

PROCEDURES RELATING TO ADMISSION INTO MODERATE GENERAL LEARNING DISABILITY (MGLD) CLASS

Parents/guardians of students with a diagnosis specifying a Moderate General Learning Disability (See 2 below) may choose to apply to enrol them in the Special Class for students with a Moderate General Learning disability.

Application forms and Consent forms are available from the School Office on request, or may be downloaded from the school www.stpaulsoughterard.com The earliest date for receipt of applications for a place in the Class is as per the Annual Admissions Notice. The closing date for receipt of applications is as per the Annual Admissions Notice. All applications which meet the Moderate General Learning Disability Class enrolment criteria, received between/including these dates will have equal status within their category.

The following documentation is required;

1. A completed Application for Admissions form.
2. A report indicating assessment and classification of a moderate general learning disability by a psychiatrist or clinical psychologist. The report must include a recommendation by the professionals that a special Moderate General Learning Disability class placement in a mainstream school is appropriate for the applicant. The MGLD Class will cater for students with a moderate general learning disability diagnosis who may have additional needs/learning difficulties. Applicants who fall into the severe or profound range of disability will not be deemed suitable for the class.
3. A report from all previous schools attended.
4. A signed consent form from parents/guardians granting the school permission to access any relevant reports. A second signed consent form from parents/guardians to consult with the relevant professionals supporting the applicant and/or relevant professionals supporting the school

All properly completed application forms will be stamped on receipt and retained by the school. A stamped copy of the application form will be returned to parents/guardians as proof of receipt. It is the responsibility of parents/guardians to retain this stamped copy.

Applicants will be notified in writing of the status of their application within 21 days of the closing date for completed applications in any year. On receipt of an offer of a place, parents/guardians will receive a National Council for Special Educational Needs (NCSE) application form. Parents/guardians must secure the place by completing and returning the Acceptance Slip which accompanies the offer along with the completed NCSE Special Class Application Form. This Acceptance Slip and NCSE Special Class Application Form must be received in the School Office on/before the date indicated on the letter offering a place. Failure to return the completed Acceptance Slip and NCSE Special Class Application Form by this date will result in the offer of the place being automatically withdrawn, and the place being offered to the next applicant on the waiting list

Failure to fully complete and return documentation outlined above, or to supply relevant documentation requested by the school, or to make a reasonable arrangement to meet the Principal to discuss the application if requested, may result in inadequate provision being made for the applicant, or may result in an earlier decision to enrol the applicant being revoked.

MGLD Class Enrolment Criteria:

It is the policy of the Department of Education and Skills that a maximum of eight students are enrolled in the MGLD class. Students will follow a 6 year programme as provided in mainstream classes.

The Class is part of the fabric of St. Paul's Secondary School. It is the aim of the Class to develop the opportunities for integration of its pupils into the different spheres of school life. Due consideration is also given to the needs of the pupils in the Class and their capacity to integrate comfortably with their peers. The school authorities will determine the appropriate programme for each child, having consulted with parents and the professionals/team working with pupils e.g. psychologists/psychiatrists/speech and language therapists, teachers and Special Needs Assistants, etc. THE MGLD Admissions Committee will examine all applications and determine if the applicants meets the criteria.

In the event that the number of applications exceeds the number of places available, places will be allocated according to the following order of priority:

Enrolment Categories

Category 1: Applicants who have/had a sibling in the school

Category 2: Applicants who live in the Oughterard/Killannin area and /or in the area supplied by our traditional feeder schools:

Scoil Cumín agus Cairíona, Oughterard
St. Annin's National School, Rosscahill
Coillnamuc National School
Tullykyne National School
Scoil Náisiúnta Doirregloinne

Category 3: All other applicants.

In the event that the school is oversubscribed in any of the above categories, the determining factor in allocating places and establishing a waiting list will be random selection. This random selection process will be independently witnessed.

Notes:

1. If more than one sibling from a family applies for admission into the MGLD Class, then in the event that one sibling is offered a place, the other sibling/s will automatically be offered the next place/s.
2. Admission to the MGLD Class must take place at the beginning of the school year.
3. Failure by parents/guardians to present full documentation/reports on their daughter/son at the time of application will result in the Board of Management refusing the application to the Class.
4. Inclusion in the class will be kept under constant review

Late Applications

Late applications will be kept on file and will, subject to them meeting the MGLD Class Enrolment Criteria, be ranked according to date and time of receipt of completed application and considered only after all applicants who applied on time have been considered.

Exceptional Cases

Admission to the Special Class is subject to the capacity of the school to provide for the needs of those who apply for admission. The school reserves the right to refuse enrolment to any student with Mod. GLD in very exceptional situations. Such a very exceptional situation could include the following:

1. The student has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs and/or provide the student with an appropriate education or
2. In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.
3. The Board of Management has a duty of care to ensure as far as practicable the health and safety of the students and staff of the school. In addition the Board of Management of the school 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 the board has a 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.

The Board of Management of St. Paul's Secondary School respect the rights of the existing school community and the children already enrolled. This consideration is paramount when assessing entry to the school's Special Class with Mod. GLD designation.

Signed: _____

Larry O' Connor

Chairperson, Board of Management

Date: _____

