



De La Salle College, Churchtown, Dublin 14
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Enrolment Policy for ASD Class

The ASD Class - Mission Statement

The ASD Classroom was established in De La Salle College to provide a calm and supportive, teaching and learning environment for students with Autism Spectrum Disorders (ASD) who are attending mainstream subject classes in the school. Such students should have a primary diagnosis of ASD and be capable of benefiting from an inclusive education, including taking state examinations.

The objective of the ASD Special Class is not to provide an alternative to the student attending mainstream classes in the school, but rather to facilitate the child in attending those classes notwithstanding having a diagnosis of autism which might otherwise make attending mainstream difficult or impossible.

The ASD Class - Aims & Objectives

The ASD Special Class consists of a maximum of 6 Students. Each of these students should attend mainstream classes in the school for the majority of the school week. Each student in this class will be educated in an inclusive way in a mainstream setting with the support in the ASD Special Class of the specialist teacher and SNAs. The 2 Special Needs Assistants (SNAs) attached to the ASD Special Class group may not be available for each period that each student attends mainstream classes. The ASD classroom functions as a base room where these 6 students enrolled in the ASD Special Class receive specialist teaching in social skills. Teaching support will also be provided on an individual needs basis (SEN support or subject specific).

The ASD Class (Student Support Room) also functions as a sanctuary where the students can spend school breaks and to which they can invite their friends. It is intended that students will become more socially independent over the course of second level education.

The ASD Class - Criteria for Enrolment

The ASD Classroom in De La Salle College 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. The maximum class size is six students. Subject to sufficient places being made available in the ASD class, the criteria for enrolment to the ASD class, incorporating the Dept of Education and Skill and HSE policies, is as follows;

The ASD Class - Enrolment Procedure

The Enrolment Process begins with a referral to the ASD Class from the SENO (Special Education Needs Officer), and/or contact from the parents.

Enrolment Application Forms which are available on request from the school office should be fully completed and submitted by the parent/guardian on behalf of the applicant. Parents/Guardians should note that the application process for placements in the ASD class and the closing date for receipt of completed applications for the ASD class in the school are different, to that for student applications for enrolment in mainstream classes.

This Enrolment Application Form should be accompanied by proof of birth date (Certificate/ Passport) of the applicant and accompanied by all the up to date and relevant educational psychological assessments(s) and diagnostic report (s).

The Enrolment Application Form must also be accompanied by school reports and relevant documentation from all previous schools that the applicant attended.

There must be signed consent from the Parents/Guardians granting the Board of Management and relevant members of staff of De La Salle College permission to access reports, assessments and documentation.

Fully completed Enrolment Application Forms are then recorded in the school Applications File. Only applications that then meet the criteria for enrolment, subject to available space and maximum student numbers, will be considered.

The closing date for the submission of Enrolment Applications is the first Friday in May in a given year. All applications received on or before this date will be acknowledged within 2 calendar weeks of the closing day for the submission of applications.

Receipt of acknowledgement of an Enrolment Application by the school does not constitute an offer of a place nor does it guarantee a place in the school. It is simply the recording of an application for admission to our school. Decisions in relation to applications for enrolment are made by the Board of Management in accordance with our enrolment policy.

Where the number of applicants on the applications file exceeds the number of places available, the following ranked criteria will then apply to all applications received:

- Applicants already enrolled in De La Salle College
- Applicants with siblings already enrolled in De La Salle College
- Applicants from Feeder Schools as listed in the DLSC Enrolment Policy
- Applicants residing in the catchment area
- Applicants for whom this ASD class would be the nearest facility to their home residence

The Parents/Guardians 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/enrolment of their child. Any information requested by the Parent/Guardian will be provided at this meeting.

The Parents/Guardians may be requested to give consent to a member of the Additional Educational Needs Team, to visit the existing school placement of the student concerned in order to observe the student in a classroom situation.

The Parents/ Guardians will be invited to accompany their child to visit the ASD class and meet staff.

The Parents/ Guardians will be invited, after the acceptance and placement of their child in the ASD class, to be consulted about the Education Plan for their child.

The NEPS psychologist and SENO will be appraised of the Education Plan as appropriate.

A child may be phased gradually into the special class in the ASD class through a mutually agreed process between Parents/Guardians and the Management of the school.

Students that are currently enrolled in an ASD class in another post-primary school will not be considered for transfer enrolment to De La Salle College's ASD class during the course of the school academic year

Parents/Guardians must note that De La Salle College respects the right of the existing school community and the students already enrolled therein, and this consideration is paramount when assessing entry to the ASD class.

The placement of every student within an ASD class will be subject to regular review by the school staff and where appropriate the professional services external to the school, following which decisions will

(i) continue within the ASD class at De La Salle college

(ii) integrate fully into the mainstream post-primary, or

(iii) seek an alternative and more appropriate educational placement for the student as De La Salle college is unable to meet the educational needs of the student. In such an instance the support and assistance of the staff at De La Salle College will be available to assist the family in securing a more suitable learning environment in another educational institution, for the student concerned.

Admissions Team

Each application will be considered by the Admissions Team. The Admissions Team may seek advice from a NEPS psychologist and/or a SENO. A recommendation will be made by the Admissions Team in relation to each application to the Board of Management of the school. Decisions in relation to applications for enrolment are made by the Board of Management.

Return of Acceptance Forms

Letters of offer for places in the ASD class will be sent within **4 weeks** of the final closing date for applications. The letter of offer includes Acceptance Forms which must be returned within **one** week of the letters of offer being issued by the school. All acceptance forms must be accompanied by a signed acceptance of the School Code of Behaviour in accordance with

Section 24(4) of the Education Welfare Act, 2000. If the school does not receive the acceptance form with the one week period, the place will be offered to the next child on the waiting list for that school year.

Late Applications

Applications for places in the ASD class made on or after the closing date cannot be considered for the next school year if all places are filled for this school year.

Monitoring and Review

On occasion concerns regarding the suitability of a student's continued attendance at school may arise. In such circumstances, a review of the school's ability to continue to meet the student's needs, safety, and the safety of others may be necessary. Any such review will be undertaken by a committee appointed by the Board of Management, in conjunction with the Principal and other relevant staff members. Parents/guardians should be kept informed of any concerns that might arise in relation to their child's continued attendance at the school at the earliest opportunity. Parents/guardians will also be given an opportunity to engage in the discussion surrounding the placement and concerns that arise from the case itself. In the event that it is determined that the student is not suitably placed in the school, having regard for the realistic service options available at the time, the BOM may request a multi-disciplinary team assessment be carried out to determine the best options for the specific child.

Behaviour

It is accepted that children with additional educational needs may display difficult, defiant, or oppositional behaviours. All efforts will be made by the school to manage such behaviour using various strategies and through the implementation of the child's Individual Education Plan. All students including students with additional educational needs must adhere to the School Code of Behaviour, the Health and Safety Statement and all relevant school policies. Where a student's behaviour impacts in a negative way on the other students in the ASD class or another mainstream class to the extent that their constitutional right to an education is being interfered with as judged by the Board of Management of the School, the school reserves the right to advise parents that a more suitable setting should be found for their child. The procedures as outlined in the Code of Behaviour will be followed.

Refusal to Enrol/ Decision to Exclude

The school reserves the right to refuse enrolment/admission to any student where either

1. The student has additional needs such that even with additional resources available from the Department of Education & Skills and the Department of Health, the school cannot meet such needs and/or provide the student with a safe learning environment and an appropriate education.
2. The school endeavours to support each student on an individual basis and to provide an appropriate school placement for the student. However, if it is the opinion of the Board of Management that the student poses an unacceptable risk to the health and safety of himself or other students, to school staff or to school property, a decision may be made not to enrol the student or to exclude the student from the school.
3. The school endeavours to provide the best possible education and learning environment for all students. However, if it is the opinion of the Board of Management that the student has/will

have a serious detrimental effect on the provision of an education or is a serious disruption of the learning environment for other students, a decision may be made not to enrol the student and/or exclude the student from the school.

The Board of Management will not refuse a child on the basis of ethnicity, disability, traveller status, refugee status, political beliefs or family or social circumstances, provided they fulfil the enrolment criteria.

General Discharge

Discharge may also be recommended after the first year if the Admissions Team, after consultation with the parents/guardian, feel that placement is not appropriate. Discharge from the Class may also happen if a pupil is fully integrated into mainstream school.

Evaluation

The Board of Management will monitor the implementation of all aspects of this policy. This policy will be amended and updated as required.

Enrolment Policy for ASD Class

This policy was adopted by the Board of Management of De La Salle College at its meeting on

Date: 21st April 2021

Signed: 

Mr Joseph Twomey

Chairperson, Board of Management