



**BALLYOWEN MEADOWS SPECIAL SCHOOL**

**EARLY INTERVENTION SPECIAL CLASS  
ADMISSIONS AND PARTICIPATION POLICY 2018/19  
(FOR APPLICANTS FOR SEPTEMBER 2019)**

**STRICTLY A TWO-YEAR EARLY INTERVENTION SPECIAL CLASS**

<b>KEY INFORMATION – Applications Committee</b>	
<b>School Principal/Designated Liaison Person</b>	<b>Mary Lundy</b>
<b>Deputy Principal/Deputy Designated Liaison Person</b>	<b>Paula Vance</b>
<b>Interim School Manager</b>	<b>Pat Kitterick</b>



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## GENERAL INFORMATION

The Ballyowen Meadows Special School Admissions and Participation Policy is set out in accordance with the provisions of the Education Act 1998 and the Board of Management/Interim School Manager of Ballyowen Meadows Special School trusts that by so doing parents will be assisted in relation to enrolment matters.

## SCHOOL INFORMATION

Ballyowen Meadows Special School,  
Loughlinstown Drive,  
Dun Laoghaire,  
Co. Dublin.

Roll No. 19355s  
Phone no. 01 2393010  
Email: principal@bmss.ie

Ballyowen Meadows Special School Early Intervention Special Class caters for children from 3 to 5 years with Autistic Spectrum Disorders in the cognitive range of mild or above for whom an early intervention special school placement is appropriate. The catchment area includes South Dublin and North Wicklow.

Ballyowen Meadows Special School is a non-denominational, co-educational school under the patronage and the trusteeship of the Health Service Executive (HSE) under the Education Act, 1998. Beechpark Services, Health Service Executive, have up to now provided a range of clinical supports to the school in the form of a multi-disciplinary clinical team which combines the expertise from the fields of psychology, speech and language therapy, psychiatry and occupational therapy and social work. This service is in the process of being reviewed by the Health Service Executive and changes may occur during the academic year 2019/20 when Progressing Disability Services are introduced in South Dublin.

The school aims at promoting the full and harmonious development of all pupils, cognitive, intellectual, physical, cultural, moral and spiritual in a therapeutic, nurturing environment. The school's staffing allocation takes account of the fact that our school caters for pupils with an autistic spectrum disorder and possible related special needs. The staffing levels are decided by the National Council for Special Education (NCSE) and are currently set at a minimum pupil/teacher ratio of 6.1 and two special needs assistants are allocated to each class. Additional staffing resources may be applied for as per the timeframe set out by the NCSE.

The following staff positions are funded by the Department of Education and Skills during the 2016/17 academic year:

Principal	1
Class teachers	8
Part-time specialist subject teachers	1
Special needs assistants	26.83
School secretary	1.5
School caretaker	1
Bus Escorts	11

The school operates under the Rules for National Schools and Departmental Circulars. The school is funded by Capitation and other grants. Teacher resources, Special Needs Assistants, Bus Escorts and part-time Teacher grants are provided by the Department of Education and Skills and the school operates within the regulations laid down from time to time by the Department. Additional staffing allocations, i.e. Special Needs Assistants, are determined by the NCSE.

In setting out and applying the early intervention class admissions policy, the Board of Management/Interim School Manager will have regard for the resources and funding from all of the aforementioned sources.

The school is subject to the Education Act (1998), the Education Welfare Act (2000), the Education for Persons with Special Education Needs Act (2004), equality law and all other relevant legislation. Ballyowen Meadows Special School follows the curricular programmes laid down by the Department of Education and Science, amended from time to time in accordance with Section 9 and 30 of the Education Act (1998), in order to provide an appropriate education for each child. The curricular programmes provided by the school are adapted to meet the particular special educational needs of pupils with autism.

Within the context and parameters of the Department of Education and Skills regulations and programmes, the rights of the Patron as set out in the Education Act and the funding and resources available, the school supports the principles of:

- Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need;
- Equality of access and participation in school;
- Parental choice in relation to enrolment;
- Respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

While recognising the right of parents to enrol their child in the pre-school of choice, the Board of Management/Interim School Manager of Ballyowen Meadows Special School must also respect the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of children.

## **ROUTINES AND GENERAL INFORMATION**

1. Children attending this class are aged between 3 and 5 years. Children may remain in this class for a maximum of two years; the upper age limit being five years on admission to the class.
2. Children who have reached their 6<sup>th</sup> birthday on the 1<sup>st</sup> September of the year of admission will fall outside the inclusion age.
3. The composition of the class may be any combination of 3, 4 and 5 year olds.
4. Following the two years in the Early Intervention Special Class, children may attend their local primary school or a school of their parents' choice and by their parents' arrangement.
5. There is no automatic transfer from the Early Intervention Special Class to Ballyowen Meadows Special School.
6. There is a separate Admissions and Participation Policy in Ballyowen Meadows Special School which will be adhered to in all cases. If parents regard Ballyowen Meadows Special School as a suitable school for their child they should apply to the school by contacting the School Office and requesting their child's name be placed on the school's Expression of Interest List. They will subsequently be contacted regarding their application in due course. Placing the child's name on the Expression of Interest List will not guarantee a place in Ballyowen Meadows Special School.
7. The school day runs from 09.20 am to 02.00 pm for those children who are aged between 4 and 6 years. Those children who are aged between 3 and 4 years finish at 12.20 pm, although times for the younger children may be shortened depending on the individual needs of the child. Times will be different in the opening weeks of the school year to allow for gradual and individual settling in time. These times are governed by the Department of Education and Skills Rules for National Schools and have been fully agreed upon with the Department's Inspectorate.
8. Children are not allowed to enter the school building until 09.20 am.
9. There is a 10 minute break in the morning and a 30 minute break for lunch. These times are staggered across all classes to ensure that small numbers remain constant throughout the school day.
10. Children are dismissed at either 12.20 pm or 02.00 pm. Parents are asked to collect from outside the front door of the school building at their child's finish time. All children availing of school transport will remain in school until the bus arrives for collection at which time they will be escorted to their bus by their Class Teacher and Special Needs Assistants and received by the Bus Escort for their allocated bus.
11. The curriculum will represent a downward extension of the Primary Curriculum for Infants and Aistear. Each child will be provided with a Personal Pupil Plan, which

contains an Individual Education Plan and Care Plan. Following assessment, there will be a focus on developmental needs and those needs associated with ASD.

12. Pupils' progress will be monitored on a regular basis. All placements are subject to review at the request of parents/guardians and/or the school. The review will include input from all parties involved in the child's education.
13. A list of school holidays and closures will be sent to all parents following the offer and acceptance of a school place.
14. School Costs: The offer of a school place in Ballyowen Meadows Special School is not dependent on Parents making a financial contribution. As is typical in many other schools, Parents are requested to contribute towards school costs. As curriculum costs currently exceed the funding that is available to the school, Parents are requested to contribute €270 on an annual basis towards the costs associated with their child's education. The following is a breakdown of the school costs for 2019/20 for each child:

Assessment materials	€40.00
Computer printing	€45.00
Art materials	€35.00
Photocopying	€35.00
Specialist teaching materials	€45.00
Access to ICT resources	€50.00
Insurance/accident cover	€10.00
Home/School Communication Book	€10.00

In addition, Parents will be supplied with a booklist for their child, as compiled by their child's Class Teacher. These books will be made available to purchase through the school.

### **ADMISSIONS PROCEDURES TO THE EARLY INTERVENTION CLASS IN BALLYOWEN MEADOWS SPECIAL SCHOOL**

The Admissions Policy has been formulated in accordance with the provisions of the Education Act 1998 in order to assist parents in relation to enrolment matters. The Chairperson of the Board of Management/Interim School Manager or the Principal will be happy to clarify any further questions arising from the policy.

All applications for admission to Ballyowen Meadows Special School must be in accordance with the procedures set out in this document.

Applications for admission will be considered in the first instance by the Applications Committee chaired by the Interim School Manager and a place in the school will be offered or refused at the sole discretion of that Committee.

The Applications Committee will comprise the Interim School Manager, the Principal and Deputy Principal.

## APPLICATION PROCEDURE

The following procedure will apply to all applications for placement:

- **Parents** send letter and/or make a telephone request for admission to the school.
- Requests for admission must be made by the child's **Parents**.
- Telephone calls and personal visits to the school concerning enrolment will be facilitated, but are not in themselves enrolment applications.
- Child's details are placed on the record of expression of interest;
- Parents are sent a copy of the Early Intervention Class Admissions and Participation Policy and an application form;
- Parents are asked to return the following by the specified closing date:
  - Fully completed application form that has been signed by parents;
  - Birth certificate;
  - Proof of address;
  - The most recent Psychological assessment report;
  - School Report and IEP (if currently in a school setting);
  - Any other available professional reports such as the most recent:
    - Psychiatric Assessment,
    - Speech & Language Assessment,
    - Occupational Therapy Report,
    - Social Work Report,
    - Details relating to existing medical conditions and administration of medications.
- The registration process is initiated on receipt by the school of a completed application. This form must be signed and dated by a parent. The form will be date stamped on receipt by the school. All additional documentation received by the school is recorded in the applications file.
- Date of application, child's date of birth, address and telephone contact number is recorded in the School Record of Applications. Entry into this file secures a place on the list of applicants only.

- An acknowledgement is sent to the applicant. This acknowledgement confirms that the School will assess the application under the criteria outlined here and does not confer any further status on the application.
- Following receipt of these documents and after the specified closing date, the Admissions Committee will meet to determine the allocation of places, as per the criteria as set out in this document. The closing date for applications will be given to parents with the Application Form;
- No additional documentation will be accepted following the closing date;
- The Admissions Committee, having considered each application, will compile a list of names of prospective pupils whose admission has been offered in accordance with the criteria. A letter of offer will then be sent to parents.
- If the number of applicants meeting the admissions criteria exceeds the number of vacancies, a waiting list will be drawn up in order of priority with reference to the criteria set out in the Admissions and Participation Policy. Parents will be informed in writing if they have been placed on a waiting list or not and the reason for this decision will be stated. Parents/guardians will be advised of the appeals procedure, as outlined in the Admissions and Participation Policy;
- Parents will be requested to respond by a specified date and a time will be arranged for them to visit the school to assist them in making this decision and enable the completion of school documentation and applications to the NCSE for school transport and SNA support, if applicable;
- Prior to accepting a school place, parents will be supplied with a copy of the Ballyowen Meadows Special School Code of Behaviour. As stated in this policy, under section 23 (4) of the Act, The Board of Management/Interim School Manager, represented by the School Principal, as a condition of registering their child for the Early Intervention Class, require parents to confirm in writing that the Ballyowen Meadows Special School Code of Behaviour is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by their child;
- Following an offer of a waitlist place, available school places will be offered to applicants in accordance with the place the applicant holds on the waitlist and the availability of a school place in an age-appropriate class;
- No additional documentation will be accepted at the appeals stage of the admissions process;
- When the successful applicants have accepted places and all places have been allocated, the School Principal will request additional information from Parents relating to confirmation of the registration and provider of clinical services for the child. Parents are advised that the HSE does not provide this information to schools. Therefore, the Parent must ensure that they are able to provide this information when it is sought by the school.

- Parents should also note that the Ballyowen Meadows Special School Code of Behaviour states that the school considers it of the utmost importance for all parents of pupils to avail of clinical services whenever possible. School Management wishes to highlight that a refusal by Parents to avail of clinical services may place their child's place in the Early Intervention Class at risk.
- In the event of applicants received after the closing date **Friday 15<sup>th</sup> February 2019**, such applications will only be considered if school places remain available;
- In order to facilitate the selection process and also for administration purposes, **no late applications will be considered after May 14<sup>th</sup> 2018;**
- Following the allocation of all available school places, all documentation will be retained in accordance with current Data Protection Legislation.

Parents should note the following principles will apply to all applications for enrolment:

- Where possible, enrolment should take place at the beginning of the school year. In exceptional cases, consideration will be given to a child during the school year;
- No child is refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum-seeker/refugee status, religious/political beliefs and values, family or social circumstances;
- The completion of an application form or the placement of a child's name on a list, however early, does not confer an automatic right to a place in the Early Intervention Class;

## **CONSIDERATION OF APPLICATIONS**

Applications for admission to Ballyowen Meadows Special School will only be considered where a child meets all of the following criteria:

- **Threshold Criteria for Consideration of Application:**
  1. The child has a diagnosis of an autistic spectrum disorder as confirmed by the psychologist's report included in the child's application;
  2. Preference will be given to children who are assessed as functioning in the mild cognitive range or above (as confirmed by the psychologist's report included in the child's application), as this cognitive range matches the category of intellectual disability which is catered for by Ballyowen Meadows Special School;

3. The child is living within the catchment area i.e. is living within the following areas of counties South Dublin and North Wicklow (See Note 1 below);

County Dublin

Dublin 4	Ballsbridge, Belfield, Donnybrook, Irishtown, Merrion, Pembroke, Ringsend, Sandymount;
Dublin 6	Milltown, Ranelagh, Rathmines, Rathgar;
Dublin 6W	Harold's Cross, Templeogue, Kimmage, Terenure;
Dublin 14	Churchtown, Clonskeagh, Dundrum, Goatstown, Rathfarnham, Windy Aour;
Dublin 16	Ballinteer, Ballyboden, Kilmashogue, Knocklyon, Rockbrook;
Dublin 18	Cabinteely, Carrickmines, Foxrock, Kilternan, Sandyford, Shankill, Ticknock, Ballyedmonduff, Stepside, Leopardstown;
Dublin 22	Clondalkin, Rowlagh, Quarryvale, Liffey Valley, Neilstown;
Dublin 24	Firhouse, Jobstown, Tallaght;
South Co. Dublin	Dun Laoghaire and Rathdown;

Co. Wicklow

Wicklow	Bray, Enniskerry, Kilmacanoge, Powerscourt, Rathmichael, Delgany, Greystones, Kilcoole, Newcastle;
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Note 1:

- (a) In exceptional circumstances the Applications Committee may, in its absolute discretion, consider applications in respect of children living outside the catchment area as defined above but it will not be required to do so.
4. The child is at least 3 years old and not more than 5 by the 1<sup>st</sup> of September of the year of entry;
5. Children can remain in the Early Intervention Special Class for a maximum of two years and a child must be in his/her primary school placement in the year of his/her 6<sup>th</sup> birthday;
6. The child will benefit from an autism-specific education programme and this is confirmed by the psychologist's report included in the child's application.
7. Forward admission into Ballyowen Meadows Special School cannot be presumed,

If the Applications Committee considers that a pupil satisfies the Threshold Criteria set out in this policy, it will assess the application on the basis of the following criteria. The school has a limited number of places and must prioritise its available places for those pupils who would most benefit from them.

- **Criteria for Assessment of Applications which meet the Threshold Criteria**

Each application which meets the Threshold Criteria will be assessed on the basis of the following points. Priority will be given to children who will benefit most from early intervention. Applications will also be assessed in accordance with the following criteria:

1. The child is in the mild adaptive range or above (as confirmed by the psychologist's report included in the child's application) and therefore with the ability to benefit from the education and skills programmes offered by Ballyowen Meadows Special School;
2. The availability of resources to meet the particular needs of the child;
3. The child will be able to tolerate a classroom environment containing other children;
4. The composition of the proposed class group;
5. The pupil/teacher ratio will be appropriate to the needs of the child;
6. The applicant's medical needs can be safely managed by Staff;
7. The Admissions Committee are satisfied that the overall needs of the child and the can be met at Ballyowen Meadows Special School;
8. Parent(s)/Guardian(s) of successful applicants are willing to engage with the school by signing Parent Agreement to e.g. Code of Behaviour, Parental Engagement Form and Personal Pupil Plan;
9. A Dual Enrolment between Ballyowen Meadows Special School and a specified mainstream primary school will be considered by the Admissions Committee in cases where such an arrangement is deemed to be appropriate to the needs of the child. In such circumstances, where it is considered to be appropriate to the needs of the child. In such circumstances, where it is considered to be appropriate to the needs of the child, it will be the responsibility of **Parents** to identify and approach a suitable mainstream school that is agreeable to a dual enrolment arrangement for the child. Please see below an explanation of the Dual Enrolment concept and process.

## **DUAL ENROLMENT**

A dual enrolment occurs when a pupil is in a joint enrolment in two schools, one special school and one mainstream primary school. Therefore, the time spent during each school week is split between the mainstream and special school.

Currently, there is no formal Department of Education and Skills scheme for dual enrolment. Therefore, when it takes place, it is an arrangement that is agreed between the child's Parents and the two schools. Parents are advised that there is no obligation on Ballyowen Meadows Special School (BMSS) or on a mainstream school to agree to a dual enrolment.

However, BMSS has a strong commitment to inclusive education, as stated in our School Ethos and Vision Statement, and we place inclusion at the core of our curriculum delivery. Therefore, we place a high value on continuing to offer a dual enrolment option when it is considered that it will be beneficial for our pupils.

### **Procedure for Dual Enrolment Applications:**

- As outlined above, as part of an application to the school, a Parent may make a request for a dual enrolment placement if they think that their child will benefit from such an arrangement. The School Management will then consider this request alongside the remaining criteria contained in the Ballyowen Meadows Special School Admissions and Participation Policy.
- Following an application for dual enrolment, further information may be sought regarding the details of the mainstream school, the individual needs of your child and how you think that your child will benefit from a dual enrolment arrangement.
- A Parent request for a dual enrolment can be made to the School Management of BMSS at the time of your child's application for a school place. Your child's application will then be considered as an application for dual enrolment in BMSS and a mainstream school.
- Additionally, a mainstream school may wish to propose a dual enrolment for a pupil and this will be considered by the School Management of BMSS, following an application made to BMSS by the Parent of the child.
- Following an application for dual enrolment, further information may be sought regarding the details of the mainstream school, the individual needs of your child and how you think that your child will benefit from a dual enrolment arrangement.
- Parents are advised that they should supply the name and contact details of the mainstream school at the time of their child's application to Ballyowen Meadows.
- Prior to consideration of a Parental request for dual enrolment by School Management, parental permission must be provided to BMSS granting permission for discussion of their child's needs with the mainstream school.

- Following receipt of parental permission, further information may be sought regarding the details of the mainstream school, the individual needs of your child and how you think that your child will benefit from a dual enrolment arrangement.
- School management may also seek further clinical recommendations in relation to the suitability of a dual enrolment between a mainstream and special school setting. Parents seeking admission to BMSS must arrange for this additional clinical input and make it available to the Admissions Committee before a decision will be taken.
- School Management will then apply the remaining criteria contained in the Ballyowen Meadows Special School Admissions and Participation Policy to your child's application to BMSS for a school place.

### **PROVISION OF CLINICAL SERVICES**

Enrolment in Ballyowen Meadows Special School involves the provision of Special Education for all pupils. The Early Intervention Special Class offers 6 educational placements for pupils with autism. Clinical services are provided by the Health Service Executive through the Early Intervention Services.

Ballyowen Meadows Special School has no control over these services. The allocation of clinical services to the pupils of the Ballyowen Meadows Special School Early Intervention Class is a matter for the provider of clinical services, which shall determine which pupils are allocated clinical services.

**All queries about these services must be addressed to the relevant clinical services provider, and not Ballyowen Meadows Special School.**

### **SCHOOL POLICIES**

Children enrolled in Ballyowen Meadows Special School are required to co-operate with and support all school policies, including the Code of Behaviour.

Parents/Guardians are responsible for ensuring that their child co-operates with these policies in an age and ability-appropriate way.

### **PARENTAL ENGAGEMENT**

The partnership between parent and school is highly valued by Ballyowen Meadows Special School as it is considered essential for the educational progress and overall well-being of each of our pupils. To ensure that we maintain a positive engagement with Parents, the school requires the following of all Parents:

- All parents will be required to provide a written commitment confirming that they agree to full engagement with the school in respect to their child's education.

- Parents are required to provide a written commitment confirming that they agree to fully engage with the school in a positive and mutually respectful way in relation to contributing to school development matters as they arise.
- Parents are required to fully commit to attending all school meetings concerning their child. Attendance at Personal Pupil Plan (IEP & Care Plan) meetings is of particular importance and is considered essential for the educational progress of each child.
- The school also expects that Parents will attend all school events involving their child, school concerts and Parent training sessions.

### **SCHOOL TRANSPORT**

Children attending the Early Intervention Special Class in Ballyowen Meadows Special School may avail of School Transport, subject to sanction by the NCSE and Department of Education and Skills. Ballyowen Meadows Special School will endeavour to do its utmost to recruit Bus Escorts, but cannot provide a guarantee that this will always be possible and in the event that a Bus Escort cannot be provided, then parents will be responsible for taking their child to and from school.

### **EXCEPTIONAL CIRCUMSTANCES WARRANTING REFUSAL OF AN ENROLMENT**

Admission to the school is, of course, subject to the resources available to the school including classroom accommodation and class size and is also subject to the capacity of the school to provide for the needs of those who apply for admission. Where the school lacks the necessary resources to meet the needs of any applicant, it will make every effort to secure those resources. Where the resources cannot be secured, the school reserves the right to refuse admission. It is the responsibility of parents/guardians of any child to inform the school of any such needs on the enrolment application form for the child's own welfare. In this context the school authorities will have equal regard for the welfare of all students and their right to an education in an atmosphere that is not detrimental to their physical, emotional, social or intellectual development.

The school reserves the right to refuse enrolment to a pupil in exceptional cases. Such an exceptional case could arise in the following circumstances:

1. Failure by parents to fully complete all admissions and enrolment requirements;
2. Following offer of a school place, failure by parents to supply the necessary information, as requested by the Department of Education and Skills for submission to the Primary On-Line Data-base (POD);
3. Following offer of a school place, failure by **both parents to sign** the Early Intervention Special Class Place Acceptance Form;

4. Following offer of a school place, failure by **both parents to sign** the Parental Agreement Form for the Ballyowen Meadows Special School Code of Behaviour;
5. Relevant information in relation to the level of a child's needs has been omitted during the admissions process, and therefore, the admissions sub-committee have not been in receipt of all necessary information and/or documentation prior to making recommendations to the Board of Management/Interim School Manager regarding the allocation of school places;
6. The pupil has special needs such that, even with additional resources available from the Department of Education and Science and/or the NCSE, the school cannot meet such needs and/or provide the pupil with an appropriate education;
7. School management are reasonably clear from reports, that the pupil poses an unacceptable risk to self or other pupils, to school staff or to school property;

**The Board of Management/Interim School Manager also reserves the right to delay enrolment when parents/guardians have omitted to provide all information relating to their child's medical condition, particularly if this relates to the Administration of Medication or care for a medical need that requires specific non-medical training for staff. In such a case, the Board of Management/Interim School Manager may delay enrolment until clarity is provided in relation to the medical condition and the prescribed medication and staff training has taken place.**

**PLEASE REFER TO THE ADMINISTRATION OF MEDICATION POLICY (available on request from the School Office).**

#### **ADMINISTRATION OF MEDICATION**

Following acceptance of a school place for their child, Parents will be requested to provide information in the instance that their child requires medication to be administered during the school day. Parents must complete and return this form to the school confirming whether or not Parents wish to request medication to be administered by school staff to their child.

In the event that Parents wish to make this request they will be supplied with an indemnity form and a Parent Request Form for the Administration of Medication by School Staff to be completed in full and returned to the school office by **1<sup>st</sup> June prior to the September of entry** to Ballyowen Meadows Special School.

All requests for the administration of medication by school staff received by **1<sup>st</sup> June** prior to the September of entry will then be considered and Parents will receive a response to their request before the school reopens in September.

Parents are advised that medication refers to all forms of medication, including oral solution, tablet and inhalers. This list is not exhaustive.

**Parents are also advised that medication will not be administered to pupils unless a formal Parental request and a completed medical indemnity form has been received and approved by the School Management.**

Parents' particular attention is drawn to the following:

- the staff of Ballyowen Meadows Special School are not medically trained and, as such, are **not permitted** by the School Management to administer medication in certain forms and by certain methods. Currently, this policy covers medication in the form of a suppository to be administered anally.
- In the case that a child is at risk when not in receipt of emergency medication, the Board of Management/Interim School Manager may delay enrolment until clarity is provided in relation to the medical condition and the prescribed medication and, if administration of medication is approved, until staff training has taken place.
- Parents are also advised that school staff cannot administer medication in the instance that a child refuses to take their medication.

## **APPEALS PROCEDURE**

An internal appeal's procedure may take place if a Parent is unhappy with the decision made by the Board of Management/Interim School Manager. If a Parent wishes to appeal the decision of the Board of Management/Interim School Manager, they may write to the Interim School Manager at the school address within 7 days of receipt of the Board's decision.

Only documentation supplied by the applicant to the school prior to the original closing date will be considered on appeal. Therefore, no additional documentation pertaining to the applicant will be accepted as part of an appeal.

The Interim School Manager will then reconsider the appeal. Parents will receive a response from the Board within 14 days of receipt of the appeal. Parents, if unhappy with the result of the final decision of the Board of Management/Interim School Manager, may appeal to the Department of Education and Skills under Section 29 of the Education Act, 1998, on the official form provided by the Department. Appeal forms are available to download on the Department of Education and Skills website, [www.education.ie](http://www.education.ie). Please note that this appeal must be lodged **within 42 days of receipt of the refusal** of the Board of Management/Interim School Manager to enrol a child.

## **EVALUATION OF THIS POLICY**

The Board of Management/Interim School Manager will monitor the implementation of all aspects of this policy. This policy will be amended and updated, as required.

**RESPONSIBILITY FOR REVIEW OF POLICY**

- School Principal
- Admissions sub-committee
- Board of Management/Interim School Manager

**RATIFICATION AND COMMUNICATION**

- This policy was ratified by the Interim School Manager on 10/01/19.
- Following annual review, this policy is sent to all parents of pupils who are listed on the School's Expression of Interest List for the Early Intervention Special Class along with an Early Intervention Special Class Place Application Form.
- This policy will also be available on the school website (in development)