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## **Danu Community Special School**

# **ADMISSIONS AND PARTICPATION POLICY TO SCHOOL YEAR 2023/24**

A decision on an application for admission will be based on the implementation of this Policy, the information set out in the Annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the Annual Admission Notice. The Principal of Danu CSS is responsible for the implementation of this Admission Policy.

## **Introduction to Danu Community Special School**

In 2019, the Department of Education (DES) sought the DDLETB to act as Patron for a new special school in the Dublin 15 area as it was identified that there was a requirement for the provision of additional Special School placements for children whose primary assessed disability is Autism. On 18<sup>th</sup> November 2019, Danu Community Special School (Danu CSS) opened.

Danu CSS is a community special school that provides an appropriate education for students, aged 4 to 18 years old, whose primary diagnosis is Autism and Moderate/or Severe General Learning Disabilities in the Dublin 15 area. As per DES regulations, students will leave school at the end of the school year in which they turn 18. To facilitate this age band, the range of classes extend from primary to post primary and are based on relevant and appropriate peer groupings. The school is located in Blanchardstown Road North, Dublin 15, D15 P380. The current capacity is thirty-six students, 6 classrooms: 4 Primary classes and 2 Post Primary class.

The school operates within the regulations as outlined in the Rules for National Schools and relevant circulars and directives issued by the DES. The school is funded by grants from the DES. The school is under the administration of the Primary/Special Education Sections of the DES. Teachers, Special Needs Assistants, Ancillary Staff and Bus Escorts are funded by the DES. Additional staffing allocations are determined by the National Council for Special Education (NCSE). The school currently has 1 administrative Principal, 6 teachers and 24 SNA's. The school also has 7 external bus escorts, a part-time cleaner and a school secretary. Under the Patron, the school is managed by a Board of Management which is made up of representatives of the Patron, Parents, school staff and the Community.

Danu CSS delivers the state curriculum under the Guidelines for Students with General Learning Disabilities and where applicable, programmes that will lead to Junior Cycle Level 1 Awards. These programmes prescribed by the DES are adapted to meet the educational needs of each student and a variety of methodologies and strategies are adopted to maximise the students' learning potential. With each child's multidisciplinary team, the teachers and staff provide a caring but challenging learning environment which fosters personal, social, academic development, achievement, and independence. All students have an Individual Educational Plan designed specifically for them.

Our school is a community school, where everyone feels a sense of belonging, participates actively, and is accepted for what he/she is. That sense of community is continually fostered by generating

warm welcome, communal celebration, ever mindful of the dignity and respect accorded to our common humanity and giving choice and space to its learners in an inclusive, safe, learning environment. Forging meaningful relationships with the students, their parents and all involved in their care and education is essential to ensure high quality education and experience for our learners.

This policy aims to ensure that the appropriate procedures are in place to enable the school to make decisions on all applications seeking admission to our school in an open and transparent manner consistent with legislative requirements. It also aims to make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it. Currently, whilst the school is operating in a non-permanent location, the school going population will be curtailed to a level that can be accommodate within the available building.

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## 1. GLOSSARY OF TERMS

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‘**Applicant**’ means the parent / guardian of a Child who has made an application for admission to Danu CSS.

‘**Child**’/ ‘**Student**’ means the person in respect of whom the application is being made.

‘**Gender**’, in line with the definition of “*the gender ground*” in the Equal Status Act 2000, is such that “*one is male, and the other is female*”. This does not prejudice any Child who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demi gender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

‘**Catchment Area**’ refers to the designated residential area for application to Danu CSS in respect of the person on whose behalf the application is being made. The catchment area for Danu CSS is defined as addresses in Dublin 15 only.

‘**Parent**’ has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

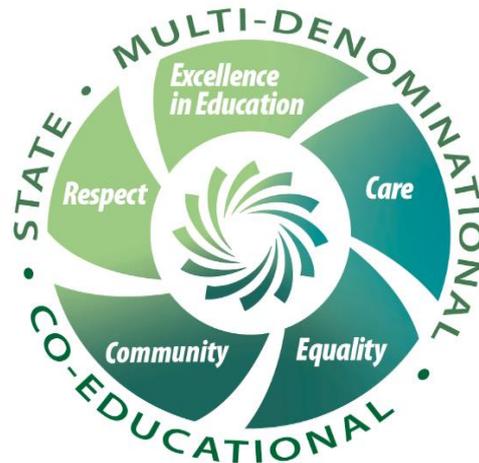
‘**Relevant Report,**’ as advised by the Department of Education and the National Council for Special Education (NCSE), means a written report based on an assessment by a relevant professional who makes a recommendation for a Special School placement. The relevant professional may include an educational psychologist, psychologist, other relevant health professionals, HSE disability services or HSE multi-disciplinary team staff, in line with guidance issued by the NCSE on this point.

## 2. ADMISSION STATEMENT

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ETB schools are state, multid denominational, co-educational schools underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.



As the State provider of education, the ETB sector defines a ‘multidenominational’ school in the following way:

In ETB schools, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our schools strive to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school communities are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability, or socio-economic status.

Our schools provide a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. They strive to enable every student to realise their full potential regardless of any aspect of their identity or background. Our schools promote a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents, and staff. We prepare open-minded, culturally sensitive, and responsible citizens with a strong sense of shared values.

In ETB schools, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

Accordingly, Danu CSS shall not discriminate in its admission of a Child based on the following grounds:

- 2.1. Gender of the Child or Applicant;
- 2.2. Civil status of the Applicant;
- 2.3. Family status of the Child or Applicant;
- 2.4. Sexual orientation of the Child or Applicant;
- 2.5. Religion of the Child or Applicant;
- 2.6. Disability of the Child or Applicant;
- 2.7. Race of the Child or Applicant;
- 2.8. The Child's or Applicant's membership of the Traveller community;
- 2.9. Special Educational Needs of the Child or Applicant. However, where the school provides education exclusively for a category of special educational need(s) in a Special School, it is not discriminatory to refuse to admit to a Child who does not have the specified special educational need(s).

Danu CSS shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child.

### 3. LEGAL FRAMEWORK

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Danu CSS was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The Board of Management (BOM) of Danu CSS is a committee established under section 44 of the Education and Training Board Act 2013 and constitutes a Board of Management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act, 1998 provides for an appeal process in the event of a refusal to enrol. The appeal process is set out in section 5.2 in respect of applications made to Danu CSS.

Section 62 (7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent requests their child to opt-out of religious instruction. However, Danu CSS does not provide religious instruction within the school day, therefore the need to make alternative arrangements does not arise.

Danu CSS 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.

Danu CSS 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. GENERAL ADMISSION PROVISIONS

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In the admission process, consideration will be given to ensure that a healthy and safe environment for all students and staff prevails.

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school,
- information provided by the Applicant in the application for admission,
- DES provision regarding class size, staffing provisions and and/or any other relevant requirements concerning accommodation, including space and the health, safety, and welfare of students, and the
- consultation with the Admissions Team.

The Admissions Team comprises of the Chairperson of the Board of Management, the Principal, and the Director of Schools, DDLETB. Further guidance will be sought from multi-disciplinary team, should further consultation or guidance be necessary.

If, prior to the commencement of section 62 of the Education Act 1998 by the Education (Admission to Schools) Act 2018 on the 1<sup>st</sup> of February 2020, Danu CSS had confirmed, in writing, that an Applicant had been placed on a list relating to the allocation of school places for entrance before the 1<sup>st</sup> of February 2025, then this confirmation is still valid, and the Applicant will be offered that place.

In processing an application Danu CSS **shall not consider:**

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Child's academic ability, skills, or aptitude; unless it is necessary to ascertain whether or not the Child has the category of Special Educational Needs concerned for admission to a school approved by the Minister of Education and providing education exclusively to Students with a specified category of Special Educational Needs;
- 4.3 The occupation, financial status, academic ability, skills, or aptitude of a Child's Parent(s);

- 4.4 A Child's prior attendance at a pre-school or pre-school service, other than in relation to a Child's prior attendance at an Early Intervention class or an Early Start Pre-School, which classes and schools are specified in a list published by the Minister.
- 4.5 A requirement that a Child or his or her Parent(s), attend an interview, open day, or other meetings as a condition of admission;
- 4.6 A Child's connection to the school due to a member of his or her family attending or having previously attended the school.
- 4.7 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice for that academic year.

**Danu CSS will consider** the offer of a place to every Child seeking admission to the school, **unless** the following applies:

- 4.8 The Parent fails to confirm in writing that s/he accepts the schools Code of Behaviour Policy and shall make all reasonable efforts to ensure compliance with such code by the Child if the Child becomes a Student in the school;
- 4.9 The Child seeking admission to the school does not have the category of special educational needs specified by the Minister of Education in respect of the school.

In the case were the school is oversubscribed, selection criteria will be applied to each application.

## **5. APPLICATION TO DANU CSS**

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### **5.1 Admission Provisions**

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## 5.1 Admission Provision

Danu CSS is established to cater for the special educational needs of Students, aged between four and eighteen, whose primary diagnosis is Autism and a Moderate/Severe General Learning Disability. Only applications in respect of Children whose needs fall within the category of special educational needs provided for by the school will be considered.

All enquiries, referrals, and applications for admission to Danu CSS are considered in a fair and equitable manner. Any communications expressing interest in making an application will be responded to by clarifying enquiry and directing to the school website [www.danucss.ie](http://www.danucss.ie) for an Application Form and a copy of this Admission and Participation Policy.

The school will accept applications for admission from 9am on November 11<sup>th</sup> 2022. The closing date for applications is 3pm on 20<sup>th</sup> January 2023. A Parent can make contact directly with the school seeking hard copies of an Application Form for Admission during this time. A copy of this Admission and Participation Policy 22.23 will accompany the application form sent to the Parent. A Parent can also download an Application Form and a copy of this Admission and Participation Policy 22.23 from the school website [www.danucss.ie](http://www.danucss.ie). An Application Form for Admission is only considered valid and complete when all required documentation, outlined below, is received by the school. Completion of an Application Form for Admission does not confer an automatic right to a place in the school.

- Fully completed Admission Application Form signed by Parent(s)/ Guardian(s)
- Original birth certificate
- Two proofs of address e.g. utility bill, household bill etc
- Recent psychological assessment report or a report from a relevant professional (not more than two years from date of report to date of application) confirming a primary diagnosis of autism and moderate/severe general learning disabilities and making clear recommendation which states that the student requires a special school setting and the reasons why this is the case.

Other recent relevant professional reports if available may be submitted. Such as

- Up to date records from child's present/previous school/pre-school with details of the learning and social development of the child and any behavioural issues of relevance

- Behavioural Support Plans indicating programme and ongoing support needed for the child
- Individual Education Plan
- Multi-Disciplinary Team Reports
- Speech and Language Report
- Physiotherapy Report
- Occupational Therapy Reports
- Psychiatric Assessment

### **5.1.1 Oversubscription**

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made.

Where Danu CSS is in a position to offer further school places that become available for and during that academic year, places will be offered in accordance with be filled by qualifying age-appropriate candidates for that particular class and the order of priority in which Children have been placed on the waiting list.

For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications. If a student is entered on a waiting list for a particular academic year, this will not give him/her any priority for entry in the academic year commencing the following September.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

### **5.1.2 Selection Criteria**

Applications to the School will only be considered if the Child's needs fall within the specified category of special educational needs provided for by the school. Therefore, the Child must have a primary diagnosis of Autism and Moderate /or Severe General Learning Disabilities. Subject to this requirement, in the event of oversubscription, all the following criteria for admission will apply:

- 5.1.2.1 If the Child has a recommendation from an appropriate professional for special school placement;
- 5.1.2.2 If the Child resides in the Dublin 15 Catchment Area (as agreed by NCSE & Patron);
- 5.1.2.3 If the Child is at least 4 years old and has not reached their 6<sup>th</sup> birthday on the 1<sup>st</sup> of September on the year of entry;
- 5.1.2.4 If the Application Form for Admissions is fully completed including all appropriate documentation as requested.

### **5.1.3 Selection Process**

Given the availability of a place and having met the criteria for admission, applications are considered. Danu CSS will apply the selection process as follows:

- 5.1.3.1 The Admissions Team will meet after the closing date (late January) to determine the allocation of places. The team will consider each individual application in the context of the available class placement and assess the applicant's needs and the capacity of the school to meet these needs.
- 5.1.3.2 The team will ensure a fair and consistent procedure is used when deciding on individual applications.
- 5.1.3.3 Having considered each application, the Admission Team submits the recommended list of names prior to offering places for their consideration and decision, to the Board of Management. The Board of Management will formally offer a place in writing to the Parent of successful applicants.

While recognising the rights of Parent to enrol their child in the school of their choice, the Board of Management has also a responsibility to respect the rights of the school community and in particular the children enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interests of the children. Assisting the school in such circumstances, the Board of Management, with due regard for the Patron's wishes, reserves the right to determine the maximum number of children in each separate classroom bearing in mind the needs of each class at the time including:

- The size and available space in classrooms
- The educational needs of children of a particular age

- The presence of children with special educational and or behavioural needs
- The resources available to the school
- The DES maximum class average directives as per SERC ratios
- The needs of the child proposed for enrolment and the impact of the enrolment on the proposed class group.

#### **5.1.4 Late Applications**

An application received by Danu CSS after the closing date published by the school (20<sup>th</sup> January 2023) as set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Danu CSS is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school, subject to sections 4.8 and 4.9.

Where Danu CSS is not oversubscribed and it receives a late application, the Child seeking admission will receive an offer of a place within the school, subject to section(s) 4.8, 4.9, the criteria set out in this policy and the selection process.

#### **5.1.5 Second /Third Round Offers of a Place**

Where a Child is in receipt of an offer of a place within Danu CSS but does not accept the offer, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list. This process will continue throughout the third and fourth round etc until all places within the school have been filled.

#### **5.1.6 Acceptance of a Place**

If the Student in respect of whom the application is made is offered a place, the Applicant will be issued with a Letter of Offer and Acceptance Form by the school. Other forms such as School Code of Behaviour, NCSE Notification of Enrolment in Special School and NCSE School Transport forms will also be issued.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the school's Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer as set out below.

### **5.1.7 Refusal**

Where a Student in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 5.1.7.1 The reasons that the student was not offered a place in Danu CSS;
- 5.1.7.2 Details of the Child's ranking against the published selection criteria if the class-group to which the Applicant is applying is oversubscribed;
- 5.1.7.3 Details of the Student's place on the waiting list, if applicable and
- 5.1.7.4 Details of the Applicant's right to appeal the decision

In addition to the conditions for consideration of an application as set out at 4.8 and 4.9, an offer of admission may not be made where:

- 5.1.7.5 The information contained in the application is false or misleading in a material respect.

### **5.1.8 Withdrawal of an Offer**

An offer of admission may be withdrawn where:

- 5.1.8.1 The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2 The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3 An Applicant has not indicated:

- (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s); and
- (ii) whether or not or s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place on the admission list or waiting list for that academic year and any subsequent applications for the same academic year on behalf of that Child shall be treated as a late application in line with section 5.1.4 above.

## **5.2 Appeals**

### **5.2.1 Appeal where Refusal was Due to Oversubscription**

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision first request a review by the board of management in writing, via a ‘BOMR1 Form’, available from the school office and on the school’s website, for it to be reviewed by the board of management of Danu CSS. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school’s decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Admission Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [school@danucss.ie](mailto:school@danucss.ie) .

If an Applicant is not satisfied with the decision of the Board of Management, or the Board of Management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a ‘Section 29 Appeal Form’ and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The ‘Section 29 Appeal Form’ may be downloaded from the Department’s website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department’s website. As per the Department of Education’s ‘*Procedures for hearing and determining appeals under section 29*’, such an appeal must be not be brought until the Applicant has received correspondence from the Board of Management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

### **5.2.2 Appeal where Refusal was for a Reason other than Oversubscription**

An Applicant who was refused admission to Danu CSS for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the Board of Management, via a 'BOMR1 Form', available from the school office and on the school's website, for it to be reviewed by the Board of Management of Danu CSS. Such a review must be sought by the Applicant within twenty-one calendar days of receipt by the Applicant of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing [school@danucss.ie](mailto:school@danucss.ie). (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the Board of Management is not satisfied with the decision of the Board of Management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

### **5.2.3 Basis for Review by the Board of Management**

As required by section 29C (2) of the Education Act 1998, any request for the Board of Management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to appeal the decision.

## **6. PREPARATION FOR ATTENDANCE AND CONTINUED PARTICIPATION IN THE SCHOOL**

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### **6.1 Preparation for Attendance on a Full Time Basis**

New students are invited to visit the school before they begin to familiarise themselves with their new environment. The school operates a process of phased attendance for new students. This will allow for the various aspects for planning and preparation for full time attendance. This may initially be a short day, over two weeks gradually increasing to a full day or week, depending on the particular needs of the child, recommendations from professionals working with the child and the dynamics of the child's class. Parents will be fully informed of the plan for attendance of their child and may be asked to collect their children from school for a specified period of time. Following review, this will be increased to full days/weeks over a suitable period of time. Some families may wish to bring their child to school during the initial introduction period. The Parent and the Principal will agree arrangements for this. The school will attempt to facilitate any such reasonable arrangements. For students who are working towards full day participation in school, Parental consultation and agreement is sought with the Principal who will provide Parents with a clear plan of review, working towards at all times with the aim for their child to participate on a full school day.

### **6.2 Progression at the School and Continued Participation in the School**

While it is envisaged that, once admitted, most students will remain in Danu CSS until they complete their education at 18 years of age, a child's ongoing participation is contingent upon the child's continued adherence to the Code of Behaviour. Additionally, some student's needs may change over time and exceed what the school can cater for. If at any point during the student's time in the school, a psychiatrist or psychologist assesses the child and confirms in writing that allowing the child to remain may result in adverse educational outcomes for the child or other children, a review meeting with the class teacher, principal and clinical team will be held to consider the child's progression and continued participation in the school. Parents can seek one alternative review of psychiatrist or psychologist written assessment which will be considered.

The policy of the school is to admit students whose Parents confirm that the Code of Behaviour, as well as other policies on curriculum, organisation, and management, is acceptable to them and that they shall make all reasonable efforts to ensure compliance with the Code by their child. Students

are expected to participate in all aspects of school curriculum (where possible). The Board of Management places Parents as responsible for ensuring that their child co-operates with these policies in a reasonable manner.

Where the Board of Management deems that further resources are required to meet the child's needs an application is submitted to the Special Education Needs Organiser (SENO) supported by relevant professional report(s). These resources may include access to or the provision of any or a combination of the following: special needs assistant, behavioural support specialist, specialised equipment or furniture, transport services or other. Parents will need to complete relevant NCSE documentation to enable the school to apply for such resources.

## 7. REVIEW

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### **7.1 Basis for a review by the Board of Management:**

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

This policy will be reviewed annually or more frequently, depending on the developing nature of the school. This Policy was Ratified by the Board of Management on \_\_\_\_\_ .

Signed by: \_\_\_\_\_  
Chairperson, Board of Management