



Admission Policy of

The Red Door School

Monkstown Grove, Monkstown Avenue, Monkstown. Co. Dublin

Roll number: 20381D

School Patron/s: Autism Ireland

1. Introduction

This Admission Policy complies with the requirements of the Education Act 1998, the Education (Admission to Schools) Act 2018 and the Equal Status Act 2000. In drafting this policy, the board of management of the school has consulted with school staff, the school patron and with parents of children attending the school.

The policy was approved by the school patron on 1/9/2023. It is published on the school's website and will be made available in hardcopy, on request, to any person who requests it.

The relevant dates and timelines for The Red Door School admission process are set out in the school's annual admission notice which is published annually on the school's website at least one week before the commencement of the admission process for the school year concerned.

This policy must be read in conjunction with the annual admission notice for the school year concerned.

The application form for admission is published on the school's website and will be made available in hardcopy on request to any person who requests it.

2. Characteristic spirit and general objectives of the school

Introduction

The Red Door School provides an education for pupils with Autism and Complex Needs from Junior Infants to Sixth Year (4-18 years of age). It is co-educational and non-denominational. The school provides autism specific education, using evidence based, data driven education interventions, including but not limited to Applied Behaviour Analysis, TEACCH, Intensive Interaction and Attention Autism.

The BOM is bound by the DES rules which provide that pupils may only be admitted from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years, and as per



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DES regulations, students leave school at the end of the school year in which they turn 18. To facilitate this age band, the range of classes extend from primary to post primary and are based on relevant and appropriate peer groupings. There is capacity for 4 classes in the school. An ASD class is comprised of a total of 6 pupils 1 class teacher and 2 Special Needs Assistants as per DES staffing ratios for ASD classes.

Please note: successful applicants may not have automatic access to additional supports such as Special Needs Assistants (SNAs), bus escorts. If a school place is offered, the National Council for Special Education (NCSE) is the agency that processes applications for SNAs and bus escorts. The NCSE requires that a pupil's need for access to such additional resources must be clearly outlined in the relevant professional reports submitted with your application.

Ethos & Philosophy

The Red Door School provides a child centred, evidence based education for students on the Autism Spectrum.

We endeavour to work collaboratively with parents, local community, and staff to provide a caring, positive, and enriching learning environment where each individual is treated with dignity and respect.

The Red Door School provides an inclusive environment where all students develop independence, through an individualised approach to both educational and personal development. We offer a broad and balanced curriculum that is child-centred and evidence based to all pupils, taking into consideration individual learning styles, in addition to, individual needs and abilities.

Governance

The school operates within the regulations as outlined in the Rules for National Schools and the relevant circulars and directives issued by the Department of Education and Skills (DES). It is funded by grants from the DES. The school is under the administration of the Primary / Special Education Sections of the Department of Education & Skills. Teachers, Special Needs Assistants, Ancillary Staff and Bus Escorts are funded by the DES. Additional staffing allocations are determined by the National Council for Special Education.

Curriculum

The Red Door School use an evidence based approach to the teaching and learning of pupils with ASD. Each child will have an Individual Education Plan which will be specific to their needs. Our class teachers use the NCCA national curriculum and the NCCA curriculum for children with General Learning Difficulties when planning for your child's academic goals. We also use Aistear in our infant and younger classes. For our senior classes where applicable, students follow programmes that lead to Junior Cycle Level 1 and Level 2 Awards.

School Year

The school operates a school calendar for primary schools which is effective from the week of 1st September to the week of 30th June with traditional openings and closing at Summer, Christmas, Easter and Mid-terms as laid down and directed in Circulars issued by the DES regarding Standardisation of the School Year.



3. Admission Statement

The Red Door School will not discriminate in its admission of a student to the school on any of the following:

- (a) the gender ground of the student or the applicant in respect of the student concerned,
- (b) the civil status ground of the student or the applicant in respect of the student concerned,
- (c) the family status ground of the student or the applicant in respect of the student concerned,
- (d) the sexual orientation ground of the student or the applicant in respect of the student concerned,
- (e) the religion ground of the student or the applicant in respect of the student concerned,
- (f) the disability ground of the student or the applicant in respect of the student concerned,
- (g) the ground of race of the student or the applicant in respect of the student concerned,
- (h) the Traveller community ground of the student or the applicant in respect of the student concerned, or
- (i) the ground that the student or the applicant in respect of the student concerned has special educational needs

As per section 61 (3) of the Education Act 1998, 'civil status ground', 'disability ground', 'discriminate', 'family status ground', 'gender ground', 'ground of race', 'religion ground', 'sexual orientation ground' and 'Traveller community ground' shall be construed in accordance with section 3 of the Equal Status Act 2000.

The Red Door School is a school which, with the approval of the Minister for Education and Skills, provides an education exclusively for students with a category or categories of special educational needs specified by the Minister and does not discriminate in relation to the admission of a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the school

The Red Door School with the approval of the Minister for Education and Skills, provides an education exclusively for students with students with confirmed primary diagnosis of autism and complex needs or a single diagnosis on the Autism Spectrum (as per DSM-V or ICD-10 criteria) by a certified psychologist

5. Admission of Students

This school shall admit each student seeking admission except where –



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- a) the school is oversubscribed (please see [section 6](#) below for further details)
- b) a 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

The Red Door School provides an education exclusively for students with Autism and complex needs and may refuse admission to a student, where the student does not have the specified category of special educational needs provided for by this school.

Application Process

An application will be valid when the documents listed below (see 1 -5) have been received by the school by the final date for receipt of applications as published in the Annual Admissions Notice.

1. Fully completed application form signed by one or both parents / guardians
2. A birth certificate for the student
3. Proof of address for the student (utility bill, social welfare letter or similar, dated within the last four months)
4. Psychological assessment (completed not more than 2 years earlier) documenting and confirming diagnosis of Autistic Spectrum Disorder by a clinical psychologist or multi-disciplinary assessment using DSM-5 or ICD-10.
 - It is very useful that this report clarifies the child's diagnosis of Autism, cognitive level of functioning of the student, and level of SNA support required by the child if it is considered the child requires more support than SERC ratio for ASD class.
5. This report must include a recommendation for a special school for children with autism and complex needs.
 - The child is living within a reasonable distance of the school and travel time is within acceptable parameters between home and school facilities¹

Please Note: Only completed applications will be considered. Incomplete applications will not be considered under any circumstances. Applications awaiting further documentation will only be considered if all documentation is received by the closed date specified in the annual admissions notice.

Application process:

- To apply, parents/guardians are required to complete the official 'Application For Enrolment Form' for The Red Door Special School, which is also available by emailing admin@thereddoorschool.com or by downloading from our website.

¹ Reasonable distance will be defined in accordance with the DES transportation department and the normal special school transport scheme for pupils.



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- Applications will only be accepted between the period set out in the annual admissions notice. This is held for 4 weeks during the month of February and ending in a specified day in early March as set out in the admissions notice.
- Late applications will be considered only after all applications received within the timeframe above have been fully processed.
- The application should include all supporting documentation that ensures a complete overview of the child and is attached to the application form including (though not limited to): current pre-school/school placement reports, psychological reports, medical reports, speech and language reports, occupational therapy reports and /or behavioural support plans.
- When an application form, properly completed and signed, is received, it will be recorded by the office staff with the date on which it was received. The receipt part of the enrolment form will be returned to the parent/guardian as evidence of submitting the application.

- It is the parent's/guardian's responsibility to inform the school office if there is a change of address at any time by the parents/guardians.
- All applicants will be informed via email as to the decision of the school, within the timeline outlined in the annual admissions notice.
- When a place in the school is offered, parents/guardians will be required to confirm via email their acceptance of the place within 7 days of the offer being made.
- Failure to accept the offer within the timeframe can result in the offer being withdrawn.
- Omission of relevant reports, or the presentation of false or misleading information may result in the removal of student from admissions for that school year or the associated waiting list in the event of oversubscription.

Threshold Criteria for Consideration of Applications:

- The child is at least 4 years old and has not reached their 18th birthday on the 1st of September of the year of entry.
- The psychologist's report is from the last 2 years and all of the assessment reports are from within 2 years of the date of application.
- The child's primary diagnosis is not one of Emotional and Behaviour Disorder. As we do not have the expertise to assist such children and furthermore given the vulnerable nature of students enrolled in in our school, applications in respect of children whose **primary diagnosis** is of Emotional and Behaviour Disorder will not be considered.

Exceptional Circumstances warranting refusal of an admission

Even where the child would otherwise be eligible for admission, the school reserves the right to refuse admission to a pupil in exceptional cases. Such an exceptional case could arise where either:

- The pupil has special needs such that, even with additional resources available from the Department of Education and Skills and/or the NCSE, the school cannot meet such needs and/or provide the pupil with an appropriate education. This may include (but not be limited to) medical needs requiring the support or assistance from medically trained professionals as the school does not employ medical professionals.



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- The members of the Board of Management are reasonably clear from reports, that the pupil poses an unacceptable risk to self or other pupils, to school staff or to school property.
- The pupil has previously been expelled from The Red Door School or any other school in circumstances where the Board of Management feels that placement in The Red Door School would not be appropriate for the child.

6. Oversubscription

In the event that the school is oversubscribed, the school will, when deciding on applications for admission, apply the following selection criteria in the order listed below to those applications that are received within the timeline for receipt of applications as set out in the school's annual admission notice:

1. Priority is given to brothers and sisters of children currently in the school (including step-siblings and foster children resident at the same address). These children will be placed at the top of the waiting list.
2. Priority will be given to the age of children most suited to the age of the class in which a space is available, and they will be placed on waiting list behind category 1 above.
3. Priority will be given to children living closest to the school and they will be placed on waiting list behind category 2 above.

In any year where the number of applications exceeds the number of places available, and where category 1 and 2 requirements have been upheld, priority will be given to child who lives in closest proximity to the school which will be determined by the shortest distance by public road between the school and the gates/road entrance to the child's home as measured on Google Maps.

"The Red Door School, Monkstown Grove, Monkstown Avenue, Monkstown, Co. Dublin, A94D3H7" is the exact address that will be used to calculate distance from the provided home address to the school.²

In the event that there are two or more students tied for a place or places in any of the selection criteria categories above (the number of applicants exceeds the number of remaining places), the following arrangements will apply:

Where there is a tie for placement after all conditions above have been applied priority will be given to applicants by lottery.

2. Distance will be determined using 'Google Map's with the 'Driving' option used.



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In accordance with section 62(7)(e) of the Education Act, the school will not consider or take into account any of the following in deciding on applications for admission or when placing a student on a waiting list for admission to the school:

- (a) a student's prior attendance at a pre-school or pre-school service, including naíonraí, **other than in relation to a student's prior attendance at an early intervention class of The Red Door School should one be established in the future.**
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude; **other than insofar as it is necessary in order to ascertain whether or not the student has the category of special educational needs concerned in accordance with the provisions of section 62(9) of the act**
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's parents;
- (e) a requirement that a student, or his or her parents, attend an interview, open day or other meeting as a condition of admission;
- (f) a student's connection to the school by virtue of a member of his or her family attending or having previously attended the school; **other than, in the case of siblings of a student currently attending the school**
- (g) the date and time on which an application for admission was received by the school,

This is subject to the application being received at any time during the period specified for receiving applications set out in the annual admission notice of the school for the school year concerned.

This is also subject to the school making offers based on existing waiting lists (up until 31st January 2025 only).

7. Decisions on applications

All decisions on applications for admission to The Red Door School will be based on the following:

- Our school's admission policy
- The school's annual admission notice (where applicable)
- The information provided by the applicant in the school's official application form received during the period specified in our annual admission notice for receiving applications

(Please see [section 14](#) below in relation to applications received outside of the admissions period and [section 15](#) below in relation to applications for places in years other than the intake group.)



Selection criteria that are not included in our school admission policy will not be used to make a decision on an application for a place in our school.

8. Notifying applicants of decisions

Applicants will be informed in writing as to the decision of the school, within the timeline outlined in the annual admissions notice.

If a student is not offered a place in our school, the reasons why they were not offered a place will be communicated in writing to the applicant, including, where applicable, details of the student's ranking against the selection criteria and details of the student's place on the waiting list for the school year concerned.

Applicants will be informed of the right to seek a review/right of appeal of the school's decision (see [section 18](#) below for further details).

9. Acceptance of an offer of a place by an applicant

In accepting an offer of admission from The Red Door School you must indicate—

- (i) whether or not you have accepted an offer of admission for another school or schools. If you have accepted such an offer, you must also provide details of the offer or offers concerned and
- (ii) whether or not you have applied for and awaiting confirmation of an offer of admission from another school or schools, and if so, you must provide details of the other school or schools concerned.

10. Circumstances in which offers may not be made or may be withdrawn

An offer of admission may not be made or may be withdrawn by The Red Door School where—

- (i) it is established that information contained in the application is false or misleading.
- (ii) 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.
- (iii) 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; or
- (iv) an applicant has failed to comply with the requirements of 'acceptance of an offer' as set out in [section 10](#) above.



11. Sharing of Data with other schools

Applicants should be aware that section 66(6) of the Education (Admission to Schools) Act 2018 allows for the sharing of certain information between schools in order to facilitate the efficient admission of students.

Section 66(6) allows a school to provide a patron or another board of management with a list of the students in relation to whom—

- (i) an application for admission to the school has been received,
- (ii) an offer of admission to the school has been made, or
- (iii) an offer of admission to the school has been accepted.

The list may include any or all of the following:

- (i) the date on which an application for admission was received by the school;
- (ii) the date on which an offer of admission was made by the school;
- (iii) the date on which an offer of admission was accepted by an applicant;
- (iv) a student's personal details including his or her name, address, date of birth and personal public service number (within the meaning of section 262 of the Social Welfare Consolidation Act 2005).

12. Waiting list in the event of oversubscription

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to The Red Door School were unsuccessful due to the school being oversubscribed will be compiled and will remain valid for the school year in which admission is being sought.

Placement on the waiting list of The Red Door School is in the order of priority assigned to the students' applications after the school has applied the selection criteria in accordance with this admission policy.

Offers of any subsequent places that become available for and during the school year in relation to which admission is being sought will be made to those students on the waiting list, in accordance with the order of priority in relation to which the students have been placed on the list.

13. Late Applications



All applications for admission received after the closing date as outlined in the annual admission notice will be considered and decided upon in accordance with our school's admissions policy, the Education Admissions to School Act 2018 and any regulations made under that Act.

14. Procedures for admission of students to other years and during the school year

The procedures of the school in relation to the admission of students who are not already admitted to the school to classes or years other than the school's intake group are as follows:

Places will be offered to students where vacancies arise in age and/or needs appropriate classroom in the school.

The procedures of the school in relation to the admission of students who are not already admitted to the school, after the commencement of the school year in which admission is sought, are as follows:

In the event of there being more applications to the school year concerned than places available, a waiting list of students whose applications for admission to The Red Door Special School were unsuccessful will be compiled. **This waiting list will remain valid for the school year in which admission is being sought.** Placement on the waiting list of The Red Door School is in the order of priority assigned to the student's applications after the school has applied the selection criteria in accordance with this admission policy.

15. Declaration in relation to the non-charging of fees

This rule applies to all schools.

The board of The Red Door School or any persons acting on its behalf will not charge fees for or seek payment or contributions (howsoever described) as a condition of-

- (a) an application for admission of a student to the school, or
- (b) the admission or continued enrolment of a student in the school.

16. Arrangements regarding students not attending religious instruction

The Red Door School is a non-denominational ethos school and in keeping with that ethos, children of all faiths or none are welcome to apply to the school. The school does not offer classes or individual instruction in any faith.



17. Reviews/appeals

Review of decisions by the board of Management

The parent of the student, or in the case of a student who has reached the age of 18 years, 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.

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.



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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.

18. Implementation and Review

This Policy will be reviewed, as deemed necessary, by the Board of Management.

19. Policy Ratification

The policy was ratified by the Board of Management of The Red Door School on

Signed: *Fiona McLoughlin*

Date: 1/9/23

(Chairperson, Board of Management)

Conan Byrne

(Principal)