



Enrolment Policy for Corpus Christi Primary School Special Class for children with Mild General Learning Difficulties.

Vision Statement:

In setting up the Mild General Learning Difficulty (MGLD) Special Class in Corpus Christi Primary School, the aim of the Board of Management and Staff is to develop an educational setting which is focused on the needs of all the children. The Board of Management is committed to providing the highest standard of education for the children concerned. To this end, a special class for children with MGLD was approved by the National Council for Special Education Needs (NCSE).

The Board of Management (BOM) has developed this policy for the MGLD Special class, in conjunction with the overall enrolment policy for the school. The policy is set out in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000, the Equal Status ACT 2000 and Education for Persons with Special Needs Act 2004.

In Corpus Christi Primary School, we aim to develop the full potential of every child in our special class. We address the challenges they face, be it academic, social or emotional and aid them with skills and strategies to overcome these challenges, in order to live a full and happy life. We endeavour to work in partnership with parents and professional agencies, to extend every opportunity for success to our children. We provide a positive, stimulating, child centred environment in which children in our care are supported to be both confident and happy in developing their potential skills and talents. This setting facilitates optimum inclusion as part of the school community, with access to mainstream activities as appropriate.

To achieve this, our aims include to:

- Enable each child to benefit from an integrated and inclusive education.
- Work towards the age appropriate national curriculum targets.
- Enhance their communication, social and personal skills.
- Enhance the emotional and spiritual development of each child.

Class Size

The maximum class size is 12 pupils. The MGLD special class in Corpus Christi cater for children of primary school going age. Applicants that do not receive a place in the special class will be placed on a waiting list and parents will be informed of this. The individual needs of each child are constantly reviewed to ensure that the MGLD class is the appropriate setting to meet the needs of the child. A review of pupils' progress and their Individual Education Profiles will be carried out in consultation with the parents (and other professionals where necessary.) IEP meeting will take place biannually to facilitate this.

Application Procedure for Enrolment

Enrolment applications for the school year 2020/2021 will be accepted until the 15th of January 2020, following a meeting with the school principal as per our enrolment policy. All enrolment applications received on or before this date will be acknowledged in writing.

Requests for enrolment forms and queries regarding supporting documentation should be made to:

Corpus Christi Primary School,
Moyross,
Limerick.

Receipt of an 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.

All applications must be received on a yearly basis. Application for the new school year will reopen again in September and annually thereafter.

The enrolment application must be accompanied by all of the following supporting documentation ("Supporting Documentation") supplied by parents:

- A copy of both Baptismal Cert (if applicable) and a Birth Certificate to the school.
- A diagnosis from a psychiatrist, psychologist, or a member of a multidisciplinary team that has assessed and classified the child as having MGLD/Borderline MGLD and a recommendation for a placement in a special class within a mainstream school.

NB: If the school does not receive this documentation with the enrolment application form, the application will not be processed or considered by the school. It is the responsibility of the parents/guardians to ensure that all supporting documentation is correct and is received by the school.

The number of admissions depends on the number of places available, which may vary from year to year. Factors taken into consideration will be:

- Age - the child must be 4 before the first day of school.
- Diagnosis – the child must have a diagnosis of MGLD/Borderline MGLD and a recommendation for placement in a special class.
- Integration - the child must be capable of integrating into the mainstream class even at a minimal age appropriate level.
- Appropriateness – the child must be capable of accessing the primary school curriculum.

Criteria for enrolment

The maximum class size is 12 pupils. If the number of eligible children on the list of applicants to enrol exceeds the number of places available, the following criteria will apply in priority order:

- Applicants with siblings currently enrolled in the school, including step siblings resident at the same address.
- Children residing in the parish.
- Children of staff members.
- Random selection (independently verified).

The receipt of the application forms, reports and written recommendations is not guarantee of a place. The Board of Management of Corpus Christi Primary School, in compliance with section 19(3) of the Educational Welfare Act 2000 will make a decision in writing in respect of an application for enrolment, within 21 days of the closing date for the receipt of enrolment applications and will inform the parents/guardians in writing of that decision.

Transfers

The school may request other relevant documentation if a pupil is transferring from another school. All documents need to be received in order for the application to be deemed fully completed. The Board of Management of Corpus Christi Primary School respects the rights of the school community and children already enrolled. This consideration is paramount when assessing entry to the MGLD class.

The board of management will be mindful of allocating places to children that are most suited to transition to the mainstream classes. The learning needs of the existing class will be taken into consideration before a place is offered.

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

1. The student has special 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 an education in line with the assessments, recommendations and needs analysis received and the Individual Educational Profile drawn up by the school.

2. In the opinion of the Board of Management, the student poses a risk to the health and safety of the other students, to school Staff or to school property.

Any applicant who applies for and is not offered a place in Corpus Christi has the right to appeal the decision, under Section 29, with the Department of Education and Skills.

Appeals to a decision to refuse to enrol

Parents/ guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in the letter issued in accordance with the aforementioned terms, (please note the address at which the applicant resides will be the address used by the school for correspondence).

If the Board of Management refuses to enrol a child, the parent/guardian of the child may appeal the decision at local level. The appeal must be submitted within 10 school days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board of Management and clearly state the grounds for appeal.

If following the conclusion of the appeal procedure at school level, a parent/ guardian is dissatisfied with the decision made, that parent/ guardian has a statutory entitlement under section 29 of the Education Act to appeal the decision to the secretary general of the Department of Education and Skills. It should be noted that such an appeal must be lodged within 42 days of the school's refusal to enrol.

Details on appealing decisions on enrolment under section 29 of the education Act are available on the Department of Education and Skills website – www.education.ie.

Post enrolment

The first year will be used:

- to assess the child's educational needs.
- develop an individual education plan to address identified needs. The special class teacher is obliged to produce an IEP yearly and update where necessary.
- Assess whether the child's placement is appropriate.

The level of integration into a mainstream class for a core curriculum subject will be on an individual basis and will differ from child to child. The school will retain discretion as to the particular children who should avail of the core curriculum mainstream integration.

Transition to Further Education

We aim to make the transition into our class and from our class as comfortable as possible for all our MGLD pupils. We will therefore, where necessary, adopt one or more of the following strategies:

- Facilitate an incoming pupil with a visit to our school, in which he/she may stay for a short period with the class and teacher.
- Facilitate a visit for the child to a school that the child may be moving onto, be it another primary placement or post primary placement.
- Liaise with past teachers/future teachers in regards to the child's academic, social or emotional needs.

Success Criteria

Our success criteria will be based on the achievement of our aims. We will use the following indicators as our benchmark for success or otherwise of the policy:

- Inclusion of pupils with MGLD in Corpus Christi School.
- Progress of Pupils with MGLD in Corpus Christi School.
- IEP Targets.

Review

This policy will be reviewed annually.

Evaluation

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