

St Josephs Adolescent School  
Roll No. 20153N

**ENROLMENT POLICY**

This enrolment policy is set out in accordance with the provisions of the Education Act 1998, The Education (Admissions to School) Act 2018, 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, D03 HN80

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 (DE) 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 DE as a Special School for students experiencing mental health difficulties who are referred to the team at St. Joseph's Adolescent and Family Service and the HSE. In common with all special schools, it comes under the aegis of the DE 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), etc.

The school is open from 08.50 to 14.30 daily.

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

St Joseph’s Adolescent School will cooperate with the NCSE in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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. St Joseph’s Adolescent School will comply with any direction served on the board or the patron under section 37A and 67(4)(b)

**Curriculum:**

The programme is based on the Second Level Curriculum presented by the DE. 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 interview. 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.

See Appendix A: Protocol for Admission of Students to St Joseph

**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: December 2022

Ratified by Board of Management:

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

Chairperson Board of Management

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

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

**Appendix A: Protocol for Admission of Students to St Joseph’s Adolescent School**

A student may be admitted to the school programme once the following procedures have been fully completed:

1. **Informal visit** (approx 10 mins) by the student c/o nurse as an ‘introduction’ to teachers and students in the school. Teachers to be advised in advance re. proposed time of visit. If the student is too unwell to visit the school, alternative plans will be made for a teacher to meet the student in the Adolescent Unit.
2. **School Referral Form** completed, outlining Mental Health concerns, possible Risks and other relevant information.
3. **Education Interview** completed by Key Teacher (1:1 Class). This needs to be planned in advance so as to allocate an individual class on the school timetable. If the student is too unwell to attend, alternative arrangements will be made for a teacher to conduct the interview at an agreed time in the Adolescent Units.

On completion of all of the above, the student will be invited to attend classes as per his/her **Initial Individual Education Plan (IEP).** The IEP will commence following the Education Interview and the student’s attendance in the school will be planned by Teachers and Key Nurse, in consultation with members of the Multi-Disciplinary Team (MDT).

On admission to the school, the following will be completed at the earliest convenience:

* ***Consent Form*** (signed by Parents/Guardians re. contact with schools, SENO, etc.,) to be checked by Key-Teacher.
* ***Letter(s)***sent to student’s Secondary School and past school(s) if necessary, informing of admission and requesting reports, subject details, etc.
* ‘***Student IEP Input Form’*** completed (at Education Interview).
* ***‘Parent/Guardian IEP Input Form’*** completed by parents and returned to school
* ***‘School IEP Input Form’*** completed by Secondary School teacher and returned.
* **‘*Past School IEP Input Form’*** completed by past School teacher and returned
* ***Full IEP*** developed in consultation with student, parents, teachers and MDT.
* ***School Meeting*** arranged, as advised by the MDT.

Michael O’Brien

Principal