



# Hospital School CHI at Temple Street

Temple Street, D01 YC67, Ireland

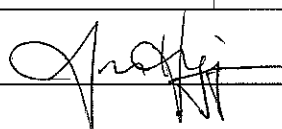
Phone: (01) 878 4630 Email: school@cuh.ie www.templestreethospitalschool.com

## ADMISSIONS POLICY

EDITION NO.	6
DATE OF ORIGINAL ISSUE	31 <sup>st</sup> May 2005
DATE OF THIS ISSUE	29 <sup>th</sup> November 2022
REVIEW INTERVAL	ANNUAL
AUTHORISED BY	BOARD OF MANAGEMENT
NUMBER OF COPIES	3
AUTHOR	Ann Higgins
LOCATION OF COPIES	School Board/Staff Members/Patron

DOCUMENT REVIEW HISTORY		
Date	Reviewed by BOM	Review Date
31 <sup>st</sup> May 2005	Yes	May 2008
14 <sup>th</sup> October 2008	YES	14 <sup>th</sup> October 2010
30 <sup>th</sup> April 2013	YES	April 2018
April 2018	YES	May 2019
May 2019	YES	June 2020
November 2023	YES	

Ratified on

 29/11/22

Signed:

  
Sr. Sior Cosgrove, Chairperson

Primaryonshares:Policies/Admissions Policy 2022

Principal: **Ann Higgins** Deputy Principal: **Ciara Jenkins** Roll No: 17890H  
Charities Regulator No. 20139674



ITEM	CONTENTS
1	GENERAL INFORMATION
1	INTRODUCTION
2	RATIONALE
3	CHARACTERISTIC SPIRIT OF THE SCHOOL
4	SCHOOL DETAILS
	PROCEDURES
5	APPLICATION PROCEDURES
6	PROVISION OF KEY INFORMATION BY PARENTS
7	DECISION MAKING and CRITERIA for EXCESS APPLICATIONS
8	ADMISSION DATE
9	ADMISSION OF CHILDREN WITH SPECIAL NEEDS
10	ADMISSION
11	TRANSFER OF STUDENTS
12	CODE OF BEHAVIOUR
13	STORAGE AND SECURITY
14	SUCCESS CRITERIA
15	ROLES AND RESPONSIBILITIES
15.1	BOM
15.2	Principal
15.3	Staff Members
16.	Timeframes
16.1	Implementation
16.2	Responsibility for Review
17.	Ratification

## **1. GENERAL INFORMATION**

### **1. INTRODUCTORY STATEMENT**

- 1.1 The Board of Management of Hospital School CHI at Temple Street hereby sets out its Admissions Policy to inform and assist students, parents, staff, the hospital community at CHI at Temple Street, mainstream schools and other interested parties with the Admission process. The Chairperson of the Board of Management or the Principal will be happy to clarify any further matters arising from this policy.
- 1.2 The policy has been formulated in compliance with Admission to School Act 2018 - this Act amends sections of the Education Act 1998, Education Welfare Act 2000 and the Equal Status Act 2000.
- 1.3 The Admissions Policy specifies criteria and procedures for Admission to and participation in the school, characteristic spirit of the school, school arrangements for students who do not wish to attend religious instruction, criteria to be applied when there are excess students over places, expulsion and suspension of students, Admission to and participation by students with disability and other special educational needs and respect for the rights of parents to send their children to a school of the parent's choice.
- 1.4 The plan to relocate Temple Street and Crumlin Hospital Schools to the site of the new CHI at St. James's Gate, Rialto, Dublin 8 has been a significant factor in the inception of a common hospital school Admissions policy.

### **2. RATIONALE**

- 2.1 Hospital School CHI at Temple Street is a recognised special school (physical disability) regulated and funded by the Department of Education and Skills (DES) and located in CHI at Temple Street. Its function is to provide for an education to students who because of medical needs have been hospitalised or are unable to access their mainstream school.
- 2.2 Hospital School CHI at Temple Street admission records, when submitted to the DES, provide the necessary information for staffing levels and allocation of funding.
- 2.3 The Admissions Policy is an efficient and effective system which enables parents/guardians/medical staff to request access for patients to Hospital School CHI at Temple Street in order that they may continue education while receiving treatment.
- 2.4 This policy allows school staff to prioritise patients who are long-term / recurrent admissions, optimise service, maximise resources and comply with the Infection Control Policy of CHI at Temple Street.

### 3. CHARACTERISTIC SPIRIT OF THE SCHOOL

- 3.1 Within the context and parameters of DES regulations and programmes, the rights of the patron as set out in the Admission to School Act 2018 and the funding and resources available-the Admissions Policy of Hospital School CHI at Temple Street underpins the key principles of inclusiveness and equality.
- 3.2 Hospital School CHI at Temple Street is a Roman Catholic School, which welcomes students of all faiths and none. Respect, equality of access and participation in the school is afforded to students holding a diversity of values and beliefs, traditions, languages and ways of life. We welcome the rich contribution students from a multiplicity of cultures which adds to the social fabric and education in our school. The school does not discriminate on any of the following grounds:
- 3.2.1 Gender
  - 3.2.2 Civil status
  - 3.2.3 Family status
  - 3.2.4 Sexual orientation
  - 3.2.5 Religion
  - 3.2.6 Disability
  - 3.2.7 Race
  - 3.2.8 Traveller community
  - 3.2.9 Special Educational Needs
- 3.3 School arrangements may be put in place for students who do not wish to attend religious instruction/activities/ceremonies or whose guardians indicate that they do not wish their children/young people to attend or participate in religious instruction/activities/ceremonies
- 3.3.1 The student may be withdrawn from the group participating in the religious class/ceremony and while remaining in the same classroom as the main group be given an alternative independent activity to be undertaken separate to the group.
  - 3.3.2 Subject to the availability of staff and space, the student may be withdrawn to a different room and taught by a different teacher or if the alternative group is not age appropriate, engage in independent work while supervised by the second teacher. The student may return to the ward during this time and, on request, an alternative independent activity given to him/her to be undertaken at the bedside.
  - 3.3.4 The student may be facilitated to continue his/her own religious education or referred to the hospital chaplaincy who have access to representatives of all Faiths.
- 3.4 Hospital School CHI at Temple Street is a hospital school whose ethos is to provide education in a caring and compassionate way, ensuring that resources are in place to facilitate access to patients with a variety of disabilities.

- 3.5 Hospital School CHI at Temple Street prioritises the acquisition of new/extra resources or system changes which may be required to enable equal access for all our students.

#### 4. SCHOOL DETAILS

School Name:	Hospital School CHI at Temple Street
Telephone:	01 8784630
Email:	<a href="mailto:ann.higgins@cuh.ie">ann.higgins@cuh.ie</a>
Website:	<a href="http://templestreethospitalschool.com">templestreethospitalschool.com</a>
Denomination:	Roman Catholic School
Patron:	Archbishop of Dublin
Trustees:	Sisters of Mercy, South Central Province
Staff:	Principal, Deputy Principal, 2 Primary Teachers, 2 Secondary Teachers, 1 SNA, Classroom assistant and part-time school secretary.
Opening Hours:	9.20 a.m. – 3.00 p.m.
Class Range:	Primary School, Junior Infants – 6 <sup>th</sup> Class Post Primary School, 1 <sup>st</sup> year – 6 <sup>th</sup> year
School Curriculum:	Primary, as prescribed by DES (1999) Primary School Curriculum adapted to the requirements of students with medical needs. Post Primary, as prescribed by the DES adapted to the requirements of students with medical needs, State Exams facilitated.
Funding:	Funded by DES, grants and monies vary, capitation is dependent on Admission.

#### 5. APPLICATION PROCEDURES

- 5.1 Children and young adults can be enrolled in the hospital school throughout the School year by either their parents/guardians or on referral from medical staff.
- 5.2 Parents/guardians are informed about the hospital school service by
- 5.2.1 School Brochure
  - 5.2.2 Hospital Website
  - 5.2.3 Notice in Hospital Admission Office

#### 6. PROVISION OF KEY INFORMATION BY PARENTS/GUARDIANS

- 6.1 The Hospital School Board of Management requires the following information to enroll a student in the hospital school.
- 6.1.1 Name of Student
  - 6.1.2 Address of Student
  - 6.1.3 Date of Birth of Student
  - 6.1.4 Name and contact number of Parent/Guardian
  - 6.1.5 Date of Admission
  - 6.1.6 Details of medical condition
  - 6.1.7 Name/Address/Contact Number of mainstream school

- 6.1.8 Name of Principal of mainstream school
- 6.1.9 Name of SNA of base school (if applicable)
- 6.1.10 Special Education Needs
- 6.1.11 Resource Hours
- 6.1.12 Other relevant information.

## 7. **DECISION MAKING and CRITERIA for EXCESS APPLICATIONS**

- 7.1 Decisions relating to applications for admission are made by the Board in accordance with the Hospital School CHI at Temple Street Admissions Policy.
- 7.2 As a general principle, and in so far as it is practicable having regard to the Admissions Policy, children will be enrolled on application, provided there is adequate supervision to accommodate both their care and educational needs.
- 7.3 The Board is bound by the rules of the DES, which provides that students may only be enrolled from the age of four years and upwards and that compulsory attendance does not apply until the age of six years.
- 7.4 **The admission criteria used by the Board of Hospital School CHI at Temple Street to determine admission to the school;**
  - Children/Adolescents who are
    - 7.4.1 Inpatients of CHI at Temple Street
    - 7.4.2 Repeat patients
- 7.5 Students are facilitated to sit State Examinations
- 7.6 **Criteria to be applied when there are student applications in excess of places available:**
  - Priority pupils. These are pupils who have been referred by medical staff and /or guardians, who are deemed long term/ recurrent patients because of their acute or chronic medical condition
    - 7.6.1 Inpatients who are long-term
    - 7.6.2 Patients who are repeat admissions
    - 7.6.3 Patients who are preparing for State or those sitting house examsStudents may be timetabled to ensure equality of access.
  - 7.6.4 Patients who are receiving treatment on a once off basis, the duration of which is unsure (less than a week), but who have been referred as medically fit for school
  - 7.6.5 Students with special educational or social needs or who need special accommodation
- 7.7 It is the Board's intention to deliver an education service to all patients who satisfy the above criteria. However, on occasion, the Infection Control Policy of CHI at Temple Street may prevent admission or reduce access to the school and limit the educational service that can be provided.

## **8. ADMISSION DATE**

- 8.1 The Board of Hospital School CHI at Temple Street operates a flexible admission date to accommodate the daily admission and discharges from CHI at Temple Street.
- 8.2 Patients may be enrolled throughout the school year, subject to availability of personnel and space while satisfying the criteria outlined above.

## **9. ADMISSION OF CHILDREN WITH SPECIAL NEEDS**

- 9.1 On application for admission of students with special needs. The Board of Hospital School CHI at Temple Street reserves the right to request a copy of the pupil's medical and/or psychological report together with an Individual Educational Plan (IEP) from the base school /CHI at Temple Street or where such a report is not available to request that the pupil be assessed immediately.  
The purpose of the assessment report is to assist the school in establishing the educational training needs of the student relevant to his/her disability or special needs and to profile the support services required.
- 9.2 The Board may sanction, when funding is available, the procurement of specialised teaching resources or equipment necessary to provide a relevant education to students with special needs.
- 9.3 Staff of Hospital School CHI at Temple Street will consult with parents and where possible attend the multi-disciplinary meetings/case conferences which are held to discuss the pupil's needs.

## **10. PROCEDURE FOR ADMISSION**

- 10.1 Staff identify prospective pupils from the daily report of patients aged between four years and eighteen years which is taken from CHI at Temple Street database and forwarded by email to the school.
- 10.2 Hospital School CHI at Temple Street staff liaise with CHI at Temple Street staff and parents/guardians if available confirming which patients are medically fit to receive education and where those patients should receive education; at the bedside/ward classroom/main classroom. Students who are mobile and non-infectious attend the main classroom.
- 10.3 Students who are permitted to attend school are escorted to and from their respective wards by their own parents/guardians, Hospital School CHI at Temple Street staff or CHI at Temple Street staff.

- 10.4 Students who are to receive education at the bedside will be visited by peripatetic teachers during the school day. These sessions may be timetabled, in consultation with students/ward staff/multi-disciplinary teams and/or parents/guardians to facilitate medical procedures/treatments or appointments.
- 10.5 TSHS staff will request key information necessary for admission from the following:
- 10.5.1 Parents/guardians
  - 10.5.2 CHI at Temple Street staff (consultant, ward staff, members of the multi-disciplinary team).
  - 10.5.3 Hospital database
  - 10.5.4 Mainstream school
  - 10.5.5 Hospital schools
- 10.6 Hospital School CHI at Temple Street staff will register and record student information and attendance in school database. These records must be made available for inspection by Department of Education and Skills (DES) on request. To obtain appropriate staffing allocation and funding from the DES, Hospital School CHI at Temple Street is required to submit an annual report of number of students enrolled on 30<sup>th</sup> September to Department of Education.

## 11. **TRANSFER OF STUDENTS**

- 11.1 The BOM of Hospital School CHI at Temple Street recognises that students transfer to our school from mainstream primary and post primary schools, special schools, including hospital schools throughout the school year and this is done subject to school policy, available space and resources.
- 11.2 Long-term patients and students from specialties including Renal/Neurosurgery/Respiratory/Metabolic who have been in attendance in Hospital School CHI at Temple Street , will, on request and in accordance with the Education Welfare Act 2000 be furnished with a report of attendance and their educational progress records.
- 11.3 Attendance records will be made available to Túsla on request.

## 12. **CODE OF BEHAVIOUR**

- 12.1 In accordance with The Education Welfare Act 2000 there is a Code of Behavior in operation in Hospital School CHI at Temple Street. This code is drawn up specifically for a hospital school, taking into account the special circumstances of our students. When students are receiving an education service, the Code of Behavior is in operation, whether in the main classroom, satellite classrooms or at the bedside.
- 12.2 Hospital School CHI at Temple Street Code of Behaviour may be viewed in each classroom.



### **13. STORAGE AND SECURITY**

- 13.1 Information inputted on the school database is stored on the secure server for CHI at Temple Street.
- 13.2 Roll Books for previous years are stored securely adjacent to school office.
- 13.3 Roll Books prior to 2000 have been submitted to the National Archives.

### **14. SUCCESS CRITERIA**

- 14.1 Patients of CHI at Temple Street who satisfy the admission criteria will have access to a high quality education service from Hospital School CHI at Temple Street.
- 14.2 The admission process will appear seamless to patients of CHI at Temple Street, their families and the staff.
- 14.3 The criteria and procedures for admission to and participation in the school will be transparent and available for inspection by students, parents, staff and all stakeholders.
- 14.4 The Admissions Policy will ensure the optimum use of staff and resources. Students' learning opportunities will be maximised and will continue their education while in hospital.
- 14.5 Success of the Admissions Policy may also be judged by information/feedback received from parents, students, mainstream schools and hospital staff.

### **15. DUTIES OF THE BOARD OF MANAGEMENT**

It is the responsibility of the Board of Management to

- 15.1 Formulate, approve and ratify the policy in accordance with legislation and DES Policy.
- 15.2 Review policy regularly
- 15.3 Communicate policy to staff, parents, students, DES, CHI at Temple Street community and other interested parties.

### **DUTIES OF THE PRINCIPAL**

- 15.4 Alert the Board when changes are necessary
- 15.5 Initiate Review
- 15.6 Collaborate with staff on necessary changes
- 15.7 Formulate draft for submission to the BOM for approval
- 15.8 Disseminate Admissions Policy and ensure compliance and manage full Implementation

### **DUTY OF STAFF MEMBER**

- 15.9 Read and understand the policy and Appendices I, II and III.
- 15.10 Comply with and implement as ratified
- 15.11 Alert principal if policy is not fit for purpose
- 15.12 Highlight where changes/amendments may be required
- 15.13 Collaborate in the formulation and review of changes for submission to BOM.

### **TIMEFRAME FOR IMPLEMENTATION**

- 16. With immediate effect.

### **TIMEFRAME FOR REVIEW**

- 16.1 Annually

### **RESPONSIBILITY FOR REVIEW**

- 16.2 Board of Management Hospital School CHI at Temple Street