



Ábalta

Admission Policy of Ábalta Special School for Students with Autism and Complex Needs

School Address: Parkmore East Business Park, Parkmore, Galway H91 V9K4

Roll number: 20371A

School Patron: Autism Ireland

- **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.

Abalta Special 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. Abalta Special 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.

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 Autism Ireland, the school patron on _____ 2024. 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 Ábalta Special School's 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.

We will be in a position to accommodate more new students once we have new facilities, but at present we have limited capacity of three classes with 6 students in each class (maximum of 18 students).

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. The enrolment process is by written application only.

Before making an application, the child's parents / guardians are warmly encouraged to organise a visit to the school so that they will be better able to decide on the suitability of the school for their child. They should try and do so before the deadline for receipt of applications. Such a visit will not give their child any priority and is solely to allow parents to inform themselves better about the school. This gives parents an opportunity to meet the teachers and see the school as we do not have an open evening.

Abalta Special School welcomes applications from parents / guardians. The constitution recognises parents as the primary educators of their children. Applications will only be accepted from parents, legal guardians or someone acting on foot of a court order or statutory power in a parental role.

- **Characteristic spirit and general objectives of the school**

Abalta Special School is a co-educational special school for students with autism and complex needs under the patronage of Autism Ireland ranging in age from 4-18 years.

1. To create a welcoming and open environment where students and their families can interact in a secure and supportive manner and where positive relationships with others can be fostered and maintained.
2. To provide a child-centred autism specific education, which draws on a range of evidence based interventions in line with the Minister's Policy for Education.
3. To ensure students have access to a broad, balanced, relevant and developmental range of curricular experiences in each dimension for learning, as set up in current Department of Education guidelines.
4. To tailor each child's programmes to their individual needs and facilitate the development of each child's unique potential.
5. To interact with and develop community links in special education, autism and evidence-based teaching practices on a local, national and international level.

Ábalta Special School supports the principles of **Inclusiveness** – particularly with reference to the enrolment of children with a disability or other special educational need

Equality – of access and participation in the school

Parental choice – in relation to enrolment and involvement in the school

Respect of diversity – of values, beliefs, traditions and languages

Individual Educational Programmes

Ábalta Special School offers a child-centred autism specific education, which draws on a range of evidence based instructional principles and methodologies (Applied Behavioural Analysis (ABA), Treatment and Education of Autistic and Related Communication Handicapped Children (TEACCH), Picture Exchange Communication System (PECS), discrete trial training, in line with the Department of Education Policy. Educational programmes are designed to meet each child's individual needs and facilitate the development of each child's unique potential. Our aim is to develop skills for success in the home, school and the wider community. Training in the basic skills of communication, self-care and key social competences form an integral part of the school programme at all levels.

Allocation of classes

Ábalta Special School caters for students aged 4 to 18 years. The school has regard for the resources and funding available to meet the individual needs of students and the number of children per class. Children are divided into classes according to their age and also based on their skill strengths, developmental need and their communicative ability. Currently, pupils progress to the next appropriate class depending on their age, their individual needs and the needs of the entire class group. New enrolments can only be considered where there is room for our current pupils to progress to the next appropriate class.

Intregation

Students enrolled in the school may also be offered the opportunity of integration in an age-appropriate mainstream class should their skills be suitable for such an arrangement. The nature of the integration will be determined by the Principal / Teacher and participating staff, in consultation with the child's Parents and the Principal of the selected mainstream school.

• **Admission Statement**

Ábalta Special 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.

Special schools

Ábalta Special school for students with autism and complex needs is a school which, with the approval of the Minister for Education and Skills, 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 school a student who does not have the category of needs specified.

- **Categories of Special Educational Needs catered for in Abalta Special school**

Enrolment threshold criteria

1. Ábalta Special School for students with autism and complex needs with the approval of the Minister for Education and Skills, provides an education exclusively for students with autism and complex needs.
2. Definition of an ASD diagnosis: Assessment and classification of Autism or ASD by a psychiatrist or clinical psychologist using DSM –V and /or a multidisciplinary team (including a psychologist). The psychological report must include a recommendation for a special school for children with autism and complex needs
3. Definition of Complex needs: Individual with a primary diagnosis of ASD as currently defined in DSM –V requiring substantial or very substantial support with functioning in the context of social communication and restricted repetitive behaviours.

- **Admission of Students**

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see page 10 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.

Enrolment process

1. Before an application is made, parents / guardians should ensure that: the child will be 4 years old on or before the 1st of September of the year in which they are applying for admission.
2. Parents/ guardians are asked to contact the school to obtain an application form from the school office or download one from the school's website. This form must be completed in full and all requested documentation must be included to be considered for admission.

3. The application must be accompanied by a recent report (within the last 2 years) documenting and confirming a diagnosis of Autism Spectrum Disorder. The report must detail the assessment classification of autism spectrum disorder by a psychiatrist or clinical psychologist using DSM-V or ICD-10 criteria OR multi-disciplinary assessment of the same by a professional team (including a clinical psychologist / educational psychologist. **The psychological report must include a recommendation for placement in a special school for children with autism and complex needs.** Please note that **all reports** relating to a child which have been drafted by a psychologist, psychiatrist, behavioural therapist, paediatrician or other relevant medical practitioners (who have produced a report relating to the child's cognitive development, learning ability or educational development) **within the two years** preceding application must be provided to the school for assessment by the board of management. The withholding of reports from the board of management may invalidate an Admission application at any time. If after admission, it later becomes apparent that reports or relevant information has been withheld from the school, this may result in an application being invalidated or the child losing their place in the school.
4. The enrolment application form is completely filled out and received by the school between the opening and the closing date on the admissions notice of the application year. When an application form is properly completed and signed is received it will be recorded by the office staff with the date on which it was received. The receipt part of the enrolment form will be returned to the parent / guardian as evidence of submitting the application. Applications received before that period **will not be considered** and will be returned to sender. Any application form not accompanied by the written confirmation of the diagnosis or recommendation for an autism specific special school place will be returned and only dealt with when the full documentation is presented. If the school does not receive the necessary documentation by the closing date on the admissions notice, the application will be returned to the applicant. Applications which are returned to a parent due to the application being received out of time can be appealed in accordance with the procedure set out below. Applications are treated as applications for particular destination classes based on the child's age and recommended teacher/pupil ratio. Please note that subject to the school **not** being **oversubscribed** (i.e. that there are places available in the class assigned to the applicant) the policy of the school is to admit students for the places that are available.
5. Applications need to be accompanied by
 - a. current medical, speech and language, occupational therapy and / or behaviour support plans, pre-school / school placement reports (and home tuition reports, if relevant) must be submitted,
 - b. Original birth cert
 - c. Verification of address by way of original utility bill or equivalent for all new families to the school.

Following receipt of the application form and submitted materials the board will arrange a meeting to determine the allocation of places as per the criteria set out below. Each application will be assigned a class based on their age. If all the documents listed above are not included with the application the application will be deemed incomplete, will be returned to the child's parents and will not be considered. The board of management will consider each application in light of the enrolment threshold criteria. If the destination class is oversubscribed each application will be assessed as outlined in page 10 below.

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

The maximum class size in a special class is 6 students. If the number of children on the list of applicants to enrol exceeds the number of places available, the following criteria will apply:

1. Priority will be given to the brothers and sisters of children already attending the school. Younger siblings with a confirmed diagnosis of ASD should be pre-enrolled at the earliest opportunity.
2. Priority will be given to the age of the student most suited to the age of the class in which a space is available

The receipt by the school of a completed application form or the placement of a child's name on a list, however early (apart from siblings) does not confer an automatic right to a place in the school. The school does not operate its applications process on a first come, first served basis – each application will be considered on its merits and in light of the places available in the different classes in the school.

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:

The names of all eligible applicants will be entered into a lottery.

In the event that there is more than one place available, and these places are in different classes, a separate lottery will be conducted for each class that is oversubscribed.

Only children whose date of birth matches the age profile of the class in question will be entered into the lottery for that class.

The lottery will be performed by the Principal and witnessed by a parent nominee/the chairperson/a representative of the Board of Management and a/community Guard/Peace Commissioner.

For each lottery, the name of each eligible applicant will be placed in a drum. The Principal will draw names from the drum, one by one, until the drum is empty. The order in which the names are drawn from the drum will be recorded on a numbered list. The place or places available will be offered to the applicants in the order in which they appear on the list. If an applicant refuses the offer of a

place, the place will be offered to the next candidate on the list, and so on until all places have been accepted

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,
- (b) the payment of fees or contributions (howsoever described) to the school
- (c) a student's academic ability, skills or aptitude;
 - admission to a special school 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 of aptitudes of a students' 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) 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.

This is also subject to the school making offers based on existing waiting lists up until the end of the current school year.

Decisions on applications

All decisions on applications for admission to Ábalta Special School will be based on the following:

- Our 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 page 10 below in relation to applications received outside of the admissions period and page 11 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.

Decisions in relation to applications for enrolment are made by the B.O.M. in accordance with school policy. The BOM will notify parents of their decision within the timeframe on the admissions notice. The BOM will have regard for the relevant Department of Education guidelines in relation to class size and staffing provisions and or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children.

The BOM is bound by the Department of Education Rules for National Schools which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. Children applying to enrol in Abalta Special School must have reached the age of 4 years by September 1st of the year they will commence school.

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 the board of management decides to admit a child, a letter of offer will be sent to the parents along with the school's Code of Behaviour. This letter of offer will be issued within the timeframe outlined in the admissions notice. This offer will be subject to parents providing written agreement for their child to adhere to the school's code of behaviour and other policies listed on the application form.

If the board of management has accepted the child for admission, the board will then inform the National Council for Special Education (NCSE) of the decision and seek its approval for the placement and its sanction for school transport arrangement. This process may take 6 to 8 weeks.

If the child meets the enrolment threshold criteria, but admission is refused on the grounds that the class is full, parents / guardians will be informed that there is currently no place available, but will be asked if they wish their child to be placed on the Abalta Special School waiting List. The school will advise the parents of the appeals procedure see page 12.

If the child does not meet the enrolment threshold criteria, the parents / guardians will be advised that the school is formally declining a place to their child in the school and will advise the parents of the appeals procedure. If the board decides not to enrol a child the parents of the child will be informed within the timeframe on the admission's notice and will be provided with reasons for non-admission. The reasons why they were not offered a place will be communicated in writing to the applicant, including 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 page 12 below for further details).

Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Abalta Special School, you will be requested to respond to the offer of a place by a specified date. Failure to respond by that date will result in the offer lapsing. Parents accepting places will return their completed application forms including the NCSE school transport and SNA support forms if applicable.

Parents / guardians 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.

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 Ábalta Special School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) 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.
- (iii) 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
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in page 8 above.

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—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;

(iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

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 Ábalta Special School were unsuccessful due to their destination class 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 Ábalta Special 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.
- Where a place is not available for a particular child, who otherwise meets the selection criteria and the board of management is refusing to enrol the child in a particular class as it is full, the parents will be asked if they wish their child to be placed on the waiting list for that class.
- The waiting list will operate for one school year. It will run until the end of the academic year for which the offers were made in that application process. On the last day in June of each year, the waiting list will cease to operate.
- The child will be listed on the waiting list only in respect of the class for which his/her application was considered (the destination class) and each child will be listed on the waiting list in the order they were drawn for that class. If a place becomes available during the academic year in the destination class, the place will be offered to applicants on the waiting list in the order that they are listed on the list.
- If the child's parents / guardians wish to reapply for entry the following academic year, they may do so. Their child will continue to be listed on the waiting list in the interim until the end of the academic year.
- Parents should note that if during the academic year in question, the child ceases for any reason to meet the threshold criteria, the child will be removed from the waiting list and will be formally refused a place in the school.

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.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

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 are as follows:

Applications for enrolment during the school year will be considered subject to school policy and available space in that class grouping. In Abalta, we accept applications from children aged between 4 and 18 each year. Applications are treated as applications for particular classes. At an early stage of the application process, a child is assigned to a class based on the child's age. Class groupings vary from year to year as students leave the school or move to other schools.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought are as follows:

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 Abalta Special 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:

Taking into account first

- Available space in the appropriate class
- The school regarding the move to be in the best interest of the child
- The school regarding the move to be in the best interest of existing students
- The school's curricular provision being suitable
- Health and safety considerations.

All applications for admission for a particular academic year received after the start of the academic year will be treated as a mid-year application for that year and will be considered in accordance with our school's admission policy, the Education (Admissions to school)Act 2018 and any regulations made under that act. Applicants should note that the school is usually oversubscribed and there are rarely if ever any vacancies during the school year. Vacancies are normally filled from the waiting list operated by the school in accordance with the procedure above. Mid year applications will therefore most likely be waitlisted (assuming they meet the threshold criteria referred to above) for the academic year in question. Mid year applications which meet the enrolment threshold criteria above will be placed on the waiting list. Mid year applications which do not meet the enrolment threshold criteria will be refused and the parents / guardians informed of their rights of appeal / review set out below in section 18.

Declaration in relation to the non-charging of fees

This rule applies to all schools.

The board of Ábalta Special 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.

Note: Exceptions apply only in relation to fee charging post primary schools, the boarding element in Boarding Schools and admission to post leaving cert or further education courses run by post-primary schools.

Arrangements regarding students not attending religious instruction

Our school is of non-denominational ethos and in keeping with that ethos, children of all or no faith are welcome to apply to this school

Individual religious instruction can be provided to students on parental request as part of the student's individual education plan.

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 Skills.

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 Skills.

Progression at the school and continued participation in the school

1. While it is envisaged that once admitted, most students will remain in Abalta Special School until they complete their education at 18 years of age, a child's ongoing participation at Abalta Special School is contingent upon the child's continued adherence to the Code of Behaviour.
2. Additionally, some children's needs may change overtime and exceed what the school can cater for.
3. If at any point during the child's time in the school, a psychiatrist or psychologist assesses the child and confirms in writing that:
 - a. Allowing the child to remain may result in adverse educational outcomes for the child or other children in the school, or
 - b. If the child applied for admission now, he or she would not meet the above requirements of this policy, particularly in terms of the child's primary diagnosis

After engaging in consultation with the parent / guardians and having reviewed the assessment report of the professional in question, the board of management may decide to remove a child's name from the school roll and offer the child's place to another child.

4. If at any point during the child's time in the school, the Principal recommends to the board of management that a child enrolled in the school be sent for an assessment of the type referred to in paragraph 19.3, the board shall seek the parent's consent for this assessment. If this consent is not forthcoming the board may have to take a decision without the benefit of such a report and may proceed as per paragraph 19.6 below.

5. The report of the professional conducting the assessment will be furnished to the parents. They will be given an opportunity to respond to it and, if appropriate, to obtain a report from an appropriate professional responding to the report. Any responding report or parental response must be provided within 6 weeks of the school notifying the parents of the commencement of the process.
6. The board of management will also ask the Principal for a detailed report setting out his/her recommendations.
7. All available reports (including the Principal's report) will be considered by the board at a meeting. The parents of the child will also be provided with a copy of the Principal's report and will have the opportunity to address the board at that meeting before the board retires to take its decision in private. The parents will be notified of the board's decision within 5 school days of the board meeting to consider the reports.
8. The board may decide to
 - Allow the child to participate in and be enrolled in the school for a specified period before the child's needs are reviewed again
 - Allow the child to continue to participate and be enrolled in the school until they reach the age of 18 and would no longer be enrolled
 - Dis-enrol the child by removing their name from the school roll and offering the child's place to another child.
 - As dis-enrolment would involve the permanent exclusion of the child in accordance with S.29(1)(a) of the Education Act 1998, the child's parents may appeal this to the department of education and skills within 42 days of the date of the decision to dis-enrol the child.
 - Where a child is being dis-enrolled from the school, the school will make every effort to support families to make the transition to another placement

Roles and Responsibility

The principal has overall responsibility for coordinating this policy.

Implementation and Review

This Policy will be reviewed, as deemed necessary, by the Board of Management. The policy was reviewed in January 2024.

Policy Ratification

The admissions policy was last approved by the board on 30th April 2020. The amended document was presented for ratification in March 2024.

Signed: Mary Murray
Chairperson, Board of Management

Date: 9/4/24

Maura Madden

Maura Madden, Principal

The contents of this policy have been approved by Jacinta Walsh, acting on behalf of the Patron



Abalta Special School Application form

Child's full name

Usual version of child's name
(if different from above)

Nationality

Playschool attended (if any)

Date of Birth

P.P.S. Number

Religion (Optional)

Father/ Guardian's Name	Email address
Tel Home	Tel Work
Mother/ Guardian's Name	Email address
Tel Home	Tel Work

Home Address (including postcode)

Name of previous school(s) attended

Class

Medical Needs

Details of professional reports

Documentation

Please ensure that all of the following is supplied with the application.

- Original Birth Certificate (and one photocopy)
- Proof of address (bill, bank statement)
- A detailed report from a psychologist, psychiatrist or a member of a multi-disciplinary team. This must set out the child's primary diagnosis of autism spectrum disorder. It must also state that an autism specific special school placement is recommended. If the child requires access to a bus escort or SNA support please have this in the report.
- Any other relevant reports – for example: Speech & Language, Occupational Therapy or medical.

Please read and sign below

I understand that

- The receipt of an application form does not guarantee that the child will be offered a place.
- It is my responsibility to inform the school of any change of contact details or other relevant circumstances.
- If I have not replied to a confirmed offer of a place for **14 days** of the offer being made, I will have forfeited my child's place on the enrolment list.
- failure to provide all relevant medical and behavioural reports (as defined in the Enrolment policy) may invalidate this application and may result in my child's place in the school being forfeited prior to or after enrolment.

Please tick each box to indicate that you consent

- 1) I have read the Admissions policy and I confirm that I accept the terms of the application and enrolment process. I understand that these terms will continue for the duration of my child's enrolment in the school.
- 2) I consent to the use of my child's image by the school in publications and circulars, the school website, social media and any newsletters.
- 3) I have read the Code of Behaviour & all school policies and I confirm that I will work with my child to ensure that they comply with them.
- 4) I consent to data sharing with the HSE for use in dental / doctor / medical / vaccine visits.

Parent / Guardian Signature

_____ **DATE:** _____
_____ **DATE:** _____

For Office Use Only:

Date received: _____

Psychological Report with primary diagnosis of Autism & Complex Needs attached: Yes / No

Recommendation that the child attends a school for children with autism and complex needs: Yes / No

Application form is complete/incomplete: Yes / No

Signed: _____ Date: _____

Additional Information Sheet for

Names and contact numbers (other than mother and father) who have permission to collect

_____ from school:

Any medical conditions: _____

Any allergies: _____

Doctors name, address and contact no:

Dietary issues (ex gluten free): _____

Any other relevant information:

Appendix B

Privacy Notice for Parents/Guardians

Your Personal Data: What the School Needs –

Abalta Special School is what is known as the 'Controller' of the personal data you provide to it. We take your privacy seriously and will only use personal information about you and your child to provide services you have requested from us and administer your account.

We collect a variety of personal data to be able to deliver the service requested by you. Most of the data is captured on an enrolment form or on the forms required to obtain government funded fees (where applicable).

The enrolment form includes your name, address, work details, details of your child including date of birth, ppsn, plus further detail on any specific medical and other relevant health-care details, and history necessary to allow us to ensure the welfare and safety of our child. Because of the sensitive nature of this information, you will be asked to confirm your consent for us to collect and hold the information.

In addition to this, Abalta Special School will, at your request and again with your consent, gather additional information on your nationality, religion, and ethnic origin, if you believe this to be an important factor in providing the appropriate education, care and support for your child.

The enrolment form also collects the contact details and phone numbers of your child's emergency contacts and authorised collectors. You are required to ensure these persons agree to their information being stored and you will be asked to confirm this.

The funding and grant forms may collect personal data including your ppsn, your child's ppsn and your social welfare status. This is only collected to allow us process funding and grant applications on your behalf to allow you access to education grants for your child (where eligible and applicable).

Why Abalta Special School Needs Data/Purpose of the Processing

Abalta Special School needs your basic personal data to provide you with its services in line with this overall contract. The school will not collect any personal data from you if it does not need to provide and oversee this service to you.

What Abalta Special School Does with Data/Disclosure

All personal data is processed by the Principal and the Management Team or staff designated by the Principal. To deliver our services effectively, we may need to exchange your details with –

- Department of Education.
- Regulators such as TUSLA.
- Department of Transport.
- Inspectors (TUSLA, Departments of Education).
- HSE – Multidisciplinary Teams – Speech and Language Therapist, Occupational Therapist, Physiotherapist, Psychologist, SENO etc.

Abalta Special School has a Data Protection Policy in place to oversee the effective and secure processing of your personal data.

How Long Abalta Special School Keeps Data/Retention Period and Criteria Used

Abalta Special School will keep your and your child's personal data for as long as he or she remains in the school, and for the period afterwards required by the relevant statutory and legislative guidelines that apply. More information on the schools retention policies can be found by contacting the Principal directly at the address below or by checking the school website.

What are your Rights?

If you wish to see what information the school holds on you or your child, simply contact the Principal either by post or email and we will endeavour to respond to you within 30 days of receipt of your request.

If at any point you believe the information the school processes on you is incorrect, you may request to have it corrected. You can contact the Principal at the address shown below. If you wish to raise a complaint on how the school has handled your personal data, you can also contact the Principal.

Data Controller: Abalta Special School

Principal: Maura Madden

Data Protection Officer: Maura Madden

Parkmore East Business Park, Parkmore, Galway

091 701974

abalta.mmadden@gmail.com

If you are not satisfied with our response or believe the school is not processing your personal data in accordance with the law, you can complain directly to the Office of the Data Protection Commissioner at –

Email –

infor@dataprotection.ie

Postal Address –

Data Protection Commissioner,

Canal House,

Station Road,

Portarlinton,

Co. Laois.

September 2024

I confirm that I have received a copy of Abalta Special School ***Privacy Notice for Parents/Guardians*** and confirm my consent for the school to collect and hold data on my child and my family (where applicable).

Signed –

Parent(s) Name: _____.

Child's Name: _____.

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