

*Scoil Mhuire gan Smál (C.),
Glaisín, Corcaigh.*

*Glasheen Girls' Primary School,
Glasheen Road, Cork.*

Roll No.: 17105I

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Principal: Lorraine Houlihan

Deputy Principal: Ursula Bn. Mhic Amhlaobh

Application Procedure for Special Class

The Special Class caters for 8 pupils. It is an essential requirement that all pupils to be enrolled in the Special Class have a Moderate Intellectual Disability Diagnosis. A report from a registered psychologist is required as evidence of this.

1. Application Process

- Applications for enrolment in the Special Class are available from the office or on the school website www.glasheengirlsns.com .
- The completed application form along with relevant reports is sent to the Chairperson of the Board or the Principal by March 1st.
- Applications are accepted from parents or guardians only.
- On receipt of the application form, the pupil's details are recorded on an **Application List**. This is done in date order and according to the criteria outlined below (Section 3 & 4) pending consideration for enrolment by Admissions Committee.
- The completion of an application form and the placement of your child's name on any list do not confer an automatic right for a place in the school.

2. Documentation Required

- A completed application form as outlined above
- An up-to-date psychological report and any other relevant reports (e.g. Speech and Language, Occupational Therapy etc.)
- Original birth certificate (a copy will be made and the original returned)
- A medical report which discloses all pre-existing medical conditions. (This information enables the Board to assess whether the school can provide for the medical needs of the pupil and to seek appropriate resources from the relevant government departments as necessary)

3. Eligibility for Admission to Special Class

- The pupil has a Moderate Learning Disability Diagnosis.
- The pupil meets the criteria for selection as outlined in Section 4
- The pupil does not have health, medical and safety needs which are beyond the scope of the Special Class to address with current resources in the school.

The Board of Management of Scoil Mhuire gan Smál has a duty of care to all its existing pupils and staff and may not be in a position to facilitate pupils who could compromise the entitlement of others to education and safety. Admission may be refused (or delayed) to such pupils if, by accommodating that pupil, it would render the education and safety of other pupils impossible.

4. Enrolment Criteria

- **Category 1** Applications from children who have siblings enrolled in the mainstream school.
- **Category 2** Applications from existing pupils in the mainstream school who may need to transfer.
- **Category 3** Applications from children attending Special Pre-schools.
- **Category 4** Applications from children attending own pre-school (Glasheen Playschool)
- **Category 5** Applications from children attending other pre-schools/schools where Scoil Mhuire gan Smál Special Class is the nearest recognised suitable class for that child (from their home address).

Please note the following:

- The Admissions Committee will meet within two working weeks of the closing date for applications and will communicate its decision to the Board of Management at its next meeting. Offers of enrolment will be sent within 21 days of this meeting in accordance with the Education Welfare Act 2000. Parents are requested to accept the place offered in writing within 31 days of the date of the offer of enrolment.
- The Board will be guided by the principles of natural justice and will be reasonable, fair and transparent.
- The closing date for applications is March 1st.

5. Waiting List

In the event that more applications are received than there are available places a 'Waiting List' will be drawn up for the following year. This list has 5 separate categories as per enrolment criteria above (4). The pupil's name will be added to the list according to the relevant criteria in date order of application. The pupil in Category 1 is offered a place first and so on down to Category 5.

Please note that places offered cannot be held from year to year. If a place is offered and refused, the offer is invalidated and a new application must be made for future placement.

6. Refusal to Enrol

Parents will be informed in writing of the reason enrolment has been refused and of their right to appeal the decision under Section 29 of the Education Act 1998. Appeals may be made on the Appeals Application Form available from the school on request within 42 calendar days from date the decision of the school was notified to the parents. The form is also available on the DES website at www.education.ie

7. Placement Review

Occasionally concerns regarding the suitability of a child's placement arise and a review of the 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. Parents will be kept fully informed of any concerns that might arise at the earliest opportunity and may be asked to work in partnership with the school to consider all options open to the child up to and including review of the child's placement. In the event of an indication that the child may not be suitably placed the Board may request a multi-disciplinary team assessment is carried out to determine the best options open to the child.