



Admission Policy of RED HILL SCHOOL

School Address: PATRICKSWELL, CO. LIMERICK

Roll number: 20311F

School Patron: REHAB GROUP

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 07/02/2023. 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 Red Hill School 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:

Uniqueness is respected, initiative and creativity encouraged, effort recognised and commended and work valued.

1. We endeavour to cater for the holistic needs of each pupil through Individual Education Planning.
2. To create a friendly, cheerful and open environment where pupils can interact and where positive relationships with others can be fostered and maintained.

3. To provide a broad and balanced curriculum as prescribed by the Department of Education and Skills that will encourage and facilitate the overall development of each child to his / her potential.
4. To focus positively on the abilities and strengths of each child while recognising and supporting areas of need.
5. To provide an advisory and support service for parents, guardians and carers and to actively promote real involvement in the life of the school.
6. To interact and develop links as much as possible with other special schools, primary mainstream schools.

Only pupils who have a recent psychological assessment within the last two years of the forthcoming academic year, where the criteria for enrolment as explicitly outlined below has been met can be considered for enrolment. The Board of Management trusts that this document will assist parents in relation to enrolment matters. The Principal is available by appointment to clarify any matters arising from this policy.

Pupils are placed in a Primary or Post Primary class group that is appropriate to their age and needs. The board of management of the school has set out this enrolment policy in order to assist parents/guardians and other referring agencies in application and enrolment matters. The policy shall be construed and interpreted in accordance with the provisions of the Education Act 1998 and The Education (Admissions to Schools) Act, 2018, the Education Welfare Act 2000, the Equal Status Act 2000, the Education for Persons with Special Education Act 2004, the Disabilities Act 2005 and the rules of national schools. The Enrolment Policy is subject to such directions as may be made from time to time by the Minister (Education Act 1998/15d).

3. Admission Statement

Red Hill 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.

Red Hill School 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 does not discriminate in relation to the admission of a student who does not have the category of needs specified.

Red Hill 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.

Red Hill 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.

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

Red Hill School with the approval of the Minister for Education and Skills, provides an education exclusively for students with Autistic Spectrum Disorder and Complex Needs.

- The school welcomes with openness and willingness any pupil who has a confirmed diagnosis of autistic spectrum disorder based on the criteria specified in ICD 10, DSM IV or DSM V following HSE assessment. Pupils will be considered for enrolment in accordance with the policies and procedures more fully described below. Parents/guardians should note that enrolment is confined to pupils with autism for whom there is clear evidence that enrolment in Red Hill special school rather than in a mainstream school with ASD provision is in the child's best interests.
 - If a recommendation has been made on the psychological report that the child has an accompanying disability and further alternative assessments are recommended, the school will require copies of these reports before the enrolment process can proceed.
 - The application should also include a recent Individual Education Plan/Behaviour Plan (if relevant), a school report on academic progress plan (if relevant) as well as pupil profile plan as recommended by NCSE.
- Only pupils who have a recent psychological assessment within the last two years of the forthcoming academic year, where the criteria for enrolment as explicitly outlined above has been met can be considered for enrolment.

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

Red Hill School provides an education exclusively for students with Autistic Spectrum Disorder & Complex Needs and may refuse admission to a student, where the student does not have the specified category of special educational needs provided for by this school.

6. 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

- 1: Availability in classes suitable for the pupil's level of ability (i.e. cognitive ability, sensory profile, behavioural profile) and chronological age.
- 2: Siblings of current pupils.
- 3: Children who live within Limerick City & County.
- 4: Children who live outside the county boundary of County Limerick.

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:

If the number of applications still exceed the available number of spaces, selection will then be made by conducting a lottery. This lottery will be conducted in a fair and transparent manner and will be conducted by the principal and a member of the Board of Management

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 Red Hill School as 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 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; Please see section 6 of this policy
- (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.

8. Decisions on applications

All decisions on applications for admission to Red Hill 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 [section 15](#) below in relation to applications received outside of the admissions period and [section 16](#) 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 Red Hill School, 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 Red Hill 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 [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 board 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

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 Red Hill 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.

Placement on the waiting list of Red Hill 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.

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.

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.

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 Red Hill 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.

Placement on the waiting list of Red Hill 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.

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

This rule applies to all schools.

The board of Red Hill 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.

17. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

This is not applicable, Red Hill School is a non-denominational 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.

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.

Appendix 1:



Enrolment Application Form for intake in school year (2023-2024)

Please complete this form in full, attach an original copy of the child's birth certificate and submit supporting documentation requested including psychological report/s and all other relevant reports and return to the school.

All original documentation will be returned to you.

Child's Name _____

Date of Birth _____

Proposed date of entry to school: _____

Siblings in the School* _____

Child's Address _____

Eircode _____

Parent 1 Name _____ **Parent 1 Contact Details** _____

Parent 2 Name _____ **Parent 2 Contact Details** _____

I have received a copy of the school's Enrolment Policy and Code of Conduct and I agree to familiarise myself with them, abide by them and to discuss them at an appropriate level with my child.

Signature of legal guardian 1 _____

Signature of legal guardian 2 _____

***siblings are defined as siblings, half-siblings, step siblings and foster siblings**

Failure to fully complete and/or submit all relevant requested documentation by the notified date may result in your application being void.



I confirm that I understand and I have signed the forms in this appendix and I have given the school a copy of my child's birth certificate and a psychological assessment completed in the last two years.

Please see full list of required documentation below:

Documentation	Please tick if completed/enclosed
Completed Enrolment application form	
Copy of child's birth certificate	
Diagnostic Report following HSE Assessment	
Psychological Report and supporting documentation to include Recommendation to Special School	
Read and agreed with the Code of Behaviour and all other policies of Red Hill School which are available on web-site and/or school reception	

Name of Legal Guardian 1: _____

(Block Capitals)

Signature of Legal Guardian 1 _____

Date: _____

Name of Legal Guardian 2: _____

(Block Capitals)

Signature of Legal Guardian 2 _____

Date: _____

Failure to fully complete and/or submit all relevant requested documentation by the notified date may result in your application being void.