

# **Rosedale School**

*Woodlands Centre, Renmore, Galway, Ireland*



## **Policy and Procedure for Enrolment and Discharge**

At Rosedale School, The Gables and Burren View Infant Classes and  
Special Preschools

*Approved and Adopted by  
Rosedale School Board of Management  
On 28<sup>th</sup> January 2010*

# Rosedale School

## Policy and Procedure for Enrolment and Discharge

Rosedale School caters for children with a Severe or Profound level of Intellectual Disability. The school caters for children in the age range 6 to 18 years of age. The school also has a number of classes at infant level catering for children from 4 to 6 with a range of Intellectual Disability or children from 3 in the Autism Spectrum Disorder. These children range in age from 3 to 6 years of age and the criteria for their enrolment is outlined below.

The school catchment area includes Galway City and the area inside a line making equal distance between Rosedale School and the other special schools providing educational services for children with a Severe or Profound Intellectual Disability in County Galway or the classes of children in the three to six age range.

Rosedale school is a Partnership Model of Education with members of staff employed by the Board of Management and the Brothers of Charity Services. The Brothers of Charity Incorporated Limited are the trustees of the school. Where feasible, the multidisciplinary and other supports are provided to the children of the school by the Brothers of Charity Services. The multidisciplinary supports to children in the three to six age range are provided by the HSE Network Early Intervention teams. The Board of Management is funded by the Department of Education and Science and the Brothers of Charity Services are funded by the Health Service Executive.

Parent/guardians who wish to enrol a child/ward are asked to furnish all relevant documentation on the child to the Principal, who will seek the necessary support resources and structures from the appropriate services in order to ensure that their child and all other children attending the school receive the highest quality of education possible prior to enrolling the child. Enrolment of a child may be deferred pending the receipt of relevant documentation and the provision of appropriate resources to meet the particular needs of the child as stated in the attached rationale for the school.

Upon receipt of a letter of application from a parent/guardian a copy of the *Rosedale School Policy and Procedure for Enrolment and Discharge* will be sent to the parent/guardian.

Once enrolled, the school expects maximum co-operation between parents/guardians and the school to ensure that the needs of the child and the needs of all other children attending the school are being met. In the event of over subscription to the school the Criteria for Enrolment as outlined below will apply.

Admission to the Brothers of Charity Services and enrolment into Rosedale School will be considered simultaneously at the Enrolment Committee Meeting, which will be held in the second term of the school year. There will be one Enrolment Meeting, each year, where all applicants for enrolment to the school will be considered.

- a) The Enrolment Committee for the school will be nominated by the Board of Management, who invites the Brothers of Charity Services personnel. One member from the Rosedale Multi-Disciplinary Team will attend this meeting.
- b) The Sector Manager of the Brothers of Charity Children's Services will be a member of the enrolment committee.
- c) The Board of Management will approve enrolment to the school following the recommendations of the enrolment committee.

## **Criteria for Enrolment into Rosedale School**

### **Children will only be considered if they meet the following criteria**

- 1) Priority will be given to children already on the school roll who are located in Fairlands or Burren View infant classes and who meet the criteria a) to c) below. The appropriateness of Rosedale School as an ongoing educational placement is reviewed before the child reaches his or her sixth birthday and only children, who following review, meet the criteria a to c below are considered eligible to proceed forward into Rosedale School from the infant classes located in Fairlands and Burren View.
  - a) A diagnosed level of Intellectual Disability in the Severe or Profound range with an identified IQ as stated in the Department of Education and Science, Special Education Circular 02/05, page 17
  - b) And are age 6 to 17 years in the year of enrolment
  - c) And reside in the designated school Catchment Area
- 2) Children who have a sibling enrolled in the school, where that sibling will be a pupil of the school for at least a further year who meet the criteria a) to c) above will next be considered for enrolment.
- 3) The remaining applicants will be prioritised by age, with priority going to the oldest child where they meet the criteria a) to c) above.
- 4) Children may be enrolled in the infant or preschool classes at Fairlands and Burren View who meet one of the following criteria.
  - a. Children diagnosed with an Intellectual Disability who have also been diagnosed as having Multiple Disability in the four to six age range. Multiple Disability in this context includes children with a Moderate General Learning Disability or who at assessment are described as having a Global Development Delay coupled with an additional disability or diagnosis such as physical disability or visual/hearing impairment.
  - b. Children diagnosed with a Severe to Profound Intellectual Disability who are in the four to six age range.
  - c. Children diagnosed with an Intellectual Disability who have also been diagnosed as having Autism Spectrum Disorder and who are in the three to six age range. These children will be enrolled in the preschool classes at Fairlands CDC for children in the Autism Spectrum Disorder.
  - d. Children who reside in the designated school Catchment Area.

## **Further Considerations before Offering Places**

The Board of Management, before offering a placement or service within the school, must consider the following:

- a) the appropriateness of the service relative to the needs of the child
- b) the availability of resources to meet the needs of the child within the school (including: staffing, physical space, transport, safety of pupils and staff, support services, medical facilities and equipment needs), and the impact of the new child on existing services to children within the school.

## **Criteria for Access to the Multi-Disciplinary Support Team for children of Rosedale School in the 6 to 18 age range.**

Once a child has been offered a place within the school the child will be admitted onto the Rosedale Multi-Disciplinary Team caseload. The child will be offered multi-disciplinary support by the relevant disciplines when possible, according to multi-disciplinary availability and individual discipline waiting lists. The following criteria must be in place however in order to meet the criteria for admittance onto the Rosedale Multi-Disciplinary Team caseload:

1. The child should be in attendance no fewer than 2 days a week. Where possible and practical the support will be provided through the school.
2. Multi-Disciplinary support is provided through Rosedale School. If a child has a dual placement (attends Rosedale School several days a week and attends a different school on the remaining days) the Rosedale Multi-Disciplinary Team will provide input on the days the child attends Rosedale School. If there is a risk of placement breakdown in the second school then the relevant staff from the second school may avail of Rosedale multi-disciplinary support. This support will be offered within Rosedale School where possible and practical and will relate to the specific issue of concern.
3. In instances where a child happens to be on the Rosedale school roll but avails of home tuition rather than attends Rosedale school, the Rosedale multi-disciplinary team will not be in a position to provide a service. An application in this instance should be made to the Community School-Age Services team.

## **The Paediatrician in Rosedale School**

The Paediatric service offered to students in the 6 to 18 age range in Rosedale is a sub specialised neurodevelopmental service. For general issues and illnesses parents need to access the pupil's general practitioner.

## **Procedure when Requesting a Place**

- a) A letter of application is made to the Chairperson of the Board of Management, who will then forward the application to the school Principal and the relevant Brothers of Charity Services personnel. An Application Form, for completion, will be forwarded to the parents/guardians.
- b) A copy of the child's birth certificate should be returned with the signed Application Form.

### **Department of Education and Science Appeals Process**

If after consideration by the Enrolment Committee, a place is not offered to the applicant then a Section 29 application form to make an appeal under the Education Act 1998 will be forwarded to the parents/guardians along with the letter of refusal.

### **Brothers of Charity Services Appeals Process**

If families are not happy with how the Brothers of Charity Services has responded to their application for a service within the school they can choose to appeal the matter. Appeals may be sent to,

- a) The Chief Executive,
- b) A Complaints Officer the Brothers of Charity Services Galway
- c) The HSE Consumer Affairs or
- d) The Ombudsman for Children.

The appeals process is set out in the Brothers of Charity Services Complaints Procedure which is available from the Team Manager at Rosedale School or on the Brothers of Charity Services Website.

### **Procedure when offering a Place**

Following the Enrolment Committee Meeting, a letter will be sent to all successful applicants informing them of the decision of the Enrolment committee with a copy of the School Guidelines and an Acceptance Form. A statement indicating whether the child will be admitted onto the Rosedale Multi-Disciplinary Team caseload will be included in the letter. The Guidelines for parents of children attending Rosedale school should be read and considered. The Acceptance Form should then be signed and returned.

Forms that also need to be read, completed and submitted by parents/guardians for enrolment include:

- a) Brothers of Charity Services Admissions Form
- b) Consent form for General Medical Care and for the Administration of Medication
- c) Consent form for Emergency Medical Treatment
- d) Medical Information Form
- e) General Consent Form regarding swimming, photographs and visiting students
- f) The National Intellectual Database Consent Form where relevant
- g) The Contact/Authorisation Persons Form
- h) Consent form in relation to Sharing Personal Information with the relevant personnel.

Parents/guardians will receive a copy of all of the above forms, once signed.

## **Discharging of Pupils**

Pupils will be discharged under the following criteria,

- a) Pupils who reach the age of 18 years of age by 31<sup>st</sup> August.
- b) Pupils who on psychological assessment are no longer in the disability range of the school's designation and whose needs are no longer being met. [Section 9 and 30 Education Act 1998.]
- c) Pupils attending the Fairlands and Burren View Infant Classes or Special Preschools will be discharged on reaching the age of 6 years. This will follow a review of the appropriateness of their educational placement. Pupils on the roll of the school in this age range with a Severe to Profound Intellectual Disability may at parents request, move to the main Rosedale School. However pupils on reaching the age of six will not be discharged from the school until the school has been advised of their new school placement.

Discharging of pupils from Rosedale School will be discussed at the Enrolment Committee Meeting and the following procedure will apply:

- a) At the Enrolment Committee meeting, the persons due for discharge in the following June will be discussed to ensure that all the necessary preparatory and follow-up work for their transfer to their future service is being undertaken. Pupils leaving the school in the June of the following year will be discussed and a letter will be sent to parents in the first term of their final year.

## **Notifications**

Following the Board of Management accepting the enrolment or discharge of a pupil, formal notification must be made to the National Intellectual Disability Database and to the Health Service Executive regarding all enrolments and discharges. The Board of management will appoint a person to be responsible within the group for the transmission of this information.

For pupils who will reach 18 years of age and who are being discharged in the following year the Brothers of Charity Services Planning Committee will be notified.

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