



**Glanmire Community College
Enrolment/Admissions Policy 2019/2020**

Glanmire Community College

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Glanmire Community College (GCC) is a second level school for boys and girls under the co-patronage of the Cork Education and Training Board (Cork ETB) and the Diocese of Cork and Ross.

The fundamental purpose of GCC is expressed in our Mission statement:

“Glanmire Community College strives to be a happy, safe, caring and inclusive Christian community that promotes quality teaching and learning in an environment of mutual respect.”

GCC endeavours to provide the best possible education for all its students, taking account of each individual’s unique talents, aptitudes and interests. The pursuit of academic excellence is a central feature of college life. Cultural, spiritual and physical development are strongly supported in the college and given expression through a wide range of co-curricular activities.

The enrolment policy of **Glanmire Community College** has been formulated in accordance with the provisions of the Education Act 1998, The Education Welfare Act 2000 and the Equal Status Act 2000 in order to assist Parents and Guardians of both prospective and existing pupils in relation to enrolment matters. The Principal, as secretary to the Board of Management, will be happy to clarify any further matters arising from the policy. This policy statement was ratified by the Board of Management on 13 May 2019 and replaces all previous Admissions/Enrolment policies.

Applications to First Year

Each year at its September meeting, the Board of Management will decide on a closing date for the receipt of applications into first year for the following school year. Please note the closing date is normally the last Friday before October mid-term.

Primary Schools listed as Feeder Schools in this Policy

In the period September to October of each year the Principal and/or Deputy Principal will visit the named feeder primary schools on our enrolment policy. With the permission of the principal of the primary school, a presentation about Glanmire Community College will be given to 5th & 6th class pupils. Only 6th class pupils will be given the opportunity to apply to the school. Each 6th class pupil will receive an application form, a prospectus and a letter. The Principal and/or Deputy Principal will be available to meet parents of prospective pupils for discussion or to answer any queries concerning the ethos in GCC and the curricular programmes offered.

Primary Schools NOT listed in this Policy

In the period September to October of each year the Principal and/or Deputy Principal will visit primary schools not listed as feeder schools in this policy document. The Principal of the primary school will be asked to distribute, on behalf of GCC, a school prospectus and letter from the principal to 5th & 6th class pupils. The Principal and/or Deputy Principal will be

available to meet parents of prospective pupils for discussion or to answer any queries concerning the ethos in GCC and the curricular programmes offered.

For primary schools NOT listed in this policy document, application forms will only be available from the College's Administration office. When receiving an application form, parents of applicants from such schools are advised to familiarize themselves with the school's enrolment policy (available by request and/or on the school's website glanmirecc.ie); in particular, Table 2 Criteria which is used to prioritize children for enrolment and also to note the closing date for receipt of applications.

Open Evening

An Open Night at the college will occur in the early part of the first term each year. The date of this night will be advertised in September 2019. The Principal, Deputy Principal and other staff members (such as the First Year Year Head and Learning Support Coordinator) will address parents and applicants. The aim of this meeting is to allow potential students and their parents see how the school operates. The classrooms and specialist rooms are open and teachers are available to answer questions on the academic and extra-curricular programmes that the school offers.

Parents of applicants are advised to visit the school website www.glanmirecc.ie and to study the College Prospectus, to familiarize themselves with the ethos of the school, the school's enrolment policy, closing date for applications and the student activity fee.

Enrolment Process

The process of enrolment, including the closing date for the receipt of applications, will be made public by means of one, some or all of the following:

1. *On our school website*
2. *At our Open Evening*
3. *By means of a letter distributed to all primary schools listed as Feeder Schools in this policy document.*
4. *Through an advert placed in the local media*

Parents or Guardians seeking to enrol a child in their care to first year in Glanmire Community College are requested to return a completed Enrolment Application form to the college before the closing date along with any supporting documentation required:

1. The application form must be completed in full and be factually correct. Any incomplete application form will be considered invalid.
2. Parent(s)/guardian(s) and the child applying for a place must give their consent in writing to the college's Code of Behaviour (ref: Enrolment Application Form).
3. Enrolment can be refused in the event that parents/guardians of children do not provide such written confirmation.
4. Students who are eligible for admission into First Year must have reached the required age of 12 years old on the 1st of January in the calendar year following the child's entry into First Year.
5. Students will only be eligible for admission to First Year from 6th class in Primary School.

6. Equality of access is the key value that determines the enrolment of children to Glanmire Community College. No child will be refused admission for reasons that are contrary to the principles outlined in the Education Act 1998, the Education Welfare Act 2000, the Equal Status Act 2000 and the Education of Persons with Special Educational Needs Act 2004.

While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Glanmire Community College seeks to balance this right with the rights of the existing school community. In particular, any decisions taken regarding enrolment cannot be prejudicial to the rights of the students already enrolled in the college. This requires balanced judgements, which are guided by the principles of natural justice; using fair and transparent procedures.

7. At its November meeting the Board of Management will determine the maximum number of children to be enrolled in first year in any one year, bearing in mind the criteria outlined in table 1 below.
8. Parents/guardians of successful applicants and those refused admission will receive a letter within fourteen days of this Board meeting confirming whether a place will be offered to their son/daughter.
9. Applicants will be required to provide written acceptance of the place within fourteen days of receiving the offer from the school. To accept this place parents must return the student registration form by the assigned date accompanied by a cheque, postal order or bank draft for €250 made payable to 'Cork ETB'. The €250 contributes towards the cost of book rental scheme, 24 hour pupil insurance, school journal, photocopying, upgrading school facilities, buses for activities, swimming and other expenses in first year. Please note we cannot accept cash as a means of payment. If you have any difficulty in paying this money, please contact the Principal, in confidence, so that a suitable arrangement can be put in place for you.
10. Every effort is made to accommodate applicants for whom it is clear GCC is their first choice of secondary school.
11. It is important to note that if an applicant accepts the offer of a place in the college and subsequently declines the offer, the €250 paid towards the student development fund on acceptance of the place will not be refunded. It is vital therefore that students and their parents/guardians are fully committed to taking up a place in the college before accepting the offer.

Table 1: Criteria determining maximum number for enrolment.

On any given year, the college plans to enroll 180 students in First Year. This figure is set annually by the Board of Management and is subject to review, depending on the overall school enrolment and the criteria set out below:

- The culture and ethos of the college community as defined in the mission statement.
- The balance between male and female pupils.
- Availability of space in classrooms and limits to the number of students in each classroom dictated by Health and Safety requirements.
- The availability of specialist classrooms
- The availability of sufficient space along corridors and in social areas.
- Availability of grants and teaching resources provided by the Department of Education and Science.
- The ability of the college to cater for the educational needs of children.
- Department of Education and Science maximum class size directives.
- The maximum number of students that can be enrolled in the school. The school's maximum allowed enrolment is 1100 students.

In the event that the number of children seeking enrolment in any year exceeds the number of places available it is the responsibility of the Board of Management to determine the total number of applicants for admission who best fit the admission criteria.

The criteria outlined in Table 2 will be used to prioritize children for enrolment.

- If, when any one of the categories below is reached, the full quota of places available would be exceeded if all applicants within that category were accepted; the remaining available places will be filled by means of a lottery involving all the applications within that category.
- Any applicant not offered a place will then be placed on a waiting list based on that lottery.
- Applicants in all subsequent categories will be placed in order on the waiting list, based on a lottery within each category.
- Applications received after the closing date will be considered only after all applications received before the closing date, have been accommodated.
- The waiting list for each particular year will cease to exist on the last day of June prior to the opening of the college for the relevant academic year.

Table 2: Criteria used to prioritize children for enrolment.

1. Brothers and sisters of students who are attending or who have attended Glanmire Community College.
2. Children whose parent attended Glanmire Community College and who continue to live in the greater Glanmire area.
3. The children of college staff members, former staff members and members of the Board of Management.
4. Children who are the eldest in the family and attend one of the primary schools listed as a Feeder Primary School in this policy document.
5. Children who are not the eldest in the family and attend one of the primary schools listed as a Feeder Primary School in this policy document.
6. Any applicant not covered within the criteria 1-4.

The primary schools listed as Feeder Primary Schools are as follows: (*in no particular order*): Brooklodge NS, St Josephs NS Riverstown, New Inn NS, Glounthaune NS, Knockraha NS, Little Island NS, Watergrasshill NS, Upper Glanmire NS, Leamlara NS and Gaelscoil Ui Drisceoil.

The Board of Management will reserve 10 places which will be allocated at the Board's discretion. These places will be used to consider exceptional cases, for example, where the eldest child has attended a post primary school that caters specifically for students with a moderate or profound learning disability.

Following the receipt of applications, and the provisional allocation of places, each pupil may be required to attend for interview with his/her parents/guardians on a day and time that will be notified to them. Where an interview is requested by the school, failure to attend for interview without furnishing adequate notice and/or reason can lead to the offer of a place being withdrawn.

An Assessment Examination is held for all incoming First Year students. The purpose of this examination is to assign each incoming student to a mixed ability class group. This examination has no bearing on admissions criteria and is held after places have been assigned to incoming First Years.

The college will arrange an Option Subject information session for new students and their parents/guardians prior to the commencement of the academic year.

Students who move into the catchment area after the start of the school year (or apply after June 30th for the following September) and apply for entry into First Year in the college will be offered places subject to the criteria in Tables 1 and 2.

Applications to Enrol in Glanmire Community College after the start of the School Year

(a)

Applications to enrol a student will be considered subject to the conditions outlined below.

Except in exceptional circumstances, for example, a family moving into the area, applications will not be accepted after the school year has commenced. When considering applications for transfer the following steps will be taken:

Step 1: The Principal and/or Deputy Principal of GCC will contact the current/previous school of the applicant. The school will request a completed student reference form signed by the Principal/Deputy Principal of the applicant's most recent school. Applicants are asked to note that a follow up telephone call can be made to the student's current/past school to discuss the particular circumstances of the transfer application, the student's disciplinary record and the current needs of the student.

Step 2: The school will investigate if there is a place available in the school based on the school's overall intake.

Step 3: The school will investigate if there is a place available in the Year group to which the student is applying. Please note students can only apply to one individual Year Group

Step 4: The school will investigate if the subject options the student wishes to pursue are available in the school. Applicants are reminded that The Board of Management reserves the right to refuse the offer of a place to any applicant where the school cannot offer the student the subject(s) requested by the applicant.

Step 5: The principal and/or deputy principal will meet with the student and their parents

Step 6: When the school has made the decision to support the application the applicant is asked to complete an application form.

All applications from the parents / guardians of students requesting a transfer from another post-primary school to GCC must contain the following documentation.

- A completed application form.
- A copy of Birth Certificate
- The two most recent school assessment reports.
- A completed student reference form signed by the Principal/Deputy Principal of the applicant's most recent school.
- A letter explaining the reason for the application.

(b)

The Board of Management reserves the right to refuse the offer of a place to any applicant on the following basis:

1. That no suitable accommodation/ place exists in the year group.
2. That the school cannot offer the student the subject(s) requested by the applicant.
3. That an offer of a place at the time may have a negative impact/outcome on students already enrolled in the school
4. That an offer of a place may have a negative impact/outcome on the student himself/herself.
5. That the applicant has been expelled from another Post Primary school.
6. That the applicant has a poor disciplinary record in another school.
7. That the applicant already has a place in another post-primary school in the area.

Please note where a place is offered to an applicant it will be offered on a provisional basis initially. The parents / guardians of the student must be willing to accept the school ethos and to provide written confirmation that the parents/guardians and the student accept the Code of Behaviour of the school.

During this period the student's disciplinary record will be monitored on a frequent basis. The student will be offered a place on a permanent basis when the Principal, Deputy Principal, Year Head and Class teacher deem the student's behaviour to be acceptable.

Transition Year, Leaving Certificate Applied & Leaving Cert Vocational Programme

The decision to offer these programmes is taken on an annual basis by school management. The number of places available on these programmes will be determined each year by the School Management, having regard to the resources available within the college.

The parents/guardians of students in third year (Junior Certificate) will be invited to attend an information session wherein the procedures for applying for places on the programmes will be outlined. Students will be required to return a completed application form by the notified closing date.

Applicants may be required to attend for a suitability interview with the Programme Co-ordinator who will make a recommendation to the Principal on whether a place should be offered to a student.

A decision to offer a place will be based on the following criteria.

- The academic record of the student.
- The disciplinary record of the student.
- Performance at interview.
- Suitability of the applicant to the programme.

The final decision on whether a place should be made available to a student will be made by the Principal.

The signed Contract of Learning and Code of Conduct must accompany confirmation of acceptance to the Transition Year or the Leaving Certificate Applied Programme.

Pupils wishing to repeat a year

The school does not offer repeat Leaving Certificate courses. For other year groups consideration will only be given to students wishing to repeat a year in exceptional circumstances and for reasons acceptable to the Department of Education & Skills as set out in circular letters M57/87, M33/89, M47/93 and M2/95.

Appeal Process

The school reserves the right to refuse an application for admission in exceptional circumstances, for example, where a student poses an unacceptable risk to the health and safety of the students and staff of the school and/or to school property or where a student may present with such a degree of special educational needs that even with additional resources by the Department of Education and Skills the school would not be able to reasonably accommodate the student concerned.

Appeals Process:

Parents of applicants who have been refused a place may appeal this decision in the first instance to the Board of Management. Such appeals must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal, and lodged within 14 days of receiving a letter of refusal.

If parents are dissatisfied with the result of an appeal to the Board of Management, they may appeal the decision to the Chief Executive of Cork Education and Training Board (E.T.B.) and thereafter to the Secretary General of the Department of Education and Skills.

Glanmire Community College Enrolment Policy for ASD Programme

School Mission Statement

"Glanmire Community College strives to be a happy, safe, caring and inclusive Christian community that promotes quality teaching and learning in an environment of mutual respect"

ASD Programme Mission Statement

The development of an Autistic Spectrum Disorder (ASD) programme in Glanmire Community College (GCC) is based on the philosophy of educational inclusion such that students with specialised needs should receive their education within the most supportive environment with a focus on realising the full potential of each individual student. The ASD programme in GCC will develop the students' life skills and prepare them for life after school in an ever evolving model of best practice.

GCC's ASD Programme:

1. Will enrol pupils whose educational needs can be met by the available model of service.
2. Will give priority in the enrolment policy to students who are already enrolled in the GCC
3. Will (after number 2 above) give priority to applications for enrolment into 1st year of the programme
4. Stipulates that a student cannot apply for a place in both the mainstream school and GCC ASD Programme. An application to the GCC ASD Programme carries with it an acknowledgement that said student requires support that can only be provided by participation in our ASD programme.
5. Can enrol a maximum of 12 students. Under Department of Education and Skills guidelines the maximum number of students enrolled in the two special classes of the GCC ASD Programme is 12 students.
6. In cases where the attendance of a student enrolled in the ASD programme is of a nature that causes the ASD programme Staff and School Management to be significantly concerned about his/her commitment and engagement to the programme, the impact on the attendance/non-attendance on the progress of the other students enrolled on the programme, and the possibility that a place is being denied to a more suitable applicant, the case for the students removal from the programme will be referred to the Board of Management.

1. Enrolment Procedures

1.1 Glanmire Community College requires that all applications are accompanied by documentary evidence that proves conclusively that the applicant has been diagnosed with an Autistic Spectrum Disorder in accordance with DSM IV, DSM V or ICD 10 by an approved multi-disciplinary team, specialist / team of specialists in the fields of educational psychology / clinical psychology / child psychiatry. We require that parents/guardians of applicant pupils provide the college with a full, written original diagnostic history. Psychological reports / Occupational Therapy reports / Speech and Language Therapy reports, or any other reports, which refer to the original diagnosis, will not be accepted in lieu of the original written diagnosis.

1.2 In order to best support students and without affecting their eligibility for a place in the GCC ASD Programme we require that we are made aware of:

- 1) Any additional medical conditions and / or dietary restrictions / requirements that the individual may have.
- 2) Any medications that the applicant pupils may be in receipt of either at home or in the course of the school day.

1.3 In order to determine our suitability for a student we strongly recommend that applicant students have School Transition Reports completed by a psychologist in conjunction with the feeder school and parents/guardians. Ideally all applicant students should have a School Transition Report but it is especially important for applicant students whose most recent psychological, cognitive, multi-disciplinary, educational, developmental, clinical assessment etc. are more than three years old by the [Date to be confirmed] in question. The application of students without a School Transition Report may be affected if these are not provided.

1.4 School Transition Report and most recent psychological/cognitive/multi-disciplinary etc. assessment must recommend placement in an ASD special class in a mainstream post-primary setting. Students without such a recommendation are not eligible. The GCC ASD programme is not designed to meet the educational needs of students with a recommendation for a special school placement. Students with a recommendation for an ASD class will be given priority over students with a joint recommendation for an ASD class and/or a Special School.

1.5 Where a School Transition Report is not available applications should have a "Statement of Need" from the relevant HSE service. In this instance the student's current school will also be asked to complete a School Transition Report. Applications without a "Statement of Need" or school completed School Transition Report where needed may be affected by their absence.

1.6 In September of the year prior to potential entry into the GCC ASD Programme staff will contact both the parents/guardians of the applicant student and subsequently their school to arrange a school visit. Parents/guardians will be made fully aware of the date, time and nature of this visit.

1.7 In order to determine our suitability for a student we require that the Principal and/or selected member/members of the ASD Programme staff are facilitated in interviewing the

Principal of the feeder school and/or any other school personnel (such as mainstream teachers, resource teachers and Special Needs Assistants) who are deemed to have played a significant role in the applicant pupil's education to that point. Consultation with the SENO will also be part of this process.

1.8 To determine our suitability for a student we require that the parents/guardians of the applicant pupil, and the Principal of the feeder school, agree to facilitate a selected member/members of the ASD team in conducting as many observations as appropriate of the pupil in his/her current educational placement.

1.9 In order to determine our suitability for a student we require that the feeder school, with parental permission, supply the GCC ASD Programme staff with copies of the applicant students' work, their up to date attainments and their most recent IEP.

1.10 Parents/guardians of applicant students will be informed of the outcome within ten working days of relevant steering committee meeting.

1.11 Parents/guardians of students offered a place in the GCC ASD Programme will inform GCC of their decision to accept or turn down a place in the GCC ASD Programme within ten working days of the offer letter being posted.

1.12 Once a student has been offered a place on the programme he/she will be invited to participate in a transition programme the following May in GCC. We regard students' participation in the transition programme to be essential in ensuring their smooth transition to their new environment, as well as in facilitating ASD Programme staff in making any necessary academic/other reasonable accommodations for the pupil in a pre-emptive and responsible manner.

2. Enrolment of First Years into the ASD Programme

2.1 Only applications from 6th Class Primary School will be considered.

2.2 Each year at its September meeting, the Board of Management will decide on a closing date for the receipt of applications to First Year in the ASD programme for the following school year. All applications must be received by GCC on or before the closing date which is normally the last Friday before October mid-term.

2.3 Students who apply must have a diagnosis of Autistic Spectrum Disorder (DSM-IV, DSM-V/ICD 10) and supporting original documentation in order to be considered for enrolment in the GCC ASD Programme. This documentation being in-date (in the previous 3 years) can be a determining factor in the allocation of places. Students must also have a written recommendation for placement in an ASD special class in a mainstream secondary school setting.

2.4 Students who apply must have learning needs of not less than mild general learning disability in order to be considered for enrolment in the GCC ASD Programme and will be enrolled subject to the suitability of the GCC ASD Programme to meet their needs.

2.5 Students who apply must in the judgement of the GCC Steering Committee have an ability to meaningfully participate in mainstream classes in order to be considered for enrolment in the GCC ASD Programme.

2.6 Students must have a reasonable expectation of being able to follow school rules to be considered for enrolment in the GCC ASD Programme.

2.7 Priority will be given to those students who are in the judgement of the GCC ASD Programme Steering Committee most able to meaningfully participate in mainstream classes and education but would be unable to do so without the support provided by the GCC ASD Programme.

2.8 Where the number of students meeting the above criteria to an equal degree exceeds the number of places available priority will be given in accordance with the criteria of mainstream enrolment policy.

2.9 The Principal of Glanmire Community College and the ASD Programme teaching staff will carry out the enrolment procedures as set out in the criteria for mainstream selection.

2.10 Following the finalisation of these procedures the applicants(s) will be brought to the steering committee for the selection of those students who will be offered places in the GCC ASD Programme.

2.11 In making its decision, the steering committee will have regard for relevant Department of Education and Skills guidelines in relation to special class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of existing and prospective students.

2.12 All applications, offers of enrolment and continuing enrolment are subject to signing of, adherence to and ability to adhere to the school's Code of Behaviour.

2.13 The steering committee and Board of Management of GCC respect the rights of the existing school community and students already enrolled. This will be taken into account when assessing entry into the GCC ASD Programme.

3. On-going review of students in the ASD Programme

3.1 As learning needs may change over time, a student's enrolment in the GCC ASD programme will be kept under continual review by the school. This review will be on an ongoing basis (but at a minimum, a review will take place once a year) and will include a careful examination of the student's progress in achieving his/her learning targets. This review process will consider the student's progress and the GCC ASD Programme's ability to meet his/her needs and deliver the most beneficial educational programme.

3.2 The review will include regular assessing of:

- The academic, social and behavioural benefits of the student being enrolled in the GCC ASD Programme.
- The level and quality of mainstream participation.

- Students' progression through IEPs.

3.3 The review will include the student's views and those of parents, teachers and other relevant professionals. The review will look at the suitability of the special class placement and whether the student's needs might be best addressed in a mainstream setting or whether a more supported setting is required (e.g. special school setting).

3.4 In cases where it is our professional opinion that a student is not benefitting from his/her place in the GCC ASD Programme this will be discussed with parents and referred to the Board of Management to assess suitability for continuance on the programme. It will also be referred to the relevant ASD service for review.

3.5 Following a decision that the special class is no longer the most appropriate placement, a student may move to:

- a mainstream class in the same school or
- a mainstream class in a school more local to the student's home or
- a different category of special class or
- a special school

Where the change involves a move to a different school, parents should apply to enrol their child in the new school and the student should remain in the existing special class until the new placement is organised. GCC will help support the student's transition to a more suitable placement e.g. mainstream or special school.

3.6 The school should also notify the SENO when a student has left a special class, either to return to mainstream or enrol in another school, as this creates a vacancy in a special class that can be utilised for another student who may need it.

3.7 The rules for the maximum period that a student can be educated in a special class are generally the same as those for mainstream primary and post-primary classes.

3.8 Relevant parents are informed by the SENO and school of the location of special classes that have places available. Parents should also be informed that enrolment of their child will be subject to the particular school's enrolment policies.

4. Referrals to Board of Management

Applications in the following instances will be referred to the Board of Management for decision.

- Late Applications
- Refused a place in first year in another post primary school
- Matters relating to adequacy of the professional services to meet the needs of particular applicants.

5. Appeal

- Decisions of the steering committee may be appealed to the Board of Management.
- Decisions of the Board of Management may be appealed to the Cork Education and Training Board

- Decisions of the CETB may be appealed to the Department of Education and Skills.

6. Procedures

Enrolments will only be finalised following the completion of the following enrolment procedures:

6.1 Submission of a completed application form by requested date.

6.2 Attendance at an enrolment interview as notified.

6.3 Consent to educational records being made available by previous schools and to professional assessment being undertaken and reports provided if requested.

6.4 Attendance at enrolment assessment tests as required.

6.5 All applicants must supply the following enrolment requirements:

- Signed copy of Code of Behaviour and Discipline
- Birth Certificate
- File photographs
- Completion of school transport application where applicable

Additionally, for enrolment in years other than first year

- Two most recent term (or similar) reports
- Reasons for seeking transfer
- Report from Principal/Director of the last school/centre attended, giving reasons for leaving that school/centre.
- Completion of notification of enrolment form for submission to SENO
- Completion of school transport application where applicable

7. Exceptional Cases

The Board of Management of Glanmire Community College reserves the right to refuse enrolment, to rescind an offer of enrolment or current enrolment to any student, in exceptional cases. Such an exceptional case could arise where either:

- (a) The child has special needs such that, even with additional resources available from the Cork Education Training Board, the school cannot meet such needs and/or provide the student with an appropriate education, or
- (b) In the opinion of the Board of Management, the student poses an unacceptable risk to other students, to school staff or to school property.

The policy was updated and ratified by the Board of Management of Glanmire Community College at its meeting on Monday, 23 September 2019

Appendix 1

GCC Steering Committee

The committee shall be comprised of:

- 1 Glanmire Community College Principal (Mr Ronan McCarthy)
- 2 Glanmire Community College Deputy Principal (Mr Sean McGrath and/or Ms Gertie Cahill and/or Mr Seamus Kennefick)
- 3 Glanmire Community College ASD Programme Coordinator (Ms Caitriona Shanahan)
- 4 Psychologist (where available)
- 5 Cork ETB Director of Schools (Mr Pat McKelvey) or his representative
- 6 Special Education Needs Organiser (Ms Nuala McDonnell)