

Admission Policy of Moyderwell Mercy Primary School

School Address:
Moyderwell, Tralee, Co. Kerry

Roll number:
13530D

School Patron/s:
Bishop of Kerry Raymond Browne

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 2nd February 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 Moyderwell Mercy Primary School's admission process are set out in the school's annual admission notice, which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

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.

Characteristic spirit and general objectives of the school

Moyderwell Mercy Primary School is a Catholic co-educational primary school with a Catholic ethos under the patronage of the Bishop of Kerry.

"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, a living relationship with God and with other people; and

2. including the intellectual, physical, cultural, moral and spiritual aspects; 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 Moyderwell Mercy Primary School 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.

Inspired by the vision of Catherine McAuley, Mercy Education is committed to holistic development and to the achievement of the full potential of each student including those who are disadvantaged or marginalised, in the spirit of the DES Wellbeing Framework. Moyderwell Mercy seeks to understand and meet the needs of the individual child. In order to do so it is important that school provides a happy, safe, secure & intellectually stimulating environment where pupils are not merely given the opportunity to reach their full potential but are expected to do so. Pupils are encouraged to give their best by putting the emphasis on personal achievement rather than success or failure.

Moyderwell Mercy 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, 'gender ground', 'civil status ground', 'family status ground', 'sexual orientation ground', 'religion ground', 'disability ground', 'discriminate', 'ground of race' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

Admission Statement

Moyderwell Mercy 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.

Moyderwell Mercy 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.

All Denominational Schools

Moyderwell Mercy 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 an applicant 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) Act2018

School with special education class(es)

Moyderwell Mercy is a school which has established classes, with the approval of the Minister for Education, and 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.

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

Moyderwell Primary School with the approval of the Minister for Education and Skills, has established classes to provide an education exclusively for students with

- Developmental Language Disorder (DLD) See Appendix 1
- Autism Spectrum Disorder (ASD) See Appendix 2

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

All Denominational Schools

Moyderwell Mercy is a Roman Catholic school and may refuse to admit an applicant who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

School with special education class(es)

The special classes attached to Moyderwell Mercy Primary School provides an education exclusively for students with Autistic Spectrum Disorder (ASD) and Developmental Language Delay (DLD). 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.

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:

1. Applicants with siblings currently enrolled in the school (including step-siblings, resident at the same address), priority eldest;

2. Children residing in the parish, priority eldest.
3. Children of staff members, priority eldest;
4. Random selection (independently verified by Principal and member of Parents Association).

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 to eldest in accordance with the above criteria
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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) student's prior attendance at
 - (1) a pre-school or pre-school service, including naíonraí, other than in relation to a student's prior attendance at an early intervention class, or
 - (2) an early start preschool, 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 admission to
 - (1) a special school or
 - (2) 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; other than in the case of siblings of a student currently attending the school.
- (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 31st January 2025 only).

Decisions on applications

All decisions on applications for admission to Moyderwell Mercy Primary 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 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.

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).

Acceptance of an offer of a place by an applicant

In accepting an offer of admission from Moyderwell Mercy Primary 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 are awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by Moyderwell Mercy Primary 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.

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

Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to Moyderwell Mercy Primary 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 Moyderwell Mercy Primary 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.

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 above.

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 Moyderwell Mercy Primary 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 Moyderwell Mercy Primary 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.

Declaration in relation to the non-charging of fees

The board of Moyderwell Mercy Primary 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.

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

Arrangements regarding students not attending religious instruction

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

Our school is of a Catholic ethos and, in keeping with that ethos, children of all or no other faith are welcome to apply to this school.

We respect the decision of parents to withdraw their child/children from taking part in the religious education curriculum, religious ceremonies, school Masses, etc.

The following are the school's arrangements for students, where the parent(s)/guardian(s) have requested that the student attend the school without attending religious instruction (etc.) 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)/guardian(s) of the student, to discuss how the request may be accommodated by the school. The student may remain in the classroom with appropriate curriculum work assigned by class teacher for the duration of religious class

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.

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.

Ratified by: Board of Management Moyderwell Mercy Primary School

Chairperson: *Jim Finnucane*

Date: 27/02/23

The contents of this policy have been approved by St. Senan's Education Office, acting on behalf of the Patron.

Appendix 1

Autism Spectrum Disorder (ASD) Class

Moyderwell Mercy Primary School with the approval of the Minister for Education and Skills has established an Autistic Spectrum Disorder (ASD) Class at Moyderwell Mercy Primary School.

These classes are for children:

- who have a recognised ASD diagnosis
- who have been recommended for placement in an ASD Class in a mainstream Primary School
- who have the potential to integrate into a mainstream, age appropriate class.
- The maximum class size is 6 pupils per class

Our ASD classes offer an autism specific learning environment within a mainstream co-educational primary school. This setting facilitates optimum inclusion in mainstream education as part of the school community, as appropriate, while having due regard for levels of general learning disability, resources and each child's current suitability for such inclusion.

We wish to provide a broad curriculum which focuses on the abilities and strengths of each child while supporting his/her areas of need. We will strive to enhance the communicative and social skills of the children in the ASD class.

Enrolment Procedure

- Registration begins with a referral from the SENO, outside agencies, a telephone call or a visit from parents.
- Requests for Enrolment Application Forms for the ASD Class and queries regarding supporting documentation should be made to: The Principal, Moyderwell Mercy Primary School
- A school Enrolment Application Form for the Class for Pupils with ASD is then completed.

The Enrolment Application must be accompanied by all of the following supporting documentation supplied by parents:

1. The child must have a diagnosis of Autism / Autistic Spectrum Disorder made using the DSM-IV/V or ICD 10 by the psychologist or team.
2. Original Birth Certificate.
3. A written psychological assessment /report or a written Report from a multi-disciplinary Team must be provided. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist. (Please note all reports on a child should be provided to the school for assessment by the Principal and SET team).
4. There must be a recommendation by the relevant professionals in the report that a special class placement in a mainstream school is both necessary and suitable for the child. In this regard it should be noted that the academic ability of the child will be taken into account when considering an application and will be subject to continuous assessment and review.
 - The closing date for applications will be included on the Admission Notice as outlined in our School's Admission Policy.
 - Completed applications will be responded to within 21 days of the closing date for receipt of applications.
 - The list of applicants will be reviewed by the Principal and the S.E.N. Co-ordinator.
 - All applications received by the closing date will be considered.
 - The school may seek the advice of the school's allocated NEPS psychologist to aid enrolment decision making.
 - The Principal will make the final decision.

Factors taken into consideration during the enrolment process are:

1. Diagnosis – Child must be diagnosed as being on the Autistic Spectrum and have a recommendation for placement in a special class attached to a mainstream school.
2. Integration - Child must be capable of integrating into mainstream, even at a minimal level, at an appropriate age level.
3. Appropriateness – Child must be capable of accessing the Primary School Curriculum.

The School may request further information or a meeting with the parent and the child in the school setting, if deemed to be necessary. The school acknowledges that all children with ASD present with differing profiles. For this reason, all applications will be considered on a case by case basis.

NOTE: The receipt of the enrolment application forms, psychological report and written recommendation **is not a guarantee of enrolment**. It is simply the recording of an application for admission to our school.

Before allocating places the Principal will:

- Review all applications and all documentation relevant to a child applying for a place in the class for pupils with ASD.
- Come to a decision on the suitability of the class for pupils with ASD to meet the needs of the child.
- Verify that there is a recommendation from a recognised Psychologist for placement in a special class in a mainstream school.
- Come to a decision as to the suitability of the child for potential meaningful integration in an age appropriate mainstream class
- Verify that the child is 4 years old on or before August 31st on the year of enrolment

Places will be allocated in the ASD class in accordance with the following criteria and in the following order:

1. Pupils currently enrolled in our mainstream school and seeking to transfer to the ASD class.
2. Applicants with siblings currently enrolled in the school (including stepsiblings, resident at the same address), priority eldest.
3. Children living within the parish, priority eldest.
4. Children of staff members, priority oldest
5. Children currently enrolled in another local mainstream school, priority eldest.
6. If spaces are still available, places will be allocated randomly, once an assessment has been made by the Principal and S.E.N. Co-ordinator.

Transfers

Pupils may transfer to the ASD class during the school year subject to availability of places. Pupils transferring must enter the same class level that they are leaving, and have the necessary diagnosis and recommendations as outlined above. The school may request other relevant documentation if a pupil is transferring from another school. All documents need to be received in order for the application to be deemed fully completed. Transfers may occur from the first day of term, and not during.

Discharge Policy

It is school policy to facilitate the discharge of pupils once they have completed 6th Class and/or reached the age of thirteen after September 30th in any year. This means a June discharge in the following year. The onus will be on the parents to negotiate the placement with a suitable post-primary school. Moyderwell Mercy Primary School will facilitate all transfer of records/reports as well as assist with any information required with regard to students. Discharge from the ASD Class may also happen if a pupil is fully integrated into the mainstream stream class.

Appendix 2

Developmental Language Disorder Class (DLD Class)

Date of original document	Date of review & revision	Next review date	Document revised by	Responsibility for review
Nov 2008	March 2021	March 2024	Marian Curtin, Senior Speech and Language Therapist. Denise Tangney, Senior Speech and Language Therapist	Pat Neenan, Principal. Mary O' Dwyer SLT Manager HSE

Introduction

What is the Language Class?

The Language Class in Moyderwell Mercy Primary School is a class for Junior Infant – 2nd class children with Developmental Language Disorder (DLD) previously known as SLI (Specific Language Impairment).

There are a maximum of 7 children in the class, a full time Teacher and a Speech and Language Therapist 3 mornings a week. There is currently 1 Language Class in the North Kerry Area. This is in Moyderwell Mercy Primary School, Tralee.

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 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.

What happens in a Language Class ?

The children attend the language class on a full time basis and follow the mainstream curriculum of their equivalent class as appropriate. Irish is not taught as a core subject. However, informal Irish 'gaeilge neamhfhoirmiúil' is used in the language class. The option to learn formal Irish, in the mainstream class is offered. If accepted, appropriate timetabling will need to be put in place to facilitate the same.

The 7 children in the Language Class are part of the school community and are integrated for subjects like physical education, drama, etc. They are encouraged to participate in all Moyderwell Mercy activities e.g. Christmas concert, sports day, tour day etc. All Moyderwell Mercy Primary School policies regarding healthy eating, uniforms, attendance, behaviour etc apply in the language class also. Each child is assigned to a specific mainstream teacher and class for integration for the year.

The Speech & Language Therapist works closely with the teacher in the language class to provide intensive therapy that can be integrated into the child's school day. The teacher can modify her teaching to suit each child's unique speech, language and learning needs. Children may stay in the class for one or a maximum of two years; the placement is full time for its duration i.e. 5 days per week, as for the mainstream classes.

Advice from Psychology and Occupational Therapy services is considered and integrated where appropriate into the school day to maximise the therapeutic benefit for the child.

APPLICATION & ADMISSIONS PROCEDURES FOR DLD CLASS PLACEMENT

Application for a place in the Language Class

Parents should contact the school on (066) 7124403 for an application form for the language class. It is important if filling out an expression of interest on the school website that the language class is specified; otherwise a general school enrolment form may be sent.

The application form, along with an information pack about the class and the application process will be sent out from the school. Parents retain this application form until all the reports that are required to be submitted to the school with this completed application form are available. The closing date for the receipt of the completed application form and accompanying reports changes on a yearly basis. It is important to check with the school when the deadline is. It is usually in the month of February but within the timeframe outlined in the school's Annual Admissions Notice.

The Department of Education & Skills (DES) have established criteria to identify children who are eligible for the language class. These criteria are included in the parents' information pack. Children who do not meet these criteria cannot be offered a place in the class.

Two up to date reports are required and should be submitted with the completed application form, before the given deadline. These reports are:

(1) Speech & Language Therapy (SLT) Report, which includes results of standardised assessment/s of speech and language as required by the Dept. of Education & Skills.

(2) Psychological Assessment Report, that clearly identifies performance/nonverbal IQ as required by the Dept. of Education & Skills.

To further assist the Advisory Admissions Board, parents are asked to return the following:

- Completed school or preschool report. Blank report forms are provided to parents.
- Two completed Social, Emotional and Behavioural Rating Forms, blank forms are provided to parents. One of these is to be completed by the child's school or preschool, and one is to be completed jointly by parent(s) and the speech & language therapist who is working with the child at the time.

Where the child is attending a HSE Speech & Language Therapist, the therapist will provide parents with the SLT report and will assist parents in getting the other reports and rating forms completed, in order to send in to Moyderwell Mercy Primary School in

advance of the deadline.

Parents are advised to liaise closely with their SLT once they receive the application form.

Parents must pre arrange an appointment with the school and submit, in person, the relevant reports and completed application form. These need to be received by the deadline. Applications are checked on receipt by the school. Any errors or omissions are brought to parents' attention as soon as possible and to be rectified by the closing date. To ensure this process occurs in a timely manner it is important that the appointment is arranged in advance of the deadline. This will allow for any amendments to be made and re-submitted before the deadline.

The Admissions meeting is held usually in late February or early March. This is chaired by the Language Class Speech and Language Therapist.

At this meeting, the Advisory Admissions Board reviews and discusses the applications received and:

- Identifies eligible applicants
- In the event that there are more eligible applicants than available places, the Advisory Admissions Board prioritises the eligible applicants. The Priority Rating Scale is completed, one for each child. Applicants are ranked in order of priority and the available spaces allocated to those children deemed by the Board to be of relatively higher priority. The prioritisation rating scale takes into account factors such as the severity of the speech and /or language disorder and the number of areas affected, the impact of the disorder on the child's social and emotional well being and the child's age. The board will refer to the School/Preschool reports and the Social, Emotional & Behavioural checklists to inform this process.
- Based on the outcome of the above, a recommendation for the allocation of the available places is made to the school's principal.

By the end of the meeting the composition of the Language Class will be known i.e. number of children, class levels, age and gender distribution and geographical spread.

Following the Admissions Meeting and principal approval, the parents of successful applicants are notified by the school principal with an offer of a language class placement for their child for the following September. Candidates who cannot be offered a place are also notified of this. In the unlikely event of a candidate not replying to the offer of a language class place the school/speech and language therapist will follow up with this candidate. This process will take place, when possible, within 21 days from closing date of receipt of completed application form.

Children who are offered and accept places in the language class will be invited to attend an open morning in the class with their parents. They will meet the teacher and therapist and have the opportunity to explore the classroom and surrounding area. This is usually in June.

A Language Class may have unfilled spaces if:

- (a) There are fewer applicants than places.
- (b) If applicants decline the offer of a place.

These available places may be offered to:

1. The next highest ranked applicant from the admissions process outlined above.
2. Applicants deemed suitable and eligible for Language Class Placement by another Admissions Board in the catchment area, but fail to secure a place due to lack of available spaces.
3. Children who are attending a Language Class in another area who are moving to the North Kerry Area.
4. Children who applied for Language Class Placement after the closing date for application. These children's suitability and eligibility will need to be established. As it would not be feasible to reconvene the entire Advisory Admissions Board, the members should be contacted and their opinion sought on the eligibility and suitability of the candidate. The school Principal of Moyderwell Mercy Primary School can carry out this task with assistance from the class teacher and the SLT.
5. As per the DES circular 0038/2007 " 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 a speech & Language therapist and /or a 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."

Flow Chart for Language Class application and admissions process

Parent contacts school for application form for language class



Call logged by school. Important to determine current educational placement. ↓
Form and information pack sent out from school. The information pack to be sent will depend whether the child is in Pre-school or Primary School.



An appointment needs to be pre arranged with the school before the given deadline which is usually in February. Completed application form with reports and rating forms are handed in by parent at this meeting. Checked for enclosures by language class teacher &/or SLT and parents notified as soon as possible of any omissions etc.



Advisory Admissions Board (AAB) will meet in late February or early March and review applications.



Prioritise eligible applicants if necessary and recommends allocation of available places in line with prioritisation.



Letters issued from the principal of the school to successful and unsuccessful applicants as soon as possible.



Open day in June for successful applicants