



Our Lady of Good Counsel School
ANNUAL ADMISSION NOTICE
in respect of admissions to the 2021/2022 school year

Admission Policy and Application Form

A copy of the school's **Admission Policy** and the **Application Form for Admission** for the 2021/2022 is available as follows: –

To download at: www.olgcballincollig.ie

On request: By emailing office@olgcschool.ie or writing to : Our Lady of Good Counsel School,(OLGC School), Innishmore, Ballincollig, Cork.

PART 1 - Admissions to the 2021/2022 school year

Application and Decision Dates for admission to Our Lady of Good Counsel School for 2021/2022

The following are the dates applicable for admission to Our Lady of Good Counsel School which caters for pupils with a primary diagnosis of Moderate Intellectual Disability.

| | |
|--|-------------------|
| The school will commence accepting applications for admission on | 31/08/2020 |
| The school shall cease accepting applications for admission on | 01/01/2021 |
| The date by which applicants will be notified of the decision on their application is | 01/03/2021 |
| The period within which applicants must confirm acceptance of an offer of admission is | 14 days |

The School will not be accepting, and or considering any further applications for admission from the 1st Jan 2021 for a period of 2 years, as the school has an extensive list of applicants already in place. This decision to freeze the application process will be kept under review by the Board of Management of the school.

Note: the school will consider and issue decisions on late applications in accordance with the school's admission policy.

Failure to accept an offer within the prescribed period above may result in the offer being withdrawn

Number of places being made available in 2021/2022.

Number of places being made available in 2021/2022

| | |
|---|----------|
| The number of places being made available in classes for pupils with Moderate General Learning Disabilities is | 7 |
| The number of places being made available in classes for pupils with Autism Spectrum Disorder and Moderate General Learning Disabilities is | 1 |



Our Lady of Good Counsel School
Innishmore, Ballincollig, Co. Cork
Telephone 021 4878370
www.olgcballincollig.ie

Chairperson of the Board of Management: Harold Brooks

Policy: Admissions Policy

*This policy replaces all previous versions and may be added to and revised periodically.
Please direct any queries to the Principal at the above address or phone number.*

Date of Issue: 15th June 2005

Amendments / Reviews

Adopted at Board of Management Meeting of 15th June 2005.
Adapted: June 07, May 08, Sept. 08, March 10
Reviewed: Jan '12
Reviewed and adapted: Sept 12 and Nov 12
Reviewed and adapted: June 17
Reviewed and adapted: Dec 18
Reviewed and adapted: 21st Jan 2020

Aim of Policy: To Provide Clear Guidelines on Admissions

1. GENERAL INTRODUCTION

Our Lady of Good Counsel School (OLGC) is a co-educational, Catholic school under the patronage of The Brothers of Charity for pupils aged between 4 and 18 years within the moderate general learning disability spectrum. The Enrolment and Admission Policy of Our Lady of Good Counsel School 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 or the Principal will be happy to clarify any further matters arising from this policy.

1.1 Governance

The school is governed by a Board of Management comprising of a chairperson nominated by the Patron, (Brothers of Charity), a patron's nominee, the principal, a teacher, two parents and two external members of the public. The final decisions with regard to the offering of places to pupils seeking enrolment subject to the conditions below rests with the Board. Every effort is made to provide parents with a speedy response to requests for enrolment, however, if delays are encountered, parents will be kept informed of the reason for the delay at the earliest possible opportunity.

1.2 Description of School

Our Lady of Good Counsel School has the current capacity and resources for 68 pupils with a primary diagnosis of moderate learning disability. There are 12 teachers including the Principal. The pupils' education is provided for in the school's regular classes or in ASD resourced classes within the school. When the ASD resourced classes are at capacity priority for the remaining places in the school will be given to prospective pupils who do not meet the criteria for an ASD diagnosis. The final decision with regard to the offering of places rests with the Board who will decide the capacity of the school, taking account of the needs of enrolled pupils, the availability of space, and teaching and SNA resources. In doing so the Board will pay particular attention to the right of all to be safe in school.

The school has both junior and senior cycles. In the senior school a number of specialist and vocational subjects are taught by part-time ETB teachers. Our website at www.ourladyofgoodcounsel.ie provides additional information about the school.

1.3 Age Range

In accordance with national legislation, pupils must have attained age 4 by September 1st of the initial school year and not exceed age 18 by Sept 1st of the final school year.

1.4 Multi- Disciplinary Supports

The school is supported by a multi-disciplinary team provided by the Brothers of Charity from funds provided by the HSE. The level of support varies from year to year subject to available funding and availability of personnel.

Length of School Day

Pupils attend from 9.20am to 3.00pm except for reception class pupils who finish the school day at 2.00p.m during their first year in school. However, in the interests of some pupils it may be necessary to shorten the day further if parents or school staff feel that the child would benefit from such an arrangement.

1.6 Dual Attendance

In certain circumstances, *at the discretion of the principals of the schools involved*, arrangements may be made to support a pupil enrolled in the school to attend their local primary school for one day a week.

1.7 Funding

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within regulations laid down by the Department. School policy is dependent on resources and funding available. A voluntary contribution is sought from parents at the beginning of each school year to assist the school to provide classroom materials in place of standard text books.

1.8 Curriculum

The school follows the curricular programmes for pupils with moderate learning difficulties provided by the Department of Education and Science (DES), which may be amended from time to time in accordance with Education Act (1998). The school is in transition from delivering FETAC programmes at Levels 1 and 2 to the new Junior Cycle Levels 1 and 2.

1.9 Child Protection

The Board of Management has adopted and will implement fully and without modification the Department's Child Protection Procedures for Primary and Post Primary Schools.

An outline of this policy is provided to parents as part of the enrolment process. Associated relevant policies such as School Attendance, Anti-Bullying and Using and Reducing the Use of Physical Interventions are available on the school's website or from the Principal on request. Parental co-operation with the terms of these policies is considered an essential pre-requisite of a pupil's continued participation in the school.

1.10 Code of Behaviour/School Policies

Children enrolled in our school are required to co-operate with the School/Board of Management's Code of Behaviour as well as all other policies on curriculum, organisation, and management. The Board of Management expects that Parents/Guardians will work in partnership with school staff to ensure policies are co-operated with in a manner appropriate to their child. An outline of the school's Code of Behaviour will be given to each parent as part of the enrolment process. The full policy is available on the school's website or from the Principal. Acceptance of a place in school assumes acceptance of the school's policies and procedures. Parents must sign the relevant section of the Enrolment Form stating that they have read and accept the terms of all school policies.

Pupils who present with serious behaviours that challenge the safety of others may require a Positive Handling Plan. This plan may provide that certain restrictive practices and or physical interventions are recommended to reduce any risks to the safety of the pupil or others. The plan, which is drawn up with parents and relevant Multi-Disciplinary Team members, will require the signature of the parent or guardians for whom that plan is drawn up. Failure to sign this document may result in the expulsion of the pupil from the school. This action will only take place where there are serious concerns for the safety of the pupil or others in the school community.

1.11 Suspension/Expulsion

In accordance with the terms and conditions laid down by the Educational Welfare Act 2000, Section 23 (2), and the school's Health and Safety and Child Protection Policies a child may be suspended or expelled for gross misconduct as defined in the school's Code of Behaviour pursuant to Section 4 of the Child Protection Policy. This action will be taken in compliance with the regulations of Tusla.

Please note that the Board has a duty of care to all its existing pupils and staff may not be in a position to continue to facilitate pupils who compromise the entitlement to safety and education of pupils attending the school.

1.12 Health

Children who require regular medicines or specific medical procedures of any sort are requested to provide the school with signed parental consent stating the times and circumstances of when the medicine should be administered. An up to date medical report may be requested so that the school can assess its ability to cater for the child's medical needs. Should a child already enrolled require new medicines/medical procedures, the school, in consultation with parents, will reassess its ability to meet the child's needs. The school does not currently benefit from the services of a school nurse and cannot enrol children who require nursing care in school.

2. ADMISSIONS PROCEDURE

2.1 Eligibility for Admission

Children are eligible for admission to this school if they:

1. Are within the age range outlined above
2. Have been assessed by an Irish registered psychologist as falling within the moderate range of learning disability and require special school placement
3. Meet the criteria for selection below
4. Do not have health, medical or safety needs which are beyond the scope of the school to address with current resources.

2.2 Application Procedure

Parents of prospective pupils will be encouraged to view the school and its facilities first-hand by appointment with the Principal. Documentation pertaining to the facilities/services

on offer will be given to parents at this visit so that parents are informed in advance of the available services and facilities.

1. Each school year commences in August or September. Applications for enrolment for the new school year are accepted until the 1st January of the preceding school year. Applications received following that date may not be processed until the following school year. However if all places are not filled then applications received following that date will be processed.
2. Applications are made on the form available from the school or website to the Chairperson of the Board or to the Principal.
3. Applications can only be made by parents/guardians
4. On date of receipt by the school applications are placed on an Application List in date order allotted to the relevant category pending consideration for enrolment by the Admissions Committee. If two applications are received on the same day, priority is given to the application of the younger child. This is due to the fact that the school has fewer children in its Junior Classes than in its Senior Classes.
5. As already stated at 1.2 above
‘When the ASD resourced classes are at capacity priority for the remaining places in the school will be given to prospective pupils who do not meet the criteria for an ASD diagnosis. The final decision with regard to the offering of places rests with the Board who will decide the capacity of the school taking account of the needs of enrolled pupils and the availability of space, teaching and SNA resources. In doing so the Board will pay particular attention to the right of all to be safe in school’.
6. The completion of an application form and the subsequent placement of a child’s name on any list does not confer an automatic right to a place in the school. Each application is subject to the Admissions Procedure set out in this policy.

2.3 Documentation Required

It is an essential requirement that all children to be enrolled are assessed as falling within the moderate learning disability category and require special school placement. An up to date (no more than 2 years old) report from an Irish registered psychologist is required as evidence of this.. Pupils with an additional diagnosis such as, but not exclusive to ASD or ADHD, must furnish the school with an up to date psychological report confirming this in advance of enrolment. In the case of pupils reported to have a diagnosis of ASD this must be in accordance with DSM IV, DSM V or ICD 10 by an approved psychologist. If such reports are not available at application stage, a letter from that psychologist confirming the diagnosis (until a formal report is available) will suffice for consideration Any such reports are subject to review by the psychologist in the school’s multi-disciplinary team for the purpose of determining eligibility of the child for admission.

The following documents are essential for the process:

1. A completed application form (available from the school or website).
2. Psychological report (or reports, if necessary) as outlined above.
3. Original birth certificate.
4. A medical report which discloses all pre-existing medical conditions.

Please note that the school does not currently benefit from the services of a school nurse and so cannot enrol children who require nursing care in school.

The Principal may visit the prior school/pre-school of the applicant to observe the child and speak with staff. This visit will provide further, relevant information to the Admissions Committee to assist it to decide if this school is the most appropriate placement for the child.

2.4 Decision Making/Admissions Committee

The Admissions Committee comprises the Principal, Deputy Principal, Psychologist and one other member of the Multi-disciplinary Team if available. The role of this Committee is to execute the Admissions Policy of the school and to advise the Board on matters relating to admissions. Once completed applications are received the Admissions Committee determines the eligibility of each child based on the application documentation received.

Each eligible child is placed into one of the categories set out below according to that category's criteria and in date order of when the application is received by the school (as already outlined in paragraph 2.2). In the allocation of places in the school, priority will be given to Category 1 over the other two categories, and to Category 2 over Category 3.

Please note that each category may include unsuccessful applicants from the previous year's admissions process; those unsuccessful applicants will have priority within each category.

Category 1 Applicants from children attending Brothers of Charity (BOC) early intervention pre-schools;

- BOC Pre-School, Avenue de Rennes, Mahon, Cork
- BOC Pre-School, 2Glincool Drive, Maglin, Ballincollig, Co Cork
- BOC Pre-School, Mill Place, Bandon, Co Cork.

Category 2 Applicants from children attending other schools/pre-schools/special schools where OLGC is the nearest, recognised, suitable special school for that child from their home address.

Category 3 Applicants from children attending schools/pre-schools/special schools where OLGC is not the nearest recognised, suitable special school for that child from their home address.

Please note that the Board has a duty of care to all its existing pupils and staff may not be in a position to facilitate pupils who could compromise the entitlement of others to education and safety. Admission may be refused to such pupils if, by accommodating that pupil, it would significantly affect the education and/or safety of other pupils.

Applications received under Category 3 above are only considered after applicants from Categories 1 and 2 above have been offered places and there are still vacancies in the school. This is to avoid unnecessary travel for pupils and is in line with DES policy which advises that there is no onus on the Department of Education and Science to provide transport services to any school other than the nearest recognised mainstream school, special school, unit or class. Such applicants should in the first instance apply to their nearest suitable facility.

If two applications within the same category are received on the same day priority is given to the younger applicant.

Where special resources/supports/environmental adaptations are recommended by a suitably qualified professional, to facilitate the child's access to the building or curriculum, the Board may, on the advice of the Admissions Committee, in the interest of the prospective student or other students, refuse admission.

The Admissions Committee will communicate its decision to the Board of Management at a meeting within one month of the closing date for applications (January 1st) by which time all relevant documentation should be available to the school. Offers of enrolment will be sent within 21 days of that meeting with the Board in accordance with the Education Welfare Act 2000. Parents are requested to accept the place offered in writing within 14 days of the date of the offer of enrolment. Every effort is made to provide parents with a speedy response to applications for admission; however, if delays are encountered, parents/guardians will be kept informed of the reason for the delay at the earliest possible opportunity.

If a place in a class becomes vacant during the school year that vacancy will be offered to an applicant who would qualify age-wise for that class. Where more than one applicant fulfils that condition the vacancy will be offered to the applicant whose original application was received first; if any applications had been received at the same time, priority will be given to the younger or youngest applicant.

Please note that places offered cannot be ‘held’ from year to year. If a place is offered and refused, the offer is withdrawn and a new application must be made for future placement.

2.5 Refusal to Enrol

Parents will be informed in writing of the reason enrolment has been refused and of their right to appeal the decision under Section 29 of the Education Act 98. Appeals may be made on the Appeals Application Form available from the school on request within 42 calendar days from the date the decision of the school was notified to the parents. The form is also available on the DES website at www.irlgov.ie/educ.

2.6 Placement Review.

Should concerns arise regarding the suitability of a child’s continued participation in the school a review of the child’s needs may be necessary. Parents will be kept fully informed of any concerns that might arise at the earliest opportunity and may be asked to work in partnership with the multi-disciplinary team to consider all options up to and including recommendation of alternative placement in another school.