a list of the students in relation to whom:

- (a) An application for admission to the school has been received
- (b) An offer of admission to the school has been made or
- (c) An offer of admission to the school has been accepted

The list may include any or all of the following:

- (a) The date on which an application for admission was received by the school
- (b) The date on which an offer of admission was made by the school
- (c) The date on which an offer of admission was accepted by the applicant
- (d) An applicant's personal details including name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005)

### **13. Waiting list in the event of oversubscription**

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Killinarden Community School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of Killinarden Community School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

### **14. Late Applications**

All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

## 15. Procedures for admission of students to other years and during the school year

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
- after the commencement of the school year in which admission is sought, are as follows

are as follows:

### Admission of students transferring from another school

All such applications will be considered on an individual basis, subject to the availability of a place at the time of application. Application Forms are available from the school office on request. Applicants must fully complete this. Adherence to this Admissions Policy must be accepted.

Prior to enrolment applicants will be asked to

- Furnish full details of previous education details
- Provide copies of two most recent school reports
- Provide copies of state exam results
- Provide reference from previous school
- Provide, where applicable, a current education psychological report

Failure to complete any of the necessary documentation listed above or to supply any other relevant documentation requested by the school may result in an applicant being refused admission to the school.

Applications will be accepted from students who meet the criteria of the department of Education and Skills and the school, a place is available, subject choice and class size are appropriate, and it is to the educational benefit of the student.

Applications will not be accepted from students who are the subject of ongoing disciplinary hearings in another school, which includes any ongoing statutory appeals procedures in accordance with The Education Act 1998 or The Education for Persons with Special Needs Act 2004.

The school reserves the right to refuse an application in circumstances, which might include but not exclusively confined to the following

- An established prior record of disruptive behaviour
- The application is not conducive to the spirit or culture of the school

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

The Board of Management of Killinarden Community 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 enrolment of a student in the school.

### **17. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for students, where the parents 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:

*Arrangements regarding students not attending religious instruction*, where the school offers Religious Education as distinct from Religious Instruction.

Killinarden Community School offers religious education in all year groups as it promotes the holistic development of students and can contribute positively to their wellbeing in line with the principles of the Junior Cycle and Senior Cycle Frameworks and in the spirit of the Deed of Trust. It facilitates the intellectual, social, emotional, spiritual values and moral development of students and encourages respect for all members of our school communities. In addition, *religious education* supports the 'multi-denominational' aspect of our school's ethos as it provides opportunities for students to engage with questions around their own religious or non-religious beliefs and those of their peers.

In this context it is important to understand the distinction between '*religious education*' and '*religious instruction*':

- *Religious education* is open to all pupils regardless of their commitment to any particular religion or worldview. It seeks to contribute to the spiritual and moral development of all students equally.
- *Religious instruction* is instruction in accordance with the rites, practices and teachings of a particular religion or denomination for pupils of that religious tradition.

Given that Religious Education, as distinct from Religious Instruction, is timetabled across our school at all levels the legal requirement to advise of the option to opt-out of religious instruction does not arise.

## 18. Reviews/appeals

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

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.

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.

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.

**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.

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.

### **Right of appeal**

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.

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.

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.

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)

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)

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 Youth.

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 Youth.

## **Section B:**

### **Appendix A**

#### **Admission Policy to The ASD Class**

This policy must be read in conjunction with and is part of the overall Admission Policy for Killinarden Community School. The aim of Killinarden Community School is to offer a positive meaningful educational experience to the student that allows her/him to develop to their full learning potential, in an environment that offers clarity, predictability and calm. After a period of time observing, assessing and inter-acting with the student, a Student Support Plan will be developed following consultation with Parents/Guardians and with other relevant professional staff (e.g. NEPS Psychologist, Co-ordinator/Teacher(s) of Special Educational Needs/ASD, Occupational Therapist, School Principal/Deputy Principal etc), as deemed appropriate.

The aim of the ASD Class is to offer a specific learning environment with a mainstream post-primary school. This setting facilitates optimum inclusion as part of the school community with access to mainstream educational activities that are available and that are deemed appropriate to the ongoing education of the student.

#### **External Support Services**

Essential services are provided by the Health Service Executive (HSE). These services include Speech and Language Therapy, Occupational Therapy or Physiotherapy. The Board of Management at Killinarden Community School has no function in accessing these services, but merely acts as a relevant conduit for their provision, where available and possible. Furthermore, Killinarden Community School cannot guarantee any additional service or support that may be available to the student through the offices of the HSE. Killinarden Community School does not

have the resources to follow up on these services and it is a matter for the Parents alone to ensure that all such possible support services are being accessed and availed of.

### **Pre enrolment**

All applicants must have an assessed primary diagnosis of Autism/Autistic Spectrum Disorder. The assessment must be in line with the established DEY criteria of DSM-V and ICD 10. All applications must be accompanied by an assessment, carried out by an Educational/Clinical Psychologist approved by the DEY, recommending the applicant as suitable.

A prospective student for the ASD class must have a professional recommendation, from a NEPS Psychologist, Clinical Psychologist, Educational Psychologist, Psychiatrist, or from a multi-disciplinary team (Clinical Psychologist, Occupational Therapist, Speech and Language Therapist, Social Worker, and/or Physiotherapist), for placement in an autism specific class in an ASD class. All applications in operation on a child should be provided to the school for assessment by the Admissions Team/Board of Management. The withholding of such reports from the Board of Management may invalidate an enrolment application at any time.

Parents should note that under the official DES guidelines, the number of student places available in the ASD Class is 6 students. It should be noted that fulfilling the enrollment criteria does not necessarily guarantee the student a place in the ASD class.

The Board of Management requires that Parents must accept that the enrolment process only proceeds where the educational and physical needs of the applicants as identified can be met within the ASD class.

The Parents of the applicant must accept and agree to the Killinarden Community School Code of Positive Behaviour and the terms of this policy

The ASD class at Killinarden Community School will only cater for children that are 12 years or more, and less than 18 years of age, on the 1st of September of the school year in question.

### **Enrolment**

All applications for enrolment in the ASD Class will be considered within the context of the school's Admission Policy. Where the number of applicants exceeds the places available, priority will be given in the following order:

- Current students enrolled in the school
- Siblings of current students in KCS who apply
- applicants resident within the defined school Catchment Area (see General Students Admission Policy) and be attending
  - (1) the ASD Class(es) in the feeder schools of Sacred Heart SNS, Chnoc Mhuire SNS, Scoil Caitlin Maude, Killinarden.

(2) attending the local feeder National Schools, Sacred Heart SNS, Chnoc Mhuire, Scoil Caitlin Maude, Killinarden.

(3) applicants not attending the above named feeder schools but for whom The ASD Class would be nearest to their home residence.

### **Eligibility Criteria for Enrolment in the ASD Class**

All applicants must have an assessed primary diagnosis of Autism/ Autistic Spectrum Disorder (ASD). The assessment must be in line with the established DEY criteria of DSM-V and ICD 10 (DSM and ICD are the criteria used by health professionals to diagnose Autism).

Children and young people are eligible for enrolment in a special class for autism when the following is provided in support of such as application:

Professional report(s) outlining:

- Diagnosis of Autism: DSM- IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)

AND

- A demonstration of the understanding of complexity of the child's overall level of need(s) evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same.

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for autism.

Parents should note that where the number of applicants at any stage of the criteria numbered above exceeds the number of spaces available within that criterion, then the date of birth of the applicant will be considered with priority being given to the oldest applicant and continuing thus forth until all places are filled. If two or more applicants share the same date of birth, then places will be allocated by lottery.

### **Application Process**

An Enrolment Application Form, a copy of which is available from the school, should be fully completed and submitted by the parent on behalf of the applicant. The closing date for receipt of such completed applications by the school is published in the Annual Admission Notice for the relevant year.

This Enrolment Application Form should be accompanied by an original Birth Certificate of the applicant and accompanied by all the up to date and pertinent educational psychological assessments(s) and diagnostic report (s). The Enrolment Application form must also be accompanied by School Reports and relative documented information from all previous schools that the applicant attended. Proof of address is necessary.

Only applications that meet the criteria for enrolment, subject to available space and maximum student numbers, will be considered.

Students that are currently enrolled in an ASD class in another post-primary school will not be considered for transfer during the course of the school academic year

Students enrolled in an ASD class in another post-primary school will not be considered for transfer at the end of a school academic year unless the family have moved residence into the catchment area of Killinarden Community School.

The advice, support and recommendation of the Special Educational Needs Organiser (SENO) for the area/region, based on the needs of the applicants, will be considered in the decision making process associated with enrolment of applicants in the Rogers Suite.

It is important that Parents/Guardians note that Killinarden Community School may in certain clarified circumstances and following an assessment and investigation, be unable to meet the special educational or physical needs of the applicant on the grounds that

- (j) the applicant is deemed a risk, on health, safety, welfare or security grounds to themselves and/or other, or
- (ii) admission of the applicant will make impossible, or have a serious detrimental effect on, the education provision by Killinarden Community School as an educational establishment of its services to others.

The Board of Management will make the final decision on all applications to enrol.

On acceptance of a place

- The Parents of a child being offered a place in the ASD Class will be invited to visit the school to meet with a member of the Special Education Team and the Principal/Deputy Principal of the school, to discuss the placement/enrollment of their child. Any information requested by the Parent will be provided at this meeting.
- The Parents may be requested to consent to a visit by a member of the Special Educational Needs professional staff at Killinarden Community School, to visit the existing school placement of the student concerned in order to observe the student in a classroom situation.

- The Parents will be invited to accompany their child to visit the Killinarden Community School ASD class and meet staff.
- The Parents may be consulted about the Support Plan for their child.
- The NEPS psychologist and SENO will be appraised of the Support Plan
- A child may be phased gradually into the ASD class through a mutually agreed process between Parents and the Management of the school.
- Where it is deemed appropriate, a student in the ASD class will be assigned to an age appropriate mainstream class for integration purpose by school management.

The placement of every student within The ASD Class will be subject to regular review, by school management, staff and where appropriate the professional services external to the school. Decisions will follow

- continue within the ASD class at Killinarden Community School
- integrate fully into the mainstream post-primary
- seek an alternative and more appropriate educational placement for the student as Killinarden Community School is unable to meet the educational needs of the student.

In such an instance the support and assistance of the staff at Killinarden Community School will be available to assist the family in securing a more suitable learning environment in another educational institution, for the student concerned.

### **Code of Positive Behaviour**

As already indicated above the Parents of the applicant for enrolment must accept and agree to the Killinarden Community School Code of Behaviour/Discipline and the terms of this policy.

Children with special educational needs may display difficult, defiant or oppositional behaviours. All efforts will be made by staff at the school to manage such behaviour using various strategies and through the implementation of the student's Individual Support File. All students including those with additional educational needs are subject to the school Code of Behaviour/Discipline and the terms of the Health and Safety Statement adopted by the Board of Management at the school. Where any student's behaviour impacts in a negative way on the other students in the ASD class or the students in a mainstream class, to an extent that their constitutional right to an education is being interfered with, as judged by the Board of Management of the school, then the school reserves the right to advise Parents that a more suitable educational setting should be found for their child.

The Board of Management at Killinarden Community School reserves the right of admission and to refuse to enrol a student, within the terms of this policy. Parents/Guardians of applicants who are refused admission to Killinarden Community School will be advised of their right to appeal the matter to the Secretary General, DEY under Section 29 of the Education Act 1998.

Ratified by Board of Management on     August 2025    

**Signed :**

Chairperson     F.Moran    

Principal     G.White