



## **ST. JOSEPH'S ADOLESCENT SCHOOL**

**ROLL NO. 20153 N**

### **ENROLMENT POLICY**

#### **Information:**

This enrolment policy is set out in accordance with the provisions of the Education Act 1998, the Educational (Welfare) Act 2000 and the Equal Status Acts 2002 and 2004, and bearing in mind the specific context of St. Joseph's Adolescent and Family Service.

NAME OF SCHOOL: ST. JOSEPH'S ADOLESCENT SCHOOL

ADDRESS: RICHMOND ROAD, FAIRVIEW, DUBLIN 3

The patron is the Roman Catholic Archbishop of Dublin.

The school is co-educational and the ethos is Catholic, but all students are catered for. The multi-disciplinary team (MDT) consists of a consultant psychiatrist, psychologist, speech and language therapist, social worker, occupational therapist, chaplain, nurses and teachers.

Within the context and parameters of the Department of Education and Skills (DES) regulations and programmes, the inputs of the patron, as set out in the Education Act, 1998 and the funding and resources available, the school supports the principles of:

- inclusiveness, particularly with reference to enrolment of children with a disability or other special educational need;
- equality of access and participation in the school;
- respect for the diversity of values, beliefs, traditions, languages and ways of life in society.

The school is designated by the DES as a Special School for students experiencing 'severe emotional disturbance', who are referred to the team at St. Joseph's Adolescent and Family Service. In common with all special schools, it comes under the aegis of the DES Primary Administration even though students attending are aged between 13 – 18 years and are second level students.

The school is a four-teacher school, the principal being a teaching principal. Currently the ratio is 1:6. The school is allowed 500 hours per annum under the Hours in Cooperation Scheme by the CDETB. This enables the school to employ part-time teachers for necessary subjects such as, Art, Languages (Irish/French/German) and Career Guidance.

The school is open from 9:00 a.m. to 3:00 p.m. daily.

The school depends on grants and fulltime teacher resources provided by the DES. It operates within the regulations laid down from time to time by the DES in so far as is practicable in the particular context.

Curriculum:

The programme is based on the Second Level Curriculum presented by the DES. Courses offered include Junior Certificate and Leaving Certificate. Support is provided for students studying Leaving Certificate Vocational Programme (L.C.V.P.) and Leaving Certificate Applied (L.C.A.). The school liaises with Youthreach, Solas and other similar organisations.

Behaviour Policy:

The Behaviour Policy of the school is attached to this enrolment policy.

Enrolment Procedure:

Students are referred for enrolment in the school by the multi-disciplinary team (MDT) at St. Joseph's Adolescent and Family Service. Subject to places being available, the principal accepts referrals and informs the Board of Management (BOM) at the subsequent meeting.

In the event that a place is not available, the student will be put on a waiting list. Students deemed by the team to be crisis referrals, may be accepted before any students on the waiting list.

The principal or designated teacher meets with the student for an initial educational assessment. An Individual Education Plan (IEP) is drawn up in consultation with the student, their parents/guardians, and the MDT. This is discussed with the student, their parents/guardians/carers and other relevant agencies and, when agreed, the student starts school according to the agreed plan.

New referrals are accepted throughout the school year depending on availability of places. As this is a temporary school placement, students may simultaneously be on the school register of St. Joseph's and on that of their school of origin.

Enrolment Information:

Permission for exchange of relevant information on the student between the schools, The Special Educational Needs Organiser (SENO), the National Educational Welfare Board (NEWB) and the National Educational Psychological Service (NEPS) is sought from the parents in the consent form. Any relevant reports needed may be accessed through the consent form.

Where appropriate, the student's school is requested to provide an outline of the work to be done in the student's class for the remainder of the term or at least for the next month. All school reports (attendance, behaviour, and examination results) are requested from the school.

Each student's care plan is discussed by the MDT at a review meeting held every three weeks and an educational report is a component of this review. The student's parents/guardians are kept informed of progress at regular intervals.

Students are taken off the school roll on discharge from the service.

Policy reviewed: September 2016

Ratified by Board of Management:

Signature: \_\_\_\_\_

Chairperson Board of Management

Date: \_\_\_\_\_

Review Date: \_\_\_\_\_