



## **Admission Policy of Central Remedial Clinic School**

**School Address: Vernon Avenue, Clontarf, Dublin 3, D03 K298**

**Roll number: 18317F**

**School Patron: Central Remedial Clinic**

### **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 26th April 2021. 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 the Central Remedial Clinic 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**

The Central Remedial Clinic School is a Special School under the patronage of the Central Remedial Clinic. Our aim is to provide a holistic educational experience which incorporates the well-being, happiness and welfare of our students.

The Central Remedial Clinic School provides education to pupils aged 3 years - 18 years assessed to have a primary physical disability. Applications are accepted from Pupils aged 3 years -18 years within the timeframe for receipt of applications as set out in the school's Annual Admissions Notice.

When considering referrals and recognising the rights of parents to enrol their child in the school of their choice, the Board of Management of the Central Remedial Clinic School must also respect the rights of the existing school community and the students already enrolled. This requires balanced judgements, which are guided by the principals of natural justice and acting in the best interests of the students. This is to ensure that all students can access the curriculum appropriate to them, in a meaningful way.

### **Catchment Area**

The catchment area for this school is North City and County Dublin.

### **Educational Programmes**

The Central Remedial Clinic School caters for the educational needs of its pupils through the Aistear programme, an adapted Primary Curriculum, through several Junior Cycle Programmes – Levels 1, 2 & 3, and through the QQI levels 1, 2 & 3. The school does not offer Leaving Certificate Programmes at the present time.

### **Referral Procedures**

Applications should be made in writing by the parent or legal guardian of the applicant. If a third party, acting on behalf of a parent, refers a pupil to the school, it is expected that it is with the parents' agreement. The person referring the pupil to the school is the person the school will enter correspondence with.

Applications require that the Application for Enrolment Form be completed, and applications should be accompanied by a recent Paediatric Report detailing the primary physical disability, a Psychological Assessment where available and other relevant School Reports. The Psychological Assessment should indicate that the cognitive functioning is in the mild/moderate range of cognitive functioning. Other relevant clinical reports e.g. Psychiatric, O.T., Physiotherapy or SLT should be provided if available.

### **Completed Application Forms should be addressed to:**

The Principal, Central Remedial Clinic School, Vernon Avenue, Clontarf, Dublin 3, D03K298.

Applicants will be informed in writing as to the decision of the school – within the timeframe outlined in the annual admissions notice.

## **3. Admission Statement**

The Central Remedial Clinic 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.

The Central Remedial Clinic 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.

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

The Central Remedial Clinic School with the approval of the Minister for Education and Skills, provides an education exclusively for students with a primary physical disability.

#### **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

The Central Remedial Clinic School provides an education exclusively for students with a primary physical disability 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.

All applications will be evaluated using the following criteria:

- Completed applications have been received by the closing date.
- Parents'/Guardians' willingness to confirm in writing that the Code of Behaviour of the school is acceptable to him or her.
- The pupil is three years of age on year of entry.

- The pupil has reports from paediatrician/psychologist that confirms that they have a primary physical disability or multiple disabilities with physical as their primary.
- There is a recommendation from a paediatrician/psychologist/ multi-disciplinary team for placement in a special school.
- The pupil resides within the designated catchment area for the school i.e. within North City and County Dublin.
- The availability of a place for the student in a classroom of compatible peers to ensure a positive educational experience for all existing students and new applicants.
- The capacity of the school to provide an appropriate educational service and the necessary nursing/medical support (where applicable).
- The capacity of the school to provide a suitable physical environment to meet the needs of the student.

**Selection Procedure:**

- All applications are assessed by the Admissions Advisory Team based on the criteria outlined above. The Admissions Advisory Team is approved by the Board of Management and consists of the Principal, Medical Director and Preschool teacher.
- The Admissions Advisory Team commences its work immediately after the closing date as outlined in the Annual Admissions Notice. At its first meeting, the school Principal advises the team of the number of vacancies in the school for the coming Academic Year and the age profile and classes where these vacancies occur.
- The Admissions Advisory Team submits a report to the Board of Management and all applicants are informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

**6. Oversubscription (this section must be completed by all schools including schools that do not anticipate being oversubscribed)**

In the event that the school is oversubscribed, and, 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 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:

**Consideration will be given to the following:**

- If the student requires access to support services such as physiotherapy, occupational therapy, speech and language therapy, paediatric nursing.

- In the promotion of inclusion, could mainstream be a more appropriate educational placement.

After considering the above, a waiting list will for admission to the school will be created for the relevant academic year.

## **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, other than in relation to a student's prior attendance at—
  - (I) an early intervention class, or
  - (II) an early start pre-school 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 where an intellectual disability is deemed to be the applicant's primary disability;
- (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;
- (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 31<sup>st</sup> January 2025 only).

## **8. Decisions on applications**

All decisions on applications for admission to the Central Remedial Clinic 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.

## **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 the CRC 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 CRC 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.

## **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 CRC 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 the Central Remedial Clinic 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.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 13.

#### **15. Procedures for admission of students to other years and during the school year**

- Parents will complete the same enrolment procedures as outlined in the Admissions Notice.
- The criteria outlined in Section 6 above will apply to all students seeking admission to other years and during the school year.
- The BOM will review the application as with all enrolments.

Where a student meets the criteria for admission the following will be taken into consideration when deciding if a place can be offered during the academic year;

- The availability of a place for the student in a classroom of compatible peers to ensure a positive educational experience for all existing students and new applicants in a midyear capacity
- The capacity of the school to provide an appropriate educational service and the necessary nursing/medical support (where applicable) midyear
- The capacity of the school to manage the extra student and provide for their needs within the current teacher/SNA allocation from the NCSE

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

This rule applies to all schools.

The board of the Central Remedial Clinic 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.

**Note:** 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.



## 17. Reviews/appeals

### Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, the student, may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

**Note:** Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

### Right of appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1)(c)(i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1)(c)(ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

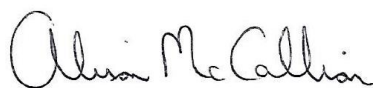
Where an applicant has been refused admission due to the school being oversubscribed, the applicant **must request a review** of that decision by the board of management **prior to making an appeal** under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant **may request a review** of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

This policy was ratified by the Board of Management on 26/04/21



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Alison McCallion, Chairperson



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Mary Collins, Principal