



POLICY FOR ADMISSION

Cara Community Special School, Enfield, Co. Meath



A decision on an application for admission will be based on the implementation of this Policy, the information set out in the annual Admission Notice of the school and the information provided by the Applicant in the application for admission, once received before the closing date set out in the annual admission notice. The Principal of Cara Community Special School, Enfield, Co. Meath is responsible for the implementation of this Admission Policy.

INTRODUCTION TO LOUTH AND MEATH EDUCATION AND TRAINING BOARD (LMETB) & CARA COMMUNITY SPECIAL SCHOOL, ENFIELD, CO. MEATH

In September 2024, Cara Community Special School opened in Enfield, Co. Meath under the patronage of the Louth and Meath Education and Training Board (LMETB).

Louth and Meath Education and Training Board (LMETB) is the largest comprehensive educational provider in the Louth and Meath region with a range of educational services from primary to post primary and further education and training. Louth and Meath Education and Training Board is committed to excellence and innovation in the education of young people and adults through the provision of dynamic services delivered by professional staff.

LMETB manages four Community National Schools, one Community Special School, a Centre for European Schooling, eighteen post primary schools including one school with Post Leaving Certificate provision and two dedicated Post Leaving Certificate colleges. LMETB is also joint patron of six Community Schools located in Ardee, Ashbourne, Athboy, Drogheda, Kells and Trim.

Each LMETB school and college has proven itself as a centre of excellence in teaching, learning and assessment in its local community. LMETB schools provide a welcoming atmosphere for students, staff, parents and the local communities in which they operate. The LMETB school/college experience is one where a warm relationship exists between teachers and learners and the atmosphere in lessons is positive and conducive to learning. A broad and balanced curriculum with a diverse range of co-curricular and extracurricular activities where the aptitudes of students are central to its design is available in LMETB schools. Each of these schools has built a very positive reputation in the local communities in which they operate and each school continues to enjoy strong parental support and a high level of satisfaction with the quality of teaching, learning and assessment.

At Further Education and Training level, LMETB manages Youthreach Centres, a Regional Skills and Training Centre, the Advanced Manufacturing Training Centre of Excellence

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(AMTCE) and an extensive range of Adult Education Services throughout counties Louth and Meath, including Adult Learning Services, Community Education, Back to Education Initiatives (BTEI), VTOS and Adult Guidance. Details of all LMETB schools and centres are included on our website www.lmetb.ie. You can also read more about LMETB on our Twitter page @LouthMeathETB

Cara Community Special School, Enfield, Co. Meath is a Community Special School that provides an appropriate education for students, aged 4 to 18 years old, who have a diagnosis of Autism and complex learning needs, with a professional recommendation for a Special School/who require the support of a Special School setting.

The student must have reached 4 years on or before 31st August of the school academic year for which they seek enrolment. To facilitate this age band, the range of classes extend from primary to post primary and are based on relevant and appropriate peer groupings and the individual needs of each child. As per DE regulations, students will leave school at the end of the school year in which they reach the age of 18 years old.

The school operates within the regulations as outlined by the Rules for National Schools and relevant circulars and directives issued by the Primary/Special Education sections of the Department of Education. The school is funded by grants from the Department of Education. Staffing allocations are in line with those set out by the Department of Education. Under the direction of the Patron, the school will be managed on an interim basis by a Single Manager pending the appointment of a Board of Management. The Board of Management is made up of representatives of the Patron, parents, school staff and the community.

Cara Community Special School, Enfield, Co. Meath delivers the curriculum as prescribed by the Department of Education and adapted to meet the educational needs of each student. A variety of methodologies and strategies are adopted to maximise the students' learning potential. Supported by the child's multidisciplinary team, the teachers and staff provide a caring and challenging learning environment which fosters personal, social and academic development. All students have an Individual Educational Plan designed specifically for them.

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Our school is a place where everyone feels a sense of belonging and ownership. The school is characterised by respectful and positive relationships which support the dignity of every individual. We are committed to ensuring a safe environment where our students can maximise their potential. Forging meaningful relationships with the students, their parent(s)/guardian(s) and all involved in their care and education, is essential to ensuring a quality educational experience for our learners.

This policy aims to have in place, appropriate procedures that enable the school to make decisions on all applications seeking admission to our school in an open and transparent manner consistent with legislative requirements. It also aims to make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants within the resources available to it.

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1. GLOSSARY OF TERMS

‘Applicant’ means the parent / guardian of a Child who has made an application for admission to Cara Community Special School, Enfield, Co. Meath

‘Child’/ ‘Student’ means the person in respect of whom the application is being made.

‘Student’ means the person in respect of whom an offer of admission by the school has been accepted on behalf of the Child.

‘Gender’, in line with the definition of “*the gender ground*” in the Equal Status Act 2000, is such that “*one is male and the other is female*”. This does not prejudice any Child who is Intersex or identifies as Androgynous/Androgyne, Bigender, Demigender, Gender Fluid, Genderqueer, Multigender, Neutrois, Non-binary, Transgender, Transsexual or otherwise.

‘Parent’ has the same meaning as in the Education Act 1998 and includes a foster parent and a guardian appointed under the Guardianship of Children Acts, 1964 to 1997.

‘NCSE’ means the National Council for Special Education

‘Board’ means the Single Manager or the Board of Management, whichever is in place at the time

‘ETB’ means Education and Training Board

2. ADMISSION STATEMENT

Cara Community Special School, Enfield, Co. Meath is a state, multid denominational, co-educational school underpinned by the core values of:

- Excellence in Education;
- Care;
- Equality;
- Community and
- Respect.



In Cara Community Special School, all students are given equal opportunities for enrolment in line with the Education (Admissions to School) Act 2018. Once enrolled, our school strives to provide all students with equal opportunities to engage with the curriculum and school life. In all aspects of school life all members of our school community are treated equitably regardless of their race, gender, religion/belief, age, family status, civil status, membership of the Traveller community, sexual orientation, ability or socio-economic status.

Our school provides a safe physical and social environment that reinforces a sense of belonging to the school community and wider society. It strives to enable every student to realise their full potential regardless of any aspect of their identity or background. Our school promotes a fully inclusive education that recognises the plurality of identities, beliefs and values held by students, parents and staff.

In Cara Community Special School, students of all religions and beliefs are treated equally. The school environment and activities do not privilege any particular group over another whilst at the same time acknowledging and facilitating students of all religions and beliefs.

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Accordingly, Cara Community Special School, Enfield, Co. Meath shall not discriminate in its admission of a Child based on the following grounds:

- 2.1. Gender of the Child or Applicant.
- 2.2. Civil status of the Applicant;
- 2.3. Family status of the Child or Applicant;
- 2.4. Sexual orientation of the Child or Applicant;
- 2.5. Religion of the Child or Applicant;
- 2.6. Disability of the Child or Applicant;
- 2.7. Race of the Child or Applicant;
- 2.8. The Child's or Applicant's membership of the Traveller community;
- 2.9. Special educational needs of the Child or Applicant.

Cara Community Special School, Enfield, Co. Meath is a special school which, with the approval of the Minister for Education, provides an education for students who have a diagnosis of Autism **and** Complex learning needs, with a professional recommendation for a special school. Thereby, it does not discriminate by refusing enrolment to a pupil/student who does not have **Autism and Complex Learning Needs**.

Cara Community Special School, Enfield, Co. Meath shall not charge fees or payments or seek contributions as a condition of admission or continued enrolment of a Child.

3. LEGAL FRAMEWORK

LMETB was established under the Education and Training Board Act 2013 which sets out the functions of all ETBs, including to establish and maintain recognised schools, centres for education and education and training facilities in each ETB's functional area.

The board of management of Cara Community Special School, Enfield, Co. Meath is a committee established under section 44 of the Education and Training Board Act 2013 and also constitutes a board of management within the meaning of the Education Act 1998.

The Education (Admission to Schools) Act 2018 and the Education (Welfare) Act 2000 place a duty on all recognised schools to prepare and publish an Admission Policy.

The Education Act 1998 provides for an appeal process in the event of a refusal to admit a Student. The appeal process is set out in section 5.2 in respect of applications made to Cara Community Special School, Enfield.

Section 62(7)(n) of the Education Act 1998 requires each school to set out in its Admission Policy the arrangements it has in place where a parent requests their child to opt-out of religious instruction. Cara Community Special School, Enfield, Co. Meath does not provide religious instruction within the school day, therefore the need to make alternative arrangements does not arise.

Cara Community Special School, Enfield, Co. Meath will cooperate with the National Council for Special Education in the performance by the Council of its functions under the Education for Persons with Special Educational Needs Act 2004 relating 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.

Cara Community Special School, Enfield, Co. Meath will comply with any direction served on the patron or the board, as the case may be, under section 37A and any direction served on the board under section 67(4B) of the Education Act.

4. GENERAL ADMISSION PROVISIONS

In the admissions process, consideration will be given to ensuring that a healthy and safe environment for all students and staff prevails.

A decision on an application for admission shall be based on:

- the implementation of this Admission Policy,
- the annual Admission Notice of the school

In processing an application Cara Community Special School, Enfield, Co. Meath **shall not consider:**

- 4.1 The payment of fees or contributions to the school;
- 4.2 A Child's academic ability, skills or aptitude; unless:
 - it is necessary to ascertain whether or not the Child has the category of special educational needs concerned for admission to a school approved by the Minister of Education providing education exclusively to Students with a specified category of special educational needs or a Special Class;
- 4.3 The occupation, financial status, academic ability, skills or aptitude of a Child's Parent(s);
- 4.4 A Child's prior attendance at a pre-school or pre-school service
- 4.5 A requirement that a Child or his or her Parent(s), attend an interview, open day or other meeting as a condition of admission;
- 4.6 A Child's connection to the school due to a member of his or her family attending or having previously attended the school unless the connection is a sibling of the Child concerned attending, or having attended, the school

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- 4.7 The date and time on which an application for admission was received by the school as long as it is received during the period specified for receiving applications set out in the annual admissions notice for that academic year.

Cara Community Special School, Enfield, Co. Meath **will consider** the offer of a place to every Child seeking admission to the school, **unless [one of] the following applies:**

- 4.8 The Parent fails to confirm in writing that s/he accepts the Student Code of Behaviour and shall make all reasonable efforts to ensure compliance with such code by the Child if the Child becomes a Student in the school;
- 4.9 The Child seeking admission to Cara Community Special School does not have the category of special educational needs, namely a diagnosis of Autism **and** complex learning needs with a professional recommendation for a special school

In a case where the school is oversubscribed, the selection criteria outlined in this policy will be applied to each application.

5. APPLICATION TO CARA COMMUNITY SPECIAL SCHOOL, ENFIELD, CO. MEATH

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5.1 ADMISSION PROVISION

Cara Community Special School, Enfield, Co. Meath is established to provide for the special educational needs of children, aged 4 to 18 years old, who have a diagnosis of Autism **and** Complex learning needs with a professional recommendation for a special school.

Only applications, in respect of children whose needs fall within the category of special educational needs provided for by the school will be considered.

Cara Community Special School, Enfield, Co. Meath may refuse admission to a child where the child does not have a report from a relevant professional or teams of professionals stating that s/he has a diagnosis of autism **and** complex learning needs, that requires the support of a special school setting and the reasons why this is the case.

All enquiries, referrals and applications for admission to Cara Community Special School, Enfield, Co. Meath are considered in a fair and equitable manner.

A copy of this Admissions Policy will accompany the application form sent to the Parent.

An Application Form for admission is **only considered valid and complete when all required documentation, outlined below, is received by the school:**

- Fully completed Admission Application Form signed by Parent(s)/Guardian(s)
- Original birth certificate
- Recent psychological assessment reports if available or report from relevant professional confirming and making a clear recommendation which states that the student requires a special school setting and reasons why this is the case

Other recent relevant professional reports if available may be submitted. These may include some of the following:

- Up to date records from Child's present/previous school/pre-school with details of the learning and social development of the child and any other matters of relevance
- Behavioural Support Plans indicating programme and ongoing support needed for the child
- Individual Education Plan/Student Support Plan
- Multi-Disciplinary Team Reports
- Speech and Language Report
- Physiotherapy Report
- Occupational Therapy Reports
- Psychiatric Assessment

Completion of an Application Form for Admission does not confer an automatic right to a place in the school.

5.1.1 Oversubscription

When the number of applications exceeds the number of places available, the published selection criteria as set out at section 5.1.2 below will apply and a waiting list shall be compiled which shall remain valid only for the school year in respect of which the applications are made.

Where the number of applicants under any individual criteria listed at 5.1.2 has the effect of exceeding the total number of places available in the school, places will be offered based on a lottery draw. Taking each subsequent criteria in sequence, a lottery draw will be used to determine the placing of applicants on the waiting list.

Where further school places become available during the academic year, offers will be made in accordance with the availability of a place in the particular class group and the order of priority in which Children have been placed on the waiting list.

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For the avoidance of doubt, if a Child does not receive a place in the school for a given academic year, but s/he wishes to be considered for admission in the following academic year, a new application must be made on behalf of that Child during the dates specified by the school as being the period when it will accept applications. If a student is entered on a waiting list for a particular academic year, that will not give him/her any priority for entry in the academic year commencing the following September.

Where the school is oversubscribed, any selection criteria that are not included in this Admission Policy shall not be considered in determining whether or not a Child is admitted to the school.

5.1.2 Selection criteria in order of priority

Applications to the school will only be considered if the Child's needs fall within the specified category of special educational needs provided for by the school. Cara Community Special School, Enfield, Co. Meath will cater for the special educational needs of students, aged between 4 to 18 years old, who have a diagnosis of autism **and** complex learning needs, who require the support of a special school setting. Only applications, in respect of children whose needs fall within the category of special educational needs provided for by the school, will be considered.

Subject to this requirement, in the event of oversubscription, the following criteria for admission will apply:

- 5.1.2.1 Qualifying applicants, whose normal place of residence is Co. Meath currently without an offer of a place in a special school for September 2025
- 5.1.2.2 Qualifying applicants whose normal place of residence is outside Co. Meath, currently without an offer of a place in a special school for September 2025
- 5.1.2.3 All other qualifying applicants

5.1.3 Selection Process

Cara Community Special School will apply the selection process as follows:

Applications are considered against the published selection criteria. Places will be offered in the first instance to those who meet the first criterion. Subsequently, where the school still has places available, the remaining Applicants are considered in light of the second criterion and those Applicants who meet this criterion will be offered a place within the school. This process is continuously carried out until all available places have been offered and accepted.

Where two or more applications are tied in the foregoing selection process, Cara Community Special School will apply a random lottery to assign any available places in the school, or on the waiting list, to those applications.

5.1.4 Late applications

An application received by Cara Community Special School, Enfield, Co. Meath after the closing date published by the school, and set out in the Admission Notice, is considered a late application for the purposes of this Admission Policy.

Where Cara Community Special School, Enfield, Co. Meath is oversubscribed and receives a late application for admission, that application will receive a place on the waiting list beneath Applicants whose applications were received by the school on or before the closing date for applications. Such late applications will be placed on the waiting list in accordance with the date and time they were received by the school and subsequently the school's selection criteria will be applied in accordance with this Admissions Policy.

5.1.5 Second/third-round offers of a place

Where a Child is in receipt of an offer of a place within Cara Community Special School, Enfield, Co. Meath but does not accept the offer, or fails to accept within the specified time period, or the school withdraws the offer in line with the relevant provisions of this Policy, the place will be offered to the next Child on the waiting list. This process will continue throughout the third and fourth rounds *etc.* until all places within the school have been filled.

5.1.6 Acceptance of a place

If the Child in respect of whom the application is made is offered a place, the Applicant will be issued with a Letter of Offer and an Acceptance Form by the school. Other forms such

as the School Code of Behaviour, NCSE Notification of Enrolment in Special School and NCSE School Transport Forms will also be issued, in due course.

The Applicant shall indicate acceptance of an offer by fully completing and returning the Acceptance Form by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer. This includes indicating whether or not s/he has applied for and is awaiting confirmation of an offer of admission from another school.

Failure to fully complete and return the Acceptance Form to the school by the date set out in the School Admission Notice, or within 2 weeks of issuing by the school if it is a late application or if it is a second/third-round offer, may result in withdrawal of an offer, in line with the grounds for withdrawal of an offer, as set out below.

5.1.7 Refusal

Where a Child in respect of whom an application is being sought has not been offered a school place, the Applicant will be provided in writing with:

- 5.1.6.1. The reasons that the Child was not offered a place in Cara Community Special School
- 5.1.6.2 Details of the Child's place on the waiting list, if applicable; and
- 5.1.6.3 Details of the Applicant's right to appeal the decision.

5.1.8 Withdrawal of an offer

An offer of admission may be withdrawn where:

- 5.1.8.1. The information contained in the application is false or misleading in a material respect, or
- 5.1.8.2. The 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 for the academic year for which s/he is applying, or in the case of a late application, or second/third-round offer, within 2 weeks, or
- 5.1.8.3. An Applicant has not indicated:

- (i) whether or not s/he has applied for and is awaiting confirmation of an offer from another school(s) and if so, the details of the school(s);
and
- (ii) whether or not s/he has accepted an offer of admission from another school(s) and if so, the details of the offer(s).

If an offer of a place is withdrawn by the school, the Child on whose behalf the application was made shall lose his/her place for that academic year and any subsequent applications for the same academic year on behalf of that child shall be treated as a late application in line with section 5.1.4 above.

5.1.9 Procedures for admission of students 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: where further places become available during the academic year, offers will be made in accordance with the availability of a place in a particular class group. Offers will only be made to those on the waiting list, in the order in which they appear on the waiting list.

5.2 APPEALS

5.2.1. Appeal where refusal was due to oversubscription:

An Applicant who was refused admission because the school is oversubscribed and who wishes to appeal this decision must first request a review by the board of management in writing, via a 'BOMR1 Form', available from the school office caracss@lmetb.ie and on the school's website www.caracss.ie for it to be reviewed by the board of management of Cara Community Special School, Enfield, Co. Meath . Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing caracss@lmetb.ie

If an Applicant is not satisfied with the decision of the board of management, or the board of management is not in a position to review the decision to refuse admission, the Applicant may apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's '*Procedures for hearing and determining appeals under section 29*', such an appeal must not be brought until the Applicant has received correspondence from the board of management in relation to the review, or until 42 calendar days have passed since the date of initial refusal and may not be brought later than 63 calendar days after the initial decision to refuse admission.

5.2.2. Appeal where refusal was for a reason other than oversubscription:

An Applicant who was refused admission to Cara Community Special School, Enfield, Co. Meath for a reason other than the school being oversubscribed and who wishes to appeal this decision may first choose to request a review by the board of management, via a 'BOMR1 Form', available from the school office caracss@lmetb.ie and on the school's website www.caracss.ie , for it to be reviewed by the board of management of Enfield

Community Special School. Such a review must be sought by the Applicant within twenty-one calendar days of the school's decision to refuse to admit. However, if a different time period for the bringing of such an appeal is specified by the Minister for Education after the publication of this Policy, same shall apply instead. Completed BOMR1 Forms should be submitted to the school office or online by emailing caracss@lmetb.ie. (An applicant may withdraw a request for review at any time prior to the conclusion of the review by notifying the board of management in writing to that effect.)

Alternatively, s/he may choose to apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998. Appeals must be made in writing on a 'Section 29 Appeal Form' and must be submitted to the Section 29 Appeals Administration Unit in the Department of Education. The 'Section 29 Appeal Form' may be downloaded from the Department's website or may be obtained directly from the Section 29 Appeals Administration Unit in the Department of Education. Contact details for the Unit are available on the Department's website. As per the Department of Education's *'Procedures for hearing and determining appeals under section 29'*, such an appeal may not be brought later than 63 calendar days after the initial decision to refuse admission.

If an Applicant who seeks a review by the board of management is not satisfied with the decision of the board of management, that Applicant may also apply to bring an appeal to an Appeals Committee established by the Minister for Education under section 29A of the Education Act 1998, as outlined in the immediately preceding paragraph.

5.2.3. Basis for a review by the board of management:

As required by section 29C(2) of the Education Act 1998, any request for the board of management to review a decision of the school to refuse admission must be based on the implementation of this Admission Policy, the content of the school's Admission Notice and also set out the grounds of the request to review the decision.

6. 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 board to provide a patron or another board 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 provided by the board may include all or any 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).

7. Review

Date of Approval by the Patron:	9 January 2024
Date of review & Approval by the Patron	22 January 2025
This policy will be reviewed in:	September 2025



Signed:

Date: 22/01/2025

Fiona Kindlon

Single Manager Cara CSS, Enfield, Co. Meath