Knockmore JNS

Admissions Statement for Autism/Special Class 27/28

Admissions statement for Autism/Special Class

1. Introduction

This statement is set out in accordance with the provisions of the Education Act, 1998. The Board of Management trusts that by doing so, parents will be assisted in relation to enrolment matters. Furthermore, the Board of Management and the Principal will be happy to clarify any further matters arising from the general admissions policy.
Knockmore Junior School is a national school which operates under the patronage of the Catholic Church, Dublin Diocese. We are a mainstream co-educational national school with two special classes.

2. Context of Knockmore Junior School and our Special Class

The decision to provide a special class for children with a definite diagnosis of Autistic Spectrum Disorder was taken by the Board of Management of the school in conjunction with the Principal and Staff in March 2015. The decision was taken later in 2015 to open a second Autism class in September 2016.
The decision was taken with a view to provide an education in a mainstream setting for children who are autistic, who fulfil the enrolment criteria and for whom a place may be made available.
The decision to provide an autism class in our school was taken primarily to cater for children resident in the Parish of Killinarden, Tallaght ("the Catchment Area"). Students in the autism class will be integrated with mainstream school activities in our school where appropriate.

3. Our Mission

We aim to offer a positive meaningful educational experience, which allows the child to develop to his/her full learning potential in an environment that offers clarity, predictability and calm, fostering a sense of safety and support.
After a period of time observing, assessing and interacting with the child, an Individual Education Plan (IEP) will be developed in consultation with parents and relevant professionals. This will be reviewed on an ongoing basis and will highlight priority-learning needs. These needs will be targeted through the provision of a broad and balanced curriculum.

4. Our Aim

- Our special class aims to offer an autism specific learning environment within a mainstream co-educational national school.
- This setting facilitates optimum inclusion as part of the school community with access to mainstream activities as appropriate.

5. Criteria for Enrolment in this Autism Special Class

Please note that fulfilling the enrolment criteria does not necessarily ensure enrolment if sufficient places are not available and/or sufficient classroom space is not available.
Pupil teacher ratio is set by the DES as 6:1.

6. Application Procedure for Enrolment

Subject to sufficient places being made available in the Autism/Special class, the criteria for enrolment, incorporating the Dept. of Education and NCSE Guidelines are as follows:

1. An Application to Enrol to Autism/Special Class Class Form provided by the school should be fully completed by the parents/guardians on behalf of the child;
2. Certified copy of the original birth certificate
3. A current psychological assessment which may include a report from a member of a multi-disciplinary team should be provided.
    a. A multi-disciplinary team may consist of a Clinical Psychologist, Occupational Therapist, Speech & Language Therapist, Social Worker and a Physiotherapist. ("Multi-Disciplinary Team").
    b. The Psychological report must come from a psychologist who is registered with the Psychological Society of Ireland.
    c. The Multidisciplinary Team must be from an Irish state clinician facility.
    d. Please note all reports in operation on a child should be provided to the school for assessment by the Admissions Team.
    The withholding of reports and pertinent information from the school Admissions Team will invalidate an Enrolment Application at any time.
4. Professional report(s) outlining:
    • Diagnosis of Autism: DSM IV/V or ICD 10/11 (psychologist, psychiatrist, multidisciplinary 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
5. A letter of Eligibility 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 autism.
    (NCSE Letter of Eligibility - this must be applied for by the parent in advance , please contact your local SENO for support. School places cannot be sanctioned by the NCSE without this letter from your SENO.)
6. Proof of address for children who are resident within the Catchment Area i.e. which is defined as being resident at a postal address within Killinarden,Tallaght,Dublin.
7. The child must be aged between 4-8 years of age. All children must be at least 5yrs of age on or before the 31st December of the incoming school year and cannot be older than 8 years starting second class.
8. The parents of the child must accept and agree to the school's Code of Behaviour and the terms of this policy.
9. An Acceptance Form as issued by the school must be returned to the school within the required time period.
10. The Autism/Special Class class is part of our junior school, which caters for the needs of children from junior infants to second class, 4 years to 8 years of age. It is accepted that all pupils transfer to the senior cycle of primary school at the end of second class, aged no more than nine years old on their completion of the junior primary cycle.

Schedule

The school will commence accepting applications for admission to the special class on	01/10/2026
The school shall cease accepting applications for admission to the special class on	09/11/2026
The date by which applicants will be notified of the decision on their application for admission to the special class is	01/12/2026
The period within which applicants must confirm acceptance of an offer of admission is	15/12/2026

- Enrolment Applications for the 2027/2028 school year will be accepted from the Wednesday 1st of October 2026. The closing date for the submission of enrolment applications is 9th November.
- All applications received will begin to be processed from 10th of November (or the next working day in case of school closure) It will not be possible to acknowledge applications before this date as the process is sealed.
- Requests for application to enrol forms and queries regarding supporting documentation should be made to:

School Secretary, Knockmore Junior School,Knockmore Avenue,Killinarden, Tallaght
Telephone: (01) 4525266 office@knockmorejns.ie

Receipt of acknowledgement of an application to enrol by the school does not constitute an offer of a place nor does it guarantee a place in the school. It is simply the recording of an application for admission to our school. Decisions in relation to applications for enrolment are made by the manager/Board of Management in accordance with our admissions policy.

Check box for Supporting Documentation Supplied for Parents:

1. Application to Enrol in the Autism/Special Class class Form
2. Certified photocopy of child's Birth Certificate
3. Current Psychological report or Multi Disciplinary Report with a diagnosis **from a psychiatrist, psychologist, that has assessed and classified the child as having autism or ASD according to DSM-V or ICD 10 criteria or equivalent and a recommendation for a placement in a special class within a mainstream school.**
4. NCSE Letter of Eligibility
5. **Two** of the following original documents, as proof of address within the catchment area (these must be dated within two months of application):
   - ESB Bill
   - Gas Bill
   - Telephone Bill

Note: NCSE Letter of Eligibility must be applied for through your local SENO prior to this application being made.

NB If the school does not receive this documentation with the Application to Enrol form, the application will not be processed or considered by the school. It is the responsibility of the parents)/guardians to ensure that all supporting documentation is correct and is received by the school.

When a parent/guardian has made an application to the school for a place in the Autism/Special Class class on behalf of a child, the Principal will undertake to communicate to the parent/guardian the decision of the Board of Management within three calendar weeks of the application closing date. The decision will be communicated to the parents/guardians in writing or by email.

7. Support from Outside Agencies

Please note that support by outside agencies such as the H.S.E. will not be provided by the school. Children who require speech therapy, occupational therapy, physiotherapy, etc., will be dependent on the local H.S.E. services such as Chamber House Services, Tallaght. The school does not have the resources to follow up on these services and it is up to the parents/guardians to ensure that all possible services are applied for and being availed of.

8. Admissions Team

Each application will be processed by the Admissions Team. The team will include the School Principal, the Senior Management Team and/or the Special Class Teacher. A recommendation will be made by the Admissions Team in relation to each application to the Board of Management of the school. Decisions in relation to applications for enrolment are made by the Board of Management.

9. Deciding Enrolment

In the first instance, the Board of Management will only consider applicants who meet the criteria as laid out in section 5.

The Board of management will then, from those applicants, prioritise children as:

1. Children currently enrolled in the school with a diagnosis of Autism/Special Class and a recommendation for special class placement.
2. Children residing in the catchment area being the parish of Killinarden
3. Children of staff
4. Siblings of children in the school
5. Children residing outside the parish of Killinarden

All applications will be opened from 10/11/2026. If the school is closed for unforeseen circumstances the applications will be opened on the next available day.

10. Offer of Admission/ Acceptance of school place

- Letters of offer for places in the Autism/Special Class class will be sent after 3 weeks of the final closing date for applications.
- Parents/Guardians must come to the school following an appointment phone call or email to fill out acceptance forms and NCSE notifications.

- Parents/Guardians will fill in the relevant enrollment forms and application forms for the Autism/Special Class class - this place is then subject to Confirmation from the S.E.N.O to the school that the child meets the criteria for placement in a special class within a mainstream school.
- All acceptance forms must be accompanied by a signed acceptance of the School Code of Behaviour in accordance with Section 24(4) of the Education Welfare Act 2000.
- If the school does not receive the acceptance form within the two week period, the place will be offered to the next child on the waiting list for that school year.

11. Post Acceptance

- Parents/Guardians may be requested by the school to consent to a further visit by the staff to a child's pre-school/ school/home setting to meet the child.
- The parents /guardians will be invited on another occasion to come with their child to the class to meet with staff and see the classroom before the beginning of the new school year (Summer Term)
- After placement in the class a relevant Individual Education Plan will be provided for the child. This plan will have input from all parties involved with the education of the child. The S.E.N.O. will also be made aware of the plan.
- The plan will be updated on a regular basis by staff.
- A child may be phased in gradually to the special class through a mutually agreed process between the school and the parents of the child. It is important that every child gets the best possible start in the class. In order to achieve this, the duration of the child's day may vary depending on their needs.
- Each child in the Autism/Special Class class will be assigned to an age appropriate mainstream class for integration purposes. This will occur according to readiness for such a length of time of the school day as is deemed meaningful.

12. Oversubscription

Where the number of children who apply is greater than the number of places available in the Autism/Special Class class.

In the event that the number of children that apply for a place who meet the criteria in section 5 & 9, is greater than the number of places available, such places will be filled on review of Applications to Enrol, received in the following order of priority:

- In the event of the number of children in category **1** exceeds the number of places available, children within this category will be offered a place according to random selection, with an independent assessor present.

  Thereafter;
- In the event of the number of children in category **2** exceeds the number of places available, children within this category will be offered a place according to random selection, with an independent assessor present.

  Thereafter;
- In the event of the number of children in category **3** exceeds the number of places available, children within this category will be offered a place according to random selection, with an independent assessor present.

- In the event of the number of children in category **4** exceeds the number of places available, children within this category will be offered a place according to random selection, with an independent assessor present. I
- n the event of the number of children in category **5** exceeds the number of places available, children within this category will be offered a place according to random selection, with an independent assessor present.

13. Waiting List

- All unsuccessful applicants will be placed on a waiting list for the duration of the academic year applied for until the last day of September.
- The waiting list number will be assigned using the above criteria and process.
- Parents/Guardians will be informed of their child's place on the waiting list in writing.
- Parents/Guardians must reapply for the following year if they were unsuccessful after the waiting list is dissolved on 30/06/27
- Should your child be placed on a waiting list for a place, their personal data may be shared with the National Council for Special Education for the purposes of planning for the provision of special education placements.

14. Late Applications

Applications for places in the Autism/Special Class class made after the closing date 09/11/2026 will not be considered and will not be placed on the waiting list.

15. Unsuccessful applications.

Applicants who are unsuccessful in meeting the criteria will be kept on file for the school year applied for, in the event that a place may become available after the waiting list has been expended. This will be ordered using random selection with an independent assessor. These applicants, as they have not met the criteria or have applied late, will not be placed on the waiting list.

16. Monitoring and Review

The school reserves the right to review the child's progress from time to time, during or after each year to determine whether this is indeed an appropriate school placement for the child.

17. Behaviour

It is accepted that children with special educational needs may display difficult, defiant or oppositional behaviours. All efforts will be made by the school to manage such behaviour using various strategies and through the implementation of the child's **I**ndividual **E**ducation **P**lan. All pupils including AEN pupils and non AEN pupils are subject to the School Code of Behaviour and Health & Safety Statement. Where a child's behaviour impacts in a negative way on the other children in the Autism/Special Class class or another mainstream class to the extent that their constitutional right to an education is being interfered with as judged by the Board of Management of the School, the school reserves the right to advise parents that a more suitable setting should be found for their child. The Board of Management reserves the right to suspend or expel a child if they contravene the Code of Behaviour.

18. Refusal to Enrol and/or a Decision to Exclude

The school reserves the right to refuse enrolment/admission to any student where either:

1. The student does not meet the criteria as listed above in section 5 above.

2. The student has special needs such that even with additional resources available from the Department of Education & Skills and the HSE, the school cannot meet such needs and/or provide the student with an appropriate education.
3. The school endeavours to support each child on an individual basis and ensure that it is an appropriate school placement for the child. However, if it is the opinion of the Board of Management that the student poses an unacceptable risk to the health and safety of other students, to school staff or to school property, a decision may be made not to enrol the child and/or to exclude the child from the school.
4. Where it is established that information contained in the application is false or misleading.
5. An applicant fails to confirm acceptance of an offer of admission on or before the date set out in the annual admission notice of the school.
6. The parent of a student, when required by the principal in accordance with section 23(4) of the Education (Welfare) Act 2000, fails to confirm in writing that the code of behaviour of the school is acceptable to him or her and that he or she shall make all reasonable efforts to ensure compliance with such code by the student.
7. An applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in section 10 above.

19. Review/Appeals

Review of Decisions by the Board of Management

The parent of the student may request the board to review a decision to refuse admission. Such requests must be made in accordance with Section 29C of the Education Act 1998 and made within two calendar weeks of the decision of the board.

The timeline within which such a review must be requested and the other requirements applicable to such reviews are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

The board will conduct such reviews in accordance with the requirements of the procedures determined under Section 29B and with section 29C of the Education Act 1998.

Note: Where an applicant has been refused admission due to the school being oversubscribed, the applicant must request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant may request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998.

Right of Appeal

Under Section 29 of the Education Act 1998, the parent of the student, or in the case of a student who has reached the age of 18 years, the student, may appeal a decision of this school to refuse admission.

An appeal may be made under Section 29 (1) (c) (i) of the Education Act 1998 where the refusal to admit was due to the school being oversubscribed.

An appeal may be made under Section 29 (1) (c) (ii) of the Education Act 1998 where the refusal to admit was due a reason other than the school being oversubscribed.

Where an applicant has been refused admission due to the school being oversubscribed, the applicant must request a review of that decision by the board of management prior to making

an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Where an applicant has been refused admission due to a reason other than the school being oversubscribed, the applicant may request a review of that decision by the board of management prior to making an appeal under section 29 of the Education Act 1998. (see Review of decisions by the Board of Management)

Appeals under Section 29 of the Education Act 1998 will be considered and determined by an independent appeals committee appointed by the Minister for Education and Skills.

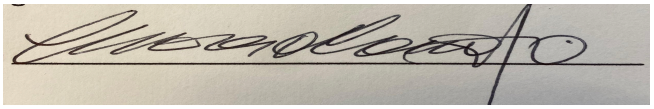
The timeline within which such an appeal must be made and the other requirements applicable to such appeals are set out in the procedures determined by the Minister under section 29B of the Education Act 1998 which are published on the website of the Department of Education and Skills.

This statement is subject to annual review by the Board of Management

20. Ratification.

This statement was agreed and ratified by the Board of Management on 10th June 2026

Signed,



Charlie O'Connor

Chairperson

Board of Management

Knockmore JNS

Checklist for application to enrol:

	Check	Office use
Completed Application to enrol form		
Copy of birth certificate		
NCSE Letter of Eligibility		
Two proof of address for the catchment area of Killinarden if resident		
Psychological report from ISoP registered psychologist, stating applicant has ASD recommendation for placement in a Autism/Special Class in a mainstream school		
Additional multi disciplinary reports from the candidate that will support the application, this can include a report from their current setting.		