



St. Mary's C.B.S.

*Irishtown, Clonmel, Co. Tipperary*

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Patron: Bishop Alphonsus Cullinan D.D. Waterford and Lismore

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## **Admission Policy**

### **1. 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. 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 the school patron on [to be given by Patron]. 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 **St. Mary's CBS** 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.

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.

### **2. Characteristic spirit and general objectives of the school**

St. Mary's CBS is a Catholic **all boys** primary school with a Catholic ethos under the patronage of the Most Rev. Alphonsus Cullinan D.D. Bishop of Waterford and Lismore.

"Catholic Ethos" in the context of a Catholic primary school means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or

characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of **St. Mary's CBS** shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

### **3. Admission Statement**

St. Mary's CBS 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.

#### **All denominational schools**

**St. Mary's CBS** is a school whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

#### **Single gender schools**

**St. Mary's CBS** is an all-boys school and does not discriminate where it refuses to admit a girl applying for admission to this school – the only exception to this is where a girl applies for enrolment into our Early Intervention class.

#### **Schools with special education class(es)**

**St. Mary's CBS** is a school which has established a class, with the approval of the Minister for Education and Skills, which 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 class a student who does not have the category of needs specified.

#### 4. Categories of Special Educational Needs catered for in the school/special class

**St. Mary's CBS** with the approval of the Minister for Education and Skills, has established two classes to provide an Early Intervention education exclusively for students with a diagnosis of ASD (Autistic Spectrum Disorder)

The aim of this class is to provide a quality driven, appropriate education service to all children in Special Class, within the requirements of all recent legislation pertaining to Special Needs Education.

Our ASD Early Intervention Classes aim to offer an autism specific learning environment alongside a mainstream all boys' national school.

Please refer to Appendix 2 for detail regarding the specific Admissions procedure to Special Class in St. Mary's CBS

#### 5. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see [section 6](#) 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

##### **A school that admits students of one gender only**

**St. Mary's CBS** provides education exclusively for boys and may refuse to admit as a student a person who is not of the gender provided for by this school. **An exception will only be made for applicants for enrolment in our Early Intervention Class**

##### **All denominational schools**

St. Mary's CBS is a **Catholic School** and may refuse to admit as a student a person who is not of this denomination where it is proved that the refusal is essential to maintain the ethos of the school.

*Note for Parents: the inclusion of the above wording was mandated by the Education (Admission to Schools) Act 2018.*

##### **School with special education class(es)**

The **Early Intervention Special Class** attached to **St. Mary's CBS** provides an education exclusively for students with a diagnosis of ASD (Autistic Spectrum Disorder) and the school may refuse admission to this class, where the student concerned does not have the specified category of special educational needs provided for in this class.

**6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)**

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:

**Insert selection criteria here**

**6.1. Mainstream Applications**

1. Applicants with siblings who will be enrolled in the school for the year in question (including stepsiblings, resident at the same address), priority to the eldest;
2. Children of staff members, priority to the eldest;
3. Children in our catchment area i.e. whose home address is closer to our school than any of the other local schools (as measured by a straight line on an O.S. map).
4. Children from outside catchment area transferring from our feeder schools – Presentation Primary School and Sisters of Charity National School
5. Children from outside our catchment area - Randomly selected and independently verified

**6.2 Special Class Applications**

1. In accordance with their place on our Waiting List – Is this OK???

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:

**Insert details of the school's arrangements here**

*Priority will be provided with the eldest child in accordance with the above criteria and as determined by the BOM*

**7. 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:

Points (a) to (g) must be included here by all schools. There are limited exceptions to some of these (highlighted in red below) and schools must retain the exceptions that apply to them and delete those that do not:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí,

other than in relation to a student's prior attendance at—  
(I) an early intervention class, or  
(II) an early start pre-school, specified in a list published by the Minister from time to time;

- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; other than in relation to our Early Intervention special class 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 or aptitude of a student's 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) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; other than, in the case of selection criteria 1 above - Applicants with siblings who will be enrolled in the school for the year in question
- (g) 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 31<sup>st</sup> January 2025 only).

## 8. Decisions on applications

All decisions on applications for admission to **St. Mary's CBS** 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 [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below 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.

## 9. 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 a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and 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 [section 18](#) below for further details).

### **10. Acceptance of an offer of a place by an applicant**

In accepting an offer of admission from **St. Mary's CBS** you 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 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.

### **11. 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 **St. Mary's CBS** 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 [section 10](#) above.

In addition to these, the Board of Management reserves the right to refuse admission or rescind an offer of enrolment to any child in exceptional circumstances. Such an exceptional case could arise where either:

- (i) The child has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet the needs of the child and/or provide the student with an appropriate education
- (ii) In the opinion of the Board of management, the student poses an unacceptable risk to other students, to school staff or to school property

Please note: it is accepted that children with special educational needs may display difficult, defiant or oppositional behaviours. All efforts will be made by the school to manage such behaviours using various strategies and through the implementation of behaviour plans. Where a child's behaviour impacts negatively on the other children in a mainstream or special class or if a child's negative behaviour poses a health and safety risk to themselves, their classmates or staff members (both in special class and/or mainstream settings), the school reserves the right to review the placement of the child in its entirety.

### **12. 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).

### **13. 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 **St. Mary's CBS** 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.

Placement on the waiting list of **St. Mary's CBS** 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.

Applicants whose applications are received after the closing date, outlined in the Annual Admission Notice, will be placed at the end of the waiting list in order of the date of receipt of the application.

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.

### **14. 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 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.

## **15. 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, available space and the provision of information concerning attendance and the child's educational progress.*

*Such applications will be dealt with on a case-by-case basis but will normally only be considered for admission on the first day of each new term unless the applicant is newly resident in the area.*

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 **St. Mary's CBS** 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.*

*Placement on the waiting list of **St. Mary's CBS** 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.*

*It may be necessary for the Board of Management to decide to accept the enrolment of a certain pupil but defer the commencement date of a particular child, pending the provision of appropriate resources by the Department of Education & Skills to meet the needs of the pupil as specified in a Psychological and /or medical report.*

*The board of management has a duty of care to ensure, as far as practicable, the safety of the students and staff of the school. In addition, the board of management is required under section 15(1) of the Education Act 1998 to provide, or cause to be provided, an appropriate education for each student at the school for which that board has responsibility. An application for admission may be refused, therefore, where the admission of the applicant would pose a significant risk to the health and safety of the applicant or students and staff of the school, or risk significantly interfering with the right of other students to an appropriate education.*

## **16. Declaration in relation to the non-charging of fees**

This rule applies to all schools.

The board of **St. Mary's CBS** 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.

## **17. Arrangements regarding students not attending religious instruction**

The following are the school's arrangements for students, where the parents have requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:



A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

## **18. 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.

### **Implementation date**

This policy will be implemented from \_\_\_\_\_

### **Timetable for review**

The policy will be reviewed in 3 years or if necessary, amended in line with changes in Policies or Guidelines from the relevant authorities

### **Ratification and Communication**

The BoM of St. Mary's CBS officially ratified the policy, following review on \_\_\_\_\_.

Signed: \_\_\_\_\_ (Chairperson)

The contents of this policy have been approved by Waterford Lismore Diocesan office, acting on behalf of the Patron.

### **Appendices**

Appendix 1: Process for Mainstream Class Admission

Appendix 2: Process for Admission to ASD Early Intervention Special Class

Appendix 3: Mainstream Admission Application - Form 1

Appendix 4: Mainstream Admission Registration - Form 2

Appendix 5: ASD Early Intervention Special Class Admission Application - Form 1

Appendix 6: ASD Early Intervention Special Class Registration - Form 2

Appendix 7: Ethos and Mission Statement

Appendix 1: Process for Mainstream Class Admission

1. **Enrolment Admission Forms** will be available after the 1<sup>st</sup> October each year. This form must be fully completed by the parent/guardian on behalf of the child.
2. **Enrolment Admission Forms** must be returned fully completed to school on or before 21<sup>st</sup> February
3. If offered a place, an **Acceptance Form** is issued by the school along with **Enrolment Registration Form** and additional documentation as outlined. This must be returned to the school within **seven days**. If this confirmation is not received within that time, the place will be reallocated.
4. If the application fulfils all of the enrolment criteria but is not offered a place, as there is no place available, the parent/guardian may opt to put the child's name on a waiting list. The waiting list will operate in accordance to the enrolment criteria and priority order as decided by the Admission Team.
5. The waiting list will be maintained for the duration of the academic year only, for which the initial application was made. All documentation regarding enrolment of those that do not secure a place will be destroyed at the end of the academic year
6. Those who wish to apply for a place for the following school year must reapply in accordance with the admissions policy for that school year
7. Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available
8. An Open Afternoon for all prospective pupils and their parents will take place in Term 3 of each year (after Easter Holidays)

#### **Appendix 2: Process for Admission to ASD Early Intervention Special Class**

1. Prior to commencement of any admission process to special class, parents are advised to consult the SENO in order to ascertain the most adjacent special class to their own geographical location
2. Having been advised by the SENO that St. Mary's CBS is the most adjacent special class with availability parents must then adhere to the admissions process of the school as outlined below
3. Parents are reminded to advise the SENO and follow up with school, if the sanction of transport/bus escort is required by the Department of Education & Skills
4. **Enrolment Admission Forms** will be available after the 1<sup>st</sup> October each year. This form must be fully completed by the parent/guardian on behalf of the child.
5. **Enrolment Admission Forms** and requested relevant documentation must be returned fully completed to school on or before 31<sup>st</sup> December.

6. Parents are reminded that applications to Special Class will only be processed on the basis of the inclusion of relevant professional reports with the Enrolment Application Form. The following statements must be included within the reports:
  - (i) diagnose ASD according to DES guidelines – DSM IV/V or ICD 10 sanctioning letter
  - (ii) state that consideration could be given to placement in an ASD Special Class in a mainstream school. It is envisaged that reports should differentiate between a Special Class setting and Special School setting to ensure the needs of the child are accurately met. Please note that consideration for special class admission will not be provided where reports state special school as opposed to special class provision is most suitable to meet the child's learning needs.
  - (iii) Reports should not be more than two years old from the date of proposed enrolment (i.e. start date of the academic school year)
  - (iv) The child is aged between 3 and 6 years of age when they commence. A child is only entitled to a two year enrolment. Pupils who reach the age of 6 during the academic year will not be enrolled during that year.
7. The withholding of reports and pertinent information from the School Admissions team will invalidate an Enrolment Application at any time. Where there is insufficient information provided about a child, the school may not be able to make a decision.
8. Places will be offered at the start of February. If offered a place, an **Acceptance Form** is issued by the school along with **Enrolment Special Class (ASD) Registration Form** and additional documentation, if required. This must be returned to the school within **seven days**. If this confirmation is not received within that time, the place will be reallocated.
9. Once the completed Acceptance Form and Registration Form have been received the Admissions team will meet with parents/guardians again to complete the NCSE Special Class Application Form. This form is then forwarded to the SENO who finalises the decision on whether or not the child can be enrolled in the ASD Special Class.
10. If the application fulfils all of the enrolment criteria but is not offered a place, as there is no place available, the parent/guardian may opt to put the child's name on a waiting list. The waiting list will operate in accordance to the enrolment criteria and priority order as decided by the Admission Team.
11. The maximum class size is 6 pupils, having due regard for space allocated per child, as per Health & Safety Regulations and according to DES guidelines. If the number of applicants eligible for enrolment exceeds the number of places available, the selection criteria as outlined in Section 6 Oversubscription of the Admissions policy will apply.

12. The waiting list will be maintained for the duration of the academic year only, for which the initial application was made. All documentation regarding enrolment of those that do not secure a place will be destroyed at the end of the academic year.
13. Those not offered a place will automatically be placed at the top of the waiting list for the next academic year – provided they will continue to meet the enrolment criteria and in accordance with their place on the waiting list the previous year.
14. Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available
15. Parent/Guardian will be invited on another occasion to come with their child to the class to meet with staff and see the classroom, discuss their IEP plan to address these needs and assess whether the placement is appropriate.
16. The BOM seeks to ensure that placement within the ASD Special Class for children are reviewed annually in order to ensure that the placement continues to be appropriate for each child.
17. It is school policy to facilitate the discharge of pupils from Special Class once they have reached the age of 6. Pupils who reach the age of 6 during the academic year will not be enrolled during that year. The school will enrol from the age of 3-6.
18. Discharge may also be recommended at any stage within the first year and subsequently if following psychological assessment and consultation with parents/guardians, it is felt that the placement is no longer appropriate or serves the best interest of the child. The Board of Management reserves the right to overrule any decision made in relation to discharge at any stage. The school also reserves the right to review the child's progress after each year to determine whether this is an appropriate placement for the child.



St. Mary's P.S.

*Irishtown, Clonmel, Co. Tipperary*

Tel: 0526121594 Email: [stmaryscbsns@yahoo.ie](mailto:stmaryscbsns@yahoo.ie) Roll No: 16728Q

### Mainstream Enrolment – Application Form

#### PUPIL DETAILS

First Name	
Surname	
Date of Birth	
Gender	
Address (at which the applicant resides – Include Eircode)	
Name and Class of Sibling(s) who will be enrolled next year	
Any additional information	

**Parent/Guardian 1**

Name			
Parent [ ]	Custodian [ ]	Legal Guardian [ ]	<i>please tick as appropriate</i>
Address			
Tel. No:			
Email:			

**Parent/Guardian 2**

Name			
Parent [ ]	Custodian [ ]	Legal Guardian [ ]	<i>please tick as appropriate</i>
Address			
Tel. No:			
Email:			

Signature 1: \_\_\_\_\_ Signature 2: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Completed enrolment applications must be returned to **St. Mary's CBS** no later than **5pm** on **closing date**.



St. Mary's P.S.

Irishtown, Clonmel, Co. Tipperary

Tel: 0526121594 Email: [stmaryscbsns@yahoo.ie](mailto:stmaryscbsns@yahoo.ie) Roll No: 16728Q

### Special Class Enrolment – Application Form

#### PUPIL DETAILS

First Name	
Surname	
Date of Birth	
Gender	
Address (at which the applicant resides)	

#### PARENT(S)/GUARDIAN(S) DETAILS

Name			
Parent [ ]	Custodian [ ]	Legal Guardian [ ]	<i>please tick as appropriate</i>
Address			
Tel. No:			
Email:			

Name			
Parent [ ]	Custodian [ ]	Legal Guardian [ ]	<i>please tick as appropriate</i>
Address			
Tel. No:			
Email:			

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**Please submit the following with this Enrolment Application form:**

- Reports confirming:



- (I) The child’s disability in line with the designation for ASD Special Class
- (II) The child’s complex or severe learning need that require the support of a special class setting and the reasons why this setting is the most appropriate
- (III) Diagnosis of ASD according to DSM IV/V or ICD 10
- (IV) Any reports from a multi-disciplinary team or any part thereof.

- Reports should support the key considerations of:

Diagnosis – child must have professional reports as outlined in point 6 of the Process for Admission to ASD Early Intervention Special Class

- Reports must state that consideration could be given to placement in an ASD special class in a mainstream school. Reports should differentiate between a special class setting and special school setting to ensure the needs of the child are accurately met.
- Consideration for special class enrolment will not be provided where reports state special school provision is most suitable to meet the child’s learning needs.
- All relevant reports **MUST** be included with this Admission Form. Failure to submit a report can result in the termination of an enrolment offer at the discretion of the Board of Management.

Signature 1: \_\_\_\_\_ Signature 2: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Completed enrolment applications must be returned to **St. Mary’s CBS** no later than **5pm** on **closing date**.



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### **Ethos**

St. Mary's CBS, Clonmel is a Catholic primary school under the patronage of the Bishop of Waterford and Lismore Diocese. The policies, practices and attitudes of the school are based on Christian values.

St. Mary's has the welfare of the student in all matters, as its primary objective. The aim of our school is to provide a safe, secure, structured and stimulating educational environment for each student.

Thus the responsibility of the school is to help each student reach their fullest potential. This means fostering the spiritual, moral, intellectual, social and cultural development of each student.

It is recognised that the realisation of this ethos derives from the existence of a strong sense of community within the school where the staff feel valued and empowered. It also derives from a high level of co-operation among the partners in Education, i.e., Department of Education, Board of Management, Principal, Staff and Parents- where the contribution of parents to the school is valued and encouraged. It depends intrinsically on the interest and positive support of Board of Management Members, Staff, Parents and Students.

### **Mission Statement**

The school community of St. Mary's CBS Clonmel wishes to:

Create a caring environment, which encourages respect, trust, consideration and support for others.

Foster in each individual a strong sense of self-esteem and self-worth while appreciating the value of others.

Provide adequate facilities and a relevant curriculum, which will cater for the full and harmonious development of each child- a curriculum that is flexible enough to cater for the uniqueness of each child, so that all children will achieve their full potential.

Promote an inclusive ethos in all areas of school life.

“Plant the seeds and they will grow”