



Shanbally National School Admission Policy

**Shanbally, Ringaskiddy, Co. Cork P43W990
www.shanballyns.ie**

Roll number: 13889C

School Patron/s: Bishop of Cork and Ross

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 September 25th 2020. It is published on our school website www.shanballyns.ie and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for Shanbally NS 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.

In the case of the SSLD classes, the relevant dates and timelines for the admission process are set out in the school's Policy on Enrolment in the SSLD classes, which is published on the school's website. The application form for admission to the SSLD class is available in hard or soft copy from the Principal following consultation with him.

2. Characteristic spirit and general objectives of the school

Shanbally NS is a Catholic, co-educational primary school with a Catholic ethos under the patronage of the Bishop of Cork and Ross.

“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:

1. the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
2. a living relationship with God and with other people; and
3. a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
4. 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 Shanbally NS 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.

MISSION STATEMENT

We aspire to create a rich centre of learning that blends the best of tradition and a progressive approach to education. Our traditional motto of “Nach Deas a Bheith óg” captures the essence of what we want our school to be – a fun, safe and healthy environment. Through active cooperation between home and school, our passionate and enthusiastic staff develops a love of learning in a child-centred approach. We do our best to support each child to achieve their potential; we are dedicated to the personal, academic and spiritual development of all.

SCHOOL ETHOS

The Christian values of Love, Respect, Generosity, Peace, and Hope permeate the school's spiritual philosophy. Children from a non-Catholic background are not discriminated against in enrolment or participation in the school and all parents' wishes are respected in the area of Religious Education.

Shanbally NS was first built in 1890. St. Carthage and St. Bracken are associated with the townland of Shanbally, dating back to early Christian times. In our school crest we have one of the capital letters of an early Christian book- “The Cathach” - copy of the psalms, which symbolises our local history and love of learning.

3. Admission Statement

It is B.O.M. policy that all intended pupils should have reached the age of 4 years and 6 months by the first day of the new school year (nominally September 1st so a 4th birthday by March 1st approximately).

Shanbally NS 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.

Shanbally NS 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 Roman Catholic and it is proved that the refusal is essential to maintain the ethos of the school.

Shanbally NS welcomes applications from children with special educational needs. The school has in the past and continues to work with a number of children who have a wide variety of special educational needs including ADHD and ASD. The school will work closely with parents, DES, NCSE, HSE and other agencies in the provision of resources for children with special educational needs. We do our best to provide a nurturing environment for all students in order for them to reach their potential. In rare circumstances and despite best intentions the level of support required to achieve full potential cannot be delivered in a mainstream school setting.

Schools with special education class(es)

Shanbally NS 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

Shanbally NS with the approval of the Minister for Education and Skills, has established a class to provide an education exclusively for students with SSLD/DLD (Specific Speech and Language Disorder/ Developmental Language Disorder and may refuse to admit to the class a student who does not have the category of needs specified.

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
- c. The special class attached to Shanbally NS provides an education exclusively for students with SSLD/DLD 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. Those making an application to the SSLD/DLD class must read the policy on enrolment to the SSLD class published on the school website.

6. Over-subscription

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:

1. Siblings / step-siblings of children currently attending or having previously attended the school
2. Children living within the school catchment area set out as Coolmore, Raheens, Shanbally Upper, Lower and Middle, Raffeen- Upper, Village and Hill, Strawberry Hill Hilltown and Curraghbinny
3. Children of current school staff
4. Children of past pupils or other family connection (subject to a maximum of 25% of places).
5. Applications or expressions of interest which were received by the school before 1 February 2020 and placed on a waiting list, such waiting lists will cease to exist, as set out in the act, five years from the commencement of section 62 i.e. on 31 January 2025. The school will offer out 1st round offers based on this waiting list and any 2nd round offers will follow this Section 6.
6. Children within the parish of Monkstown- priority to the oldest
7. Children from the greater surrounding areas ie outside the parish- priority to the child whose home address is closest to the school as measured in a straight line on an OS Map)

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:

Priority will be given to the eldest child in accordance with the above criteria.

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:

- a. a student's prior attendance at a pre-school or pre-school service, including naíonraí,
- 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: admission to a 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; except as per No. 4 in Section 6 above subject as stated to a maximum of 25% of allocated places.
- g. the date and time on which an application for admission was received by the school.
Shanbally NS will work off of existing waiting lists (based on applications being made in advance of February 1st 2020) up until 31st January 2025. Expressions of interest will be recorded.

Otherwise 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.

8. Decisions on applications

All decisions on applications for admission to Shanbally NS 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
- In the case of the SSLD class, all applications for admissions must be accompanied by relevant reports and assessments. These must be given to the school prior to the child being considered.

(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 Shanbally NS 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 Shanbally NS 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.

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 over-subscription

In the event of there being more applications to the school year concerned than places available in mainstream a waiting list of students whose applications for admission to Shanbally NS 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 Shanbally NS 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.

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 & 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:

- i. Parents/ Guardians are requested to return a completed Enrolment Application Form to the school including all relevant information as outlined in Section 12 of this Admissions Policy
- ii. The BOM will consider the following-
 - a. Size of/ available space in classrooms
 - b. Educational Needs of pupils
 - c. Presence of pupils with SEN/ behavioural needs
 - d. DES Maximum class average directives

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:

- i. Such applications will be considered individually subject to school policy and available space. The BOM reserves the right to delay or refuse admission in circumstances where the school is full or where parents fail to give a written undertaking to accept the Code of Behaviour

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

The Board of Shanbally NS 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 or in the case of a student who has reached the age of 18 years, the student, who has 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:

Cognisant of the Catholic Ethos of Shanbally NS, every effort will be made to ensure that our school community is inclusive to pupils of other faiths and no faith.

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

While it is not possible for the child(ren) to leave the classroom during religious instruction, the class teachers will prescribe educational activities appropriate to the age and ability of the children who do not attend religious instruction.

Children who do not attend religious instruction will be supervised where possible by a teacher / SNA /Garda vetted person working in the school during liturgical services, Mass and sacramental preparation in the church.

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.

This Admissions Policy was ratified by the Board of Management of Shanbally NS as per below.

Principal _____ Date: _____

Chairperson _____ Date: _____

**Specific Speech
and
Language Disorder
Class
Shanbally N.S.
SSLD Class Enrolment Policy**

Definitions used in the document

AC: Advisory Committee

ADC: Advisory Discharge Committee

BOM: Board of Management of Shanbally N.S.

DES: Department of Education & Skills

DLD: Developmental Language Disorder

HSE: Health Service Executive

IASLT: Irish Association of Speech & Language Therapists

Parents: Should be taken to include guardians

SENO: Special Education Needs Organiser

SLT: Speech & Language Therapist

SSLD Class: Specific Speech and Language Disorder Class

SSLI: Specific Speech & Language Impairment which also means a Specific Speech & Language Disorder

The SSLD Class: Shanbally N.S.'s SSLD Class

INTRODUCTION

What is an SSLD Class?

A Language Class (SSLD Class) is a class for children with Developmental Language Disorder (DLD) previously known as SLI (Specific Language Impairment). There is a maximum of 7 children in the class, with a full time teacher and input from a HSE Speech and Language Therapist (SLT). There is also input from a NEPS Psychologist where available.

There are currently 4 SSLD Classes in the South Lee Area:

Two in Greenmount National School (near The Lough, Cork)

One in Shanbally National School (near Carrigaline)

One in Scoil Barra National School in Ballincollig

These classes serve the geographical area defined by the HSE as South Lee Local Health Office

What Happens in an SSLD Class?

The children follow the mainstream curriculum of their equivalent class as appropriate. The 7 children in the SSLD Class are part of the school and can be integrated for some subjects. They are involved in typical school activities along with the other pupils of the school.

The Speech & Language Therapist works closely with the teacher to provide therapy that can be integrated into the child's school day. The teacher can modify his/her teaching to suit each child's unique speech, language and learning needs.

What is Developmental Language Disorder?

Developmental Language Disorder (DLD) describes '*children likely to have language problems enduring into middle childhood and beyond, with a significant impact on everyday social interactions or educational progress*' (Bishop et al., 2016b). The language disorder is not associated with a known differentiating condition e.g. Autism, Down Syndrome, Hearing Impairment or Intellectual Disability.

Up to recent times SLI (Specific Language Impairment) or SSLD (Specific Speech and Language Disorder) were the terms used. The new name, Developmental Language Disorder, is now being used in Ireland and worldwide since May 2017.

What do we know about DLD?

- It is very common, more common than Attention Deficit Hyperactivity Disorder and Autism Spectrum Disorder (Bishop, 2010).
- It may be life-long for many individuals with effects on their academic, social and emotional development.
- Children with DLD can have co-occurring challenges with motor, sensory and cognitive skills.

Eligibility Criteria for enrolment in an SSLD Class.

The Department of Education & Skills (DES) has established the criteria for enrolment eligibility for SSLD Classes. They are as follows:

1. Assessment by a psychologist on a standardised test of intelligence which places nonverbal ability within the average range or above (i.e. Performance IQ of 90 or more).
2. Assessment on a standardised test of language which places performance on one or more of the main areas of language at 2 standard deviations or more below the mean.
3. The child's difficulties are not attributable to hearing impairment.
4. Emotional or behavioural disorders or a physical disability are not considered to be primary causes.

(see DES Circulars 02/05 (Special Education Section DES, 2005) and 0038/07 (DES, 2007a) for details at www.education.gov.ie)

Is an SSLD Class suitable for my child?

Not all children with a clinical diagnosis of DLD will meet the Department of Education and Skill's eligibility criteria for an SSLD Class placement.

Not all children with a clinical diagnosis of DLD will require placement in an SSLD class. Other models of educational and SLT provision may be more appropriate. It is recommended that you discuss this with your child's Speech & Language Therapist.

The study of Irish

Pupils eligible to attend an SSLD Class may be entitled to apply for an exemption from the study of Irish under the DES Circular 12/96. Having regard to pupils' language difficulties, the pupils in the SSLD Class are exposed to a limited amount only of spoken, conversational based Irish. Formal reading and writing in Irish are not undertaken in the SSLD Class.

What is the Application Process?

Applications are made directly to the school.

For further information and to access the Application Forms please make direct contact with the school:

Shanbally N.S., Shanbally, Ringaskiddy, Co. Cork

Tel: 021-4378178

Email: principal@shanballyns.ie Website: www.shanballyns.ie

Children applying for a place in an SSLD Class need to have the following reports available by the assigned closing date for applications:

- (1) Speech & Language Therapy Report
- (2) Psychology Report
- (3) SSLD Class School or Pre-school Report
- (4) SSLD Class Rating Scale

A group called the **Advisory Admissions Board** (AAB) meets to discuss all referrals and to make recommendations to the different Boards of Management (BOM) regarding the possible offer of available places in the SSLD Classes to appropriate candidates i.e. the AAB may recommend placement but the BOM retains ultimate responsibility for offering/refusing enrolment places.

The AAB comprises of the following:

- School Principal of each school that has an SSLD Class.
- HSE Speech & Language Therapists from the SSLD Classes.
- HSE Speech & Language Therapy Manager/Designated Officer.
- NEPS Psychologists (National Educational Psychological Service)
- SSLD Class Teachers.

Following the Advisory Admissions Board meeting and in accordance with the decisions of the BOM, the parents of successful applicants are notified in writing by the relevant school principal with an offer of an SSLD class placement for their child for the following academic year.

The parents are invited to bring their child to visit the SSLD class to meet with the staff.

Applicants may not be offered a place in an SSLD class if:

- a) they do not meet the Department of Education and Skills Eligibility Criteria, or
- b) there are insufficient places available to meet the demand. In this situation a prioritization process is applied.

How long does a child spend in an SSLD Class?

In accordance with DES Circular 0038/2007, eligible pupils may spend up to 2 years in an SSLD class.

During the school year each child's progress is reviewed. In the second term, recommendations are made by the **Advisory Discharge Board** for the SSLD class to the BOM as to whether or not a child should be offered a second year in the class. The BOM takes cognisance of such recommendations but retain ultimate responsibility for deciding on the child's continuing enrolment or otherwise in the SSLD Class.

The membership of the **Advisory Discharge Board** comprises of some or all of the following professionals: School Principal, SSLD Class Teacher, SSLD Class Speech & Language Therapist, SENO, NEPS Psychologist and SLT Manger/Designated Officer.

Is Transport provided?

Transport for pupils attending an SSLD class may be provided through the Dept. of Education and Skills' Transport Section. Applications for transport to and from the SSLD Class are submitted by the school to the SENO. Bus Éireann School Transport Dept. implements the decisions at a local level. Apart from making the initial application, schools have no further role with regard to arranging school transport.

What happens when a child leaves the SSLD Class?

Most children go to their local primary school. Additional educational supports can be provided by the mainstream school if deemed necessary.

Further Speech & Language Therapy, if deemed necessary may be provided by an appropriate service.

Please note:

It should be noted that enrolment in the SSLD Class confers no entitlement to enrolment in a mainstream class in Shanbally N.S. upon discharge from the SSLD Class. Any such application will be processed in accordance with an application for admission to a mainstream class.

Further reading:

More information about DLD can be found in IASLT's Position Paper and Guidance Document called '*Supporting Children with Developmental Language Disorder in Ireland*' which is available at

Y:\DLD Developmental Language Disorder\DLD Position Paper FINAL 23MAY2017.pdf

Application for a place in the SSLD Class

How do I know if my child is eligible to apply?

- The DES has established criteria to identify children who are eligible for admission to a SSLD Class as outlined in **DES Circular 0038/2007**

An applicant who wishes to be enrolled in Shanbally NS's SSLD Class must satisfy each of the following criteria:

- a) The applicant has been assessed by a psychologist on a standardised test of intellectual ability that places non-verbal ability within the average range or above (i.e. non-verbal IQ of 90, or above).

- b) The applicant has been assessed by a SLT on a standardised test of language development that places performance in one or more of the main areas of speech and language development at two standard deviations or more below the mean, or at a generally equivalent level. (i.e. 2 standard deviations or below, at or below a standard score of 70).

- c) The applicant's difficulties are not attributable to hearing impairment; where the pupil is affected to some degree by hearing impairment, the hearing threshold for the speech-related frequencies should be 40Db.

- d) Emotional and behavioural disorders or a physical disability are not considered to be primary causes.

Where do I get an application form?

The first step is for parents to contact the school (**021-4378178**) to request an application pack.

Parents retain this form until all the reports that are required to be submitted to Shanbally N.S. with the completed application form are available. The completed application form and accompanying reports must be received by Shanbally N.S. on or before the closing date. **The closing date for applications will be 15:00 on 17th Feb 2021.**

What paperwork will I need to submit with the application?

In order to apply for a place in the SSLD Class and to verify that an applicant meets the DES criteria, an application form **must** be submitted with the following **5 documents** by the Closing Date. These reports are:

1. **Speech & Language Therapy (“SLT”) Report**, which includes results of standardised assessment/s of speech and language skills, which must be dated within six months of the closing date. **This report must state that the child has a clinical diagnosis of DLD.**
2. **A recent Psychological Assessment Report** that clearly identifies performance/nonverbal IQ as required by the DES, which must be dated within twenty-four months of the closing date. This should include results of a comprehensive assessment of both non-verbal and verbal ability including subtest results.
3. A completed school or preschool report (Blank report forms are provided to parents)
4. A Social, Emotional and Behavioural Rating Form completed by the child’s teacher.
5. A Social, Emotional and Behavioural Rating Form completed by the child’s parent and Speech and Language Therapist.

Parents should request all relevant reports from the therapist/school/pre-school in sufficient time to ensure that the reports are forwarded to Shanbally N.S. on or before the closing date. It is suggested that parents liaise closely with the applicant’s SLT in completing the Rating Forms.

Procedures following the Submission of an Application

Once the Closing Date for applications has passed, the Advisory Committee (AC) will meet to discuss all applications and to offer advice to Shanbally N.S.’s Board of Management (‘**BOM**’) regarding the applicants who may be offered the available places in their SSLD Class. Letters of offer will be posted on 2/3/21 and the closing date for acceptance of these offers is 5/3/21.

The AC comprises of:

- The Principals & SSLD Class teachers from Greenmount N.S., Scoil Barra, Ballincollig and Shanbally N.S., all of whom have been authorised by their respective Boards of Management to assist with the ranking of applicants.
- SLTs assigned to work in the South Lee SSLD Classes.
- Speech & Language Therapy Manager HSE Cork South Lee/Designated Officer.
- NEPS Psychologist (where available).

The maximum number of places available in the SSLD Class at any one time is seven per class. The profile of each applicant is discussed in detail with respect to the applicant’s eligibility and suitability and any other issues that might be relevant for a SSLD Class placement.

A Priority Rating Scale is completed for each applicant. In the event of there being more applications than available spaces, the rating scale assists the AC to rank the applicants and to recommend to the BOM the allocation of the available spaces. In turn, the BOM, when allocating places gives due recognition to the following factors:

- Severity of need as per rating scale.
- Geographical proximity to the school.
- Other factors that may be significant to the child's needs, e.g. the availability of an age appropriate peer group for the child.

In the event of there being more eligible applicants than available spaces, a waiting list is established based on the ranked order of the applicants. The BOM will inform the parents of applicants who are not initially offered a place in the SSLD Class that a waiting list has been established and that places will be offered in ranked order should spaces become available in the SSLD Class.

Available Spaces

In the event that the SSLD Class has unfilled places either because:

- (a) there are fewer applicants than places or
- (b) applicants decline the offer of a place,

the available places will be offered by the BOM in the following priority order (subject to the BOM's satisfaction that the applicants meet the criteria for enrolment):

1. To suitable and eligible applicants on the waitlist for Shanbally N.S. SSLD Class.

2. To suitable and eligible applicants on the waitlist for other SSLD Classes in the Cork South Lee Primary Care SLT Area (ref. Scoil Barra, Ballincollig and Greenmount) Places are offered to candidates according to the ranked order established by the AC and approved by the school Board of Management.

3. To applicants deemed suitable and eligible for a SSLD Class placement in the Cork South Primary Care SLT Area (ref. Barryroe N.S.) but who failed to secure a place due to lack of an available places.

4. To applicants deemed suitable and eligible for a SSLD Class placement in the Cork North Primary Care SLT Area but who failed to secure a place due to lack of an available place.

5. To applicants who applied for a SSLD Class after the closing date for applications provided suitability and eligibility have been established. The closing date for late applications is

6. To children who are eligible under the DES 'spare capacity' criteria in accordance with DES Circular 0038/2007 which provides:

Spare Capacity Places

“In instances where there is spare capacity in a SSLD class because of insufficient eligible children, the board of management may offer a place to a maximum of two pupils who do not meet the eligibility criteria but who could benefit from enrolment in the class for one year on a concessionary basis. Such placements must be supported by the recommendation of a speech and language therapist and/or psychologist. The question of the continued enrolment of these pupils for a second year can only be considered once all eligible pupils have been accommodated. The NCSE through the local SENO will monitor such situations.”

Spare capacity places are filled in the following order:

1. Children currently enrolled in Shanbally mainstream school with a clinical diagnosis of DLD but who do not meet the DES eligibility criteria for entry to a SSLD Class.
2. Children currently enrolled in Shanbally mainstream school who do not have a DLD diagnosis but who could benefit from enrolment in the class.

The Board of Management may seek the advice of the AC members and relevant professionals to inform their decision.

Discharge Procedure for the SSLD Class

A Discharge Meeting is held in the second school term with respect to each pupil's placement in the SSLD Class. The purpose of the meeting is to consider if the SSLD Class remains the most appropriate placement for the pupil.

The members of the ADC generally comprise of some or all of the following professionals:

- School Principal &/or Deputy Principal.
- Speech and Language Therapy Manager.
- SSLD Class Teacher.
- SSLD Class SLT.
- NEPS Psychologist on request
- SENO on request.

Each pupil is discussed individually at the Discharge Meeting. The most up to date reports/information available on the pupil are presented to the multidisciplinary team. The pupil's current presentation and needs are then discussed by the team. Arising from the discussion, a recommendation is made to the BOM as to whether or not the SSLD Class remains the most appropriate placement for each pupil.

The ADC advises the BOM of its recommendations. The Board of Management considers these recommendations and if it is no longer considered to be in the pupil's best interest and/or to be the most appropriate placement, then the pupil may be discharged from the SSLD Class by the Board of Management. Discharge may be made in line with the following discharge criteria:

1. The child has made sufficient progress and is able to return to mainstream therefore a 2nd year is not required.

2. The child has completed his/her two year placement.
3. The child's parent/guardian requests discharge from the SSLD Class.
4. The child's primary diagnosis has been revised and the SSLD Class is no longer the appropriate placement.
5. An alternative placement has been agreed upon, by relevant professionals, the parent/guardians and the new school setting, to better meet the child's needs

The ADC will also make recommendations on each pupil's on-going unique educational needs and speech and language needs. The ADC will finalise a 'SSLD Discharge Report' which includes the above recommendations. This report is furnished to the receiving school of each pupil ahead of the pupil leaving the SSLD Class. The SSLD Class Teacher and SSLD Class SLT

visit/liaise with the new school for each pupil leaving the SSLD Class as part of the transition process.

Under Section 29 of the Education Act (1998), parents who wish to appeal the decision of the Board of Management to discharge their child from the SSLD Class may appeal the decision locally to the Chairperson of the Board of Management. If desired, parents may further appeal the BOM's decision to the Secretary General of the Dept. of Education and Skills and are entitled to the support of the Education Welfare Officer (TUSLA) in respect of this appeal.

School Policies

Shanbally N.S.'s BOM has a range of policies relevant to all pupils enrolled in the school, both in the mainstream and special classes, including, Child Protection Policy, Anti-bullying Policy, Health and Safety Statement, Code of Behaviour, etc. It is a parents responsibility to familiarise themselves with such policies (available from the school secretary/school website). Parental acceptance of their child's enrolment in the school is taken as acceptance of the procedures/details outlined in such policies.

Written acceptance by Parents of the school's Code of Behaviour is a requirement of this Enrolment Policy. The BOM reserves the right to refuse a child's enrolment in Shanbally N.S. if his/her Parents refuse to accept the Code of Behaviour.

Review and Implementation:

This Enrolment Policy is subject to review at the discretion of the BOM and will be reviewed by November 2021.

Communication and Ratification:

A copy of this Enrolment Policy, as approved by the BOM, is provided on request to the Patron. The Enrolment Policy is available on the school's website (www.shanballyns.ie). The Enrolment Policy is emailed to all Staff members and to the Parents Association Committee. In addition, hard copies of the Enrolment Policy are issued upon request to staff members and to parents. Availability of the Enrolment Policy is notified to parents of currently enrolled pupils by means of Family Note. A copy of same is provided on request to prospective parents and to parents of currently enrolled pupils.

Signed on behalf of the BOM:

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Principal.

Dated: