

Checklist to accompany the submission of Schools's Admission Policy to the Patron for Approval prior to the opening of the admissions process in October 2025

(for schools that have a Special Class)

1. The Board of Management has updated the eligibility criteria section to reflect the addition of the NCSE Letter as detailed below

Children and young people are eligible for enrolment in a special class for *(insert category of special educational need e.g. autism)* when the following is provided in support of such an application:

Professional report(s) outlining:

- Diagnosis of special educational needs (e.g. *Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multi-disciplinary report)*)

AND

- A demonstration of the understanding of complexity of the child's overall level of need/s evidenced in the professional reports

AND

- Given the severity or complexity of the child's support needs, a clear professional recommendation as to what educational placement type would be most appropriate to best meet the child's needs, along with the rationale for same

AND

- A letter from the NCSE confirming that the child is known to them and that the child has the required diagnosis and recommendation for a special class for *(insert category of special educational need e.g. autism)*

2. The Board of Management has removed from its Admissions Policy and enrolment form the following clauses which could prevent autistic children with significant levels of need from accessing a place in a special class

Reference to category of learning disability as a criterion for enrolment
A child's ability to participate in a mainstream class
Preventing children with a recommendation for placement in a special class <u>or</u> a special school from accessing a special class place
A prospective student's potential behaviour
Additional requests for reports and documentation over and above a diagnosis and professional reports confirming eligibility for the special class and
Admission to the special class being contingent on resources.

The Board of Management of **Scoil Ailbe, Caherelly N.S.**, which has a Special Class, confirms that the above amendments have been made to our Admissions Policy and now submits a revised draft copy of the policy to the Patron for approval.

Brigid Teehan

14th Oct. '25

Chairperson of the Board of Management (Signature)

Date