



St. Anne's Loreto P.S.

Admission Policy of St. Anne's Loreto P.S.

School Address: Fairgreen, Navan, Co. Meath C15 E208.

Roll number: 00883P.

School Patron/s: Bishop of Meath Most Reverend Thomas Deenihan.

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, the relevant Health and Safety legislation and Equality legislation, and in keeping with the directives of the Patron. It was formally approved and implemented at a meeting of the Board of Management in December 2003 and is revised annually to account for our school structure regarding single and double classes. In drafting this policy, the Board of Management of the school has consulted with school staff, the school patron and with Parents/Guardians of children attending the school.

Equality of access is always the core value that determines all policy regarding the enrolment of children in our school. All children have an equal right to education. In order to fulfil this right, differences will be respected and valued in our school. No child will be refused admission for reasons of ethnicity, special educational needs, disability, language/accent, gender, traveller status, asylum seeker/refugee status, religious or political beliefs or values, family or social status.

While recognising the rights of Parents/Guardians to enrol their child in the school of their choice (where places are available) the Board of Management (BOM) of St. Anne's Loreto P.S. reserves the right and the duty in line with statutory regulations to determine the criteria used to accept children into junior infants and other classes in the school. Such criteria ensure the safety and protect the rights of currently enrolled students of the school. These criteria will be used by the BoM in determining which applicants are given priority when applicants outnumber the places available.

The policy was approved by the school patron on 18th August, 2020. 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 St. Anne's Loreto P.S. 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.



St. Anne's Loreto P.S.

2. Characteristic Spirit and General Objectives of the School

St. Anne's Loreto P.S is a Catholic co-educational P.S. with a Catholic ethos under the patronage of the Bishop of Meath, Most Rev. Thomas Deenihan.

"Catholic Ethos" in the context of a Catholic P.S. means the ethos and characteristic spirit of the Roman Catholic Church, which aims at promoting:

- (a) the full and harmonious development of all aspects of the person of the pupil, including the intellectual, physical, cultural, moral and spiritual aspects; and
- (b) a living relationship with God and with other people; and
- (c) a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus; and
- (d) the formation of the pupils in the Catholic faith,

and which school provides religious education for the pupils in accordance with the doctrines, practices and traditions of the Roman Catholic Church, and/or such ethos and/or characteristic spirit as may be determined or interpreted from time to time by the Irish Episcopal Conference.

In accordance with S.15 (2) (b) of the Education Act, 1998 the Board of Management of St. Anne's Loreto P.S. shall uphold, and be accountable to the patron for so upholding, the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.

Our Mission Statement advocates the characteristics of Respect; Love of Learning; Inclusion; Meaningful Work; Enjoyment and Reaching One's Potential amongst each other in our daily interactions.

The school is presently a 20-teacher school. This includes the Principal Teacher, 12 mainstream class teachers, 5 Special Education Teachers, a Full-time Teacher to cater for children with Developmental Language Delay and a Home School Community Liaison (HSCL) Co-ordinator. Additional staff comprise a full time School Secretary, School Caretaker, Part-time Speech & Language Therapist (HSE) and a number of Special Needs Assistants. A full range of classes is taught from Junior Infants - 6th Class.

3. Admission Statement

St. Anne's Loreto P.S. 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,



St. Anne's Loreto P.S.

- (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.

In accordance with Section 62 of the Education Act 1998, the Board of Management of St. Anne's Loreto P.S. will cooperate with the NCSE in the performance by the Council of functions under the Education for Persons with Special Educational Needs Act 2004 in relation 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 required to do so by the Council.

St. Anne's Loreto P.S. will comply with any direction served on the Board or the Patron under Section 37A and 67(4)(b) of the Education Act 1998

St. Anne's Loreto P.S. is a Catholic P.S. whose objective is to provide education in an environment which promotes certain religious values and does not discriminate where it refuses to admit as a student a person who is not of the Catholic faith and it is proved that the refusal is essential to maintain the ethos of the school.

St. Anne's Loreto P.S. is a school which has established a class, with the approval of the Minister for Education, which provides an education exclusively for students with Developmental Language Delay needs specified by the Minister and may refuse to admit to the class a student who does not have the category of needs specified.

4. Categories of Special Educational Needs catered for in the School/Special Class

St. Anne's Loreto P.S. with the approval of the Minister for Education, has established a class to provide an education exclusively for students with Developmental Language Delay (DLD). The application process for this class is managed separately by a multidisciplinary team 'The Meath Language Classes Admissions Committee'. These professionals study referrals from EIS/HSE yearly and jointly with DE staff. Professional judgements will be applied regarding the admissions criteria and greatest needs of each applicant based on the consensus of the multidisciplinary members. Entry is subject to fulfilling the terms of the 'Meath Language Class Admissions Criteria' and adhering to the Language Class Policy on same. Vacancies in the DLD class are filled according and in line with vacancies determined in Term 2.

A separate St. Anne's Loreto P.S. Language Class Policy is set out immediately following this Policy. See Page 12.



St. Anne's Loreto P.S.

1. Admission of Students

This school shall admit each student seeking admission except where –

- a) the school is oversubscribed (please see Page 5 and Section 8 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.

All denominational schools

St. Anne's Loreto P.S. is a Catholic Primary School and may refuse to admit as a student a person who is not of the Catholic faith where it is proved that the refusal is essential to maintain the ethos of the school.

School with special education class(es)

The special class attached to St. Anne's Loreto P.S. provides an education exclusively for students with Developmental Language Delay needs. The school may decline admission to this class, where the student concerned does not meet the criteria within the 'Admission Criteria Statement' and have the specified category of special educational needs provided for in this class.

What factors influenced the compilation of this enrolment policy?

The following is a list of factors that were considered by the Board of Management of St. Anne's Loreto P.S. in drawing up a clear enrolment policy:

1. Available space in classrooms and play areas.
2. Availability of Grants and Teacher resources. The School depends on grants and teacher resources provided by the Department of Education and operates within the regulations enforced from time to time by the same Department.
3. Educational needs of the children.
4. The presence of children with special educational or behavioural needs.
5. Department of Education directives on maximum class averages and on the minimum age for school enrolment.
6. Directives from the Patron, Most Rev. Thomas Deenihan, Bishop of Meath. In keeping with the Patron's wishes the school will accept on an alternate basis: one class of no more than 26 pupils OR two classes of no more than 52 pupils dependent upon those pupils transitioning from 6th class to second level in June of the year of the Junior Infant Admission process.



St. Anne's Loreto P.S.

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:

What are the school's enrolment criteria?

Based on the factors listed above, the Board of Management has stipulated clear criteria for enrolment. These are listed below in order of the priority afforded to each. These criteria will be used to prioritise children, who have reached their 4th birthday by 1st April in the year of admission and followed the required application procedure for enrolment. Priority will be afforded to the eldest applicant in each category.

1. Applicants who are siblings (brothers/sisters) or step siblings* of current pupils.
2. Children of families whose primary residence is in the primary catchment area of the school (Please see Appendix 1)
3. Applicants resident within the Navan parish Boundary
4. All remaining applicants

* For the purpose of this policy the term siblings include children who are step-siblings, half-siblings and children who are being fostered by a family of current pupils of St Anne's Loreto P.S.

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:

In the event that the number of applicants in any of the above categories exceeds the remaining number of school places available, then the applicants in that category will be prioritised on the basis of date of birth beginning with the eldest and proceeding in descending order of age.

Where two or more applicants are tied for the last remaining place (same birthday) schools may use time of birth as per birth cert **or** a lottery to determine which of them is awarded the last place. Where twins are tied for the last remaining available place, both will be admitted, by way of exception.

2. What will not be considered or taken into account

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,
- (b) the payment of fees or contributions (howsoever described) to the school;
- (c) a student's academic ability, skills or aptitude (other than in relation to a student who meets the criteria for our DLD special class and as a result of greatest need has been offered a place by 'The Meath Language Classes Admission Committee').
- (d) the occupation, financial status, academic ability, skills or aptitude of a student's



St. Anne's Loreto P.S.

Parents/Guardians;

- (e) a requirement that a student, or his or her Parents/Guardians, 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 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.

Further Clarifications

The following conditions will also be adhered to by the Principal:

- **Children who have already completed junior infants** in another school, will not be considered for enrolment in the Infant classes in St. Anne's Loreto P.S., but may be considered for the senior infant class provided they fulfil all relevant criteria, have followed correct application procedures and provided there is a place available.
- The Principal is not obliged to consider applications which **do not adhere to the stipulated procedure**, are late or incomplete, and those which do not include the relevant documentation.

3. Decisions on Applications

All decisions on Applications for Admission to St. Anne's Loreto P.S. 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 9 below in relation to applications received outside of the admissions period and section 10 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.



St. Anne's Loreto P.S.

Application Procedure for Enrolment of a Child.

- A) Parents/Guardians seeking to enrol their children in St. Anne's Loreto P.S. are requested to complete an 'Enrolment Form' sent from the school and return it on/before the stipulated closing date, that is, **according to the published Annual Admissions Notice**. An original copy of the child's Birth or Adoption Certificate must be provided as supporting documentation with the application for enrolment so as to accurately establish the child's age. These documents will be photocopied and the originals returned. The child will be registered under the name which appears on the birth/adoption certificate.
- B) The names of all children who have applied will be placed on a class list.
- C) The Principal of St. Anne's Loreto P.S. will study and assess all applications after this date and, in the event of more applications than available places, apply the enrolment criteria.
- D) Parents/Guardians will be informed in due course of the decision of the Principal.
- E) Parents/Guardians of children who have been accepted for enrolment must inform the school, in writing, strictly by the date and time stipulated on the published Annual Admissions Notice whether they wish to accept the place or not. Failure to strictly comply with these dates and times will result in the re-allocation of the place.
- F) In the case of **children with additional needs** all medical/psychological/therapy reports and professional assessments must be supplied immediately upon acceptance of a place. Children with additional needs will be resourced in accordance with the level of resources provided by the Department of Education to the Board of Management. In the event of an application for a child with additional needs, the Principal will request a copy of all professional assessments of the child's needs. The Principal will meet with the child's Parents/Guardians to determine how best the needs specified can be met by the school. Where the Principal deems that further resources or personnel are required, she will request such resources from the Department of Education.

Please Note: The completion of any of the following does not confer an automatic right to a place in any class in the school.

- Registration of Interest Form;
- Application for Admission Form;
- Placing your child's name on a list, by correspondence, electronic or otherwise.

4. 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 14 below for further details).



St. Anne's Loreto P.S.

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

In accepting an Offer of Admission from St. Anne's Loreto P.S. the Parents/Guardians must indicate

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

6. 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 St. Anne's Loreto P.S. 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 6 above.

7. 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 Form was received by the school;
- (ii) the date on which an Offer of Admission correspondence was made by the school;
- (iii) the date on which an Offer of Admission was accepted by an applicant;



St. Anne's Loreto P.S.

(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).

8. 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 St. Anne's Loreto P.S. 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 St. Anne's Loreto P.S. 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. The criteria of age will also be a consideration in that it must be appropriate to the class standard.

9. 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.

Late applicants will be notified of the decision in respect of their application no later than three weeks after the date on which the school received the application. Late applicants will be offered a place if there is a place available. In the event that there is no place available, the name of the applicant will be added to the waiting list as set out in Section 9.

10. 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 to the school to classes other than the school's Junior Infants group and including admission to classes after the commencement of the school year are as follows:

Pupils may transfer from other schools, subject to available places, in accordance with the stipulations of **St. Anne's Loreto P.S. Admission Policy**, Department of Education guidelines and local agreements with other schools. An application from a child enrolled in another school in the parish or surrounding parishes will only be considered if the Principal is satisfied that it is in the best interests of the child. A child will only be accepted for enrolment in such circumstances after the school is furnished with all relevant information regarding attendance and progress, under the terms of the Education Welfare Act 2000. When the child's Parents/Guardians make such an enrolment inquiry, the school also requires a communication from the child's present school indicating the Principal's awareness of their intention to change school.



St. Anne's Loreto P.S.

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

The Board of Management of St. Anne's Loreto P.S. 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.

12. Arrangements regarding students not attending religious instruction

This section must be completed by schools that provide religious instruction to students.

The following are the school's arrangements for students, where the Parents/Guardians or in the case of a student who has reached the age of 18 years, the student, who has requested that the student attend the school without attending religious instruction in the school. These arrangements will not result in a reduction in the school day of such students:

A written request should be made to the Principal of the school. A meeting will then be arranged with the parent(s) or the student, as the case may be, to discuss how the request may be accommodated by the school.

13. Reviews/appeals

Review of decisions by the Board of Management

The Parent/Guardian of the student, or in the case of a student who has reached the age of 18 years, the student, may request the Board of Management 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.

The Board of Management 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.



St. Anne's Loreto P.S.

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.

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.

Signed: 

Chairperson of the Board of Management.

Signed: 

Principal.

Date: 26th May 2026



St. Anne's Loreto P.S.

Appendix 1

Primary Catchment Area for St Anne's Loreto Primary School

Church Hill, Trimgate Street, Market Square, Watergate Street, Ludlow Street,
Timmons Hill, The Steeples, Bridge Street, Academy Street, Baker Hall, Academy
Square.

Dublin Road, Springfield Glen, Limekiln Hall, Swan Lane, Kilcarn Court, Oakleigh, Old
Balreask Woods

Boyne Road

Athlumney Road, Kentstown Road, Stonebridge, The Grove, Athlumney Castle, The
Orchard, Athlumney Village, Athlumney Close

Athlumney Old Road, Castleview, Bailis Manor, Tubberclaire Meadows



St Anne's Loreto Primary School

Developmental Language Disorder/ Speech Sound Disorder Class Policy

DLD/SSD Classes

A DLD/SSD class is a small class of seven children diagnosed with Developmental Language Disorder (DLD) or Speech Sound Disorder (SSD) of unknown origin. The class provides integrated and targeted educational and speech and language therapy support for children whose DLD/SSD is having a significant impact on their learning, participation, socialisation and wellbeing.

The classes are jointly serviced by the Department of Education and Youth and Department of Health / Health Services Executive (HSE), to provide school based speech and language therapy to children. The objectives of the class are as follows:

- Support children with DLD/SSD to develop their functional communication skills and learn strategies that they can use throughout their lives.
- Minimise barriers to accessing the curriculum and achieving academic potential through small group, hands on teaching.
- Facilitate socialising and participating in school life and beyond.
- Develop confidence and emotional wellbeing.

Each class has seven children and one full time teacher, as well as part time support from a Special Needs Assistant (SNA). Pupils follow the primary school curriculum to the level at which they can access it, but they do not study Irish. A speech and language therapist (SLT) works part time in the class. The children receive regular speech and language therapy in school. This may be direct individual/group therapy or indirect intervention.

Children are enrolled in the DLD/SSD class for a one year placement initially, which may be extended to a second year if they continue to meet the admission criteria. The second year must be recommended by the Meath DLD/SSD Class Admission Committee.

There are currently 3 DLD/SSD classes in Meath, which are located within the following mainstream primary schools.

- Scoil Naomh Pádraig, Trim (2 classes)
- St Anne's Loreto Primary School, Navan (1 class)



St. Anne's Loreto P.S.

DLD/SSD Class in St. Anne's Loreto Primary School, Navan

St Anne's Loreto Primary School, Navan, has one DLD/SSD class. This class caters for the needs of boys and girls diagnosed with DLD/SSD of unknown origin of primary school age. The children in the class are usually from different year groups.

The children may join their peers in mainstream classes for some subjects. They also join the main class group during break times and for school activities such as concerts and school tours. The DLD/SSD class teacher, speech and language therapist and parents work closely together to support the children to reach their potential. Goals are set based on parent priorities, as well as observations and outcomes of assessments by both the speech and language therapist and the teacher. Goals are functional and chosen to have maximum impact on a child's participation across activities.

Criteria for enrolment

DES Circular 24/2025 outlines the following criteria for enrolment.

The child has a conclusive diagnosis by a Speech and Language Therapist (SLT) of:

1. (a) Developmental Language Disorder where:

i.) there is evidence of significant and pervasive needs evidenced by response to intervention and assessment over time including, use of speech and language assessment tools, observation in both clinical and social environments and assessment for risk factors and clinical markers and monitoring of responsiveness to intervention

and

ii.) language scores are at or below a standard score of 78 (-1.5 SD from the mean)

and/or

(b) Speech Sound Disorder (SSD) of unknown origin* diagnosed by a SLT where there is evidence of significant and pervasive impact of the SSD of unknown origin on learning, literacy and social relationships evidenced by response to intervention and assessment over time including, use of speech and language assessment tools and observation in both clinical and social environments.

AND

2. The child has complex or severe educational needs as a result of their DLD and/or SSD of unknown origin that are pervasive in nature and require the integrated and targeted educational and therapeutic supports of a special class for children with DLD/SSD. Supporting evidence should include:

a) Evidence that despite targeted and intensive therapeutic and educational supports, the child's DLD and/or SSD of unknown origin continues to impact on their learning, participation, socialisation and well-being in their current educational setting.



St. Anne's Loreto P.S.

b) Evidence of engagement with therapy input including response to and impact of intervention across impairment, functioning and participation over time through Speech and Language Therapist review.

c) Education documentation from schools or early learning and care settings including Student Support Plans and/or Access and Inclusion Profiles detailing:

- Regular reviews of needs as part of an ongoing cycle of assessment and review with parents and educational staff
- Target-setting
- Evidence-informed intervention and review at key points.

*Speech Sound Disorder of *unknown origin* means that the speech sound disorder is not attributable to learning impairment, hearing impairment, emotional or behavioural disorders, physical or medical conditions or autism.

Additional local criteria also apply as follows:

14. Assessment must be carried out within 6 months of application submission.
15. If English is not the only language spoken within the family home, the use of standardised assessment may not be appropriate. In such cases, qualitative evaluation and dynamic assessment may be used to diagnose DLD/SSD and determine severity.
16. The child is accessing/ awaiting speech and language therapy in one of the following Community Healthcare Networks; South West Meath, East Meath, Central Meath, North Meath & Ardee.
17. The child has accessed direct speech and language therapy within 9 – 12 months prior to application with limited progress evident.

See Appendix 1 for summarised admission criteria

Referral procedure for DLD/SSD class Placement

With parental consent, referrals to the DLD/SSD class are made by the SLT (HSE or private) working with the family. Only children who meet the admission criteria may be referred. The SLT initiates the process which involves:

- Parental attendance at a DLD/SSD class information session and/or a visit to the class.
- Completion of parent questionnaire and consent for information sharing and referral to DLD/SSD class.
- Completion of school questionnaire.
- Submission of documentation from schools or early learning and care settings including Student Support Plans and/or Access and Inclusion Profiles detailing



St. Anne's Loreto P.S.

- Regular reviews of needs as part of an ongoing cycle of assessment and review with parents and educational staff
- Target-setting
- Evidence-informed intervention and review at key points.
- Submission of a detailed SLT report which confirms diagnosis and recommends placement in a DLD/SSD class. This report should also contain case history, including details of language exposure for multilingual children, co-occurring challenges, intervention history and response to intervention, assessment results as well as a summary of child's presentation and current communication ability.
- Submission of any other reports e.g. Assessment of Need, audiology, psychology, occupational therapy, paediatric reports.

The deadline for application submission is made available by DLD/SSD class SLTs each year.

Please note; All applications are processed centrally, this means that an application is made for any available place within a Meath DLD/SSD class (Navan and Trim). It is not possible to apply for a specific location. Once awarded a place, children are assigned to a location based on the age profiles within each class and the class distance from home.

Meath DLD/SSD Class Admissions Committee

All applications are reviewed by the Meath DLD/SSD Class Admissions Committee at a meeting held in April each year. The committee is a multi-agency and multidisciplinary group comprised of the following:

- The principals of both DLD/SSD schools.
- One DLD/SSD class teacher (rotated between the above schools).
- Both speech and language therapists (SLTs) from the above schools.
- HSE clinical psychologist.
- HSE Area Network Manager.

The committee caters for all three DLD/SSD classes in Meath; two classes in Scoil Naomh Pádraig, Trim and the class in St Anne's Loreto Primary School, Navan. The roles and responsibilities of the above committee are to make recommendations to the school Board of Management regarding:

- Discharges from the three DLD/SSD classes.
- Second year placements for the three Meath DLD/SSD classes.
- Allocation of the new placements for the three DLD/SSD classes.

The Board of Management retains ultimate responsibility for offering/refusing enrolment places.



St. Anne's Loreto P.S.

Prioritisation of applicants

The multidisciplinary committee evaluate all documentation and complete the Decision Making Matrix for DLD/SSD Class Admissions Committees (aligned to DES Circular 0024/2025) to prioritise applicants with the greatest need. Applicants are prioritised on the basis of:

- Nature and severity of DLD/SSD.
- The impact of the child's DLD/SSD on their learning, participation, socialisation and wellbeing.
- Optimal timing and suitability of placement in DLD/SSD class for the child and family.

If two children receive the same priority rating score, a professional judgment will be made by the multidisciplinary committee and the rationale for placement allocation will be recorded.

All children are listed in order of their priority. Those children at the top of the priority list will be recommended for placement that year.

Where the number of eligible applicants exceeds the number of places available, names are placed on a prioritised waiting list for that year.

Referrals are not carried forward from one year to the next and children who are unsuccessful in securing places in the class must be referred again with updated reports if they are to be considered for the following year.

If there are unfilled places following the Meath DLD/SSD Committee meeting in April, additional meetings will, if possible, be scheduled before the end of the academic year.

Children living outside the catchment area who meet all other criteria may be considered by the committee if places remain following the primary admissions round.

Spare Capacity

If there are spare places due to insufficient eligible children, the Board of Management, with recommendation from the Meath DLD/SSD Admissions Committee, may offer placements to a maximum of two children who do not meet all of the eligibility criteria but who would benefit from enrolment in the class for one year on a concessionary basis. Such placements must be supported by the recommendation of a SLT and a diagnosis of DLD/SSD of unknown origin. The continued enrolment of these children for a second year can only be considered once all eligible children have been accommodated. The NCSE through the local SENO will monitor such situations.

Notification of Parents

The parents of children who have been referred for DLD/SSD class placements are informed of the outcome within 10 days of the admissions meeting. The recommendations



St. Anne's Loreto P.S.

of the Admissions Committee are conveyed to all the parents and referral sources. This letter is signed by the school principal on behalf of the Board of Management and the Meath DLD/SSD Class Admissions Committee.

In the letters to parents of children who are not offered places, the reasons why the child's application for a language class placement was not successful are explained. This letter also includes details of the appeal process stating that the Section 29 Appeal forms are available on the DES website.

Parents of successful applicants must return the completed reply form and transport application to the school, within one week. They must confirm whether they are accepting/declining the class placement and transport. If the parents/guardians haven't already visited the recommended language class they are invited to do so before accepting/declining the place.

Parents must ask their local school keep a place for their child to return to after one or two years.

Pupils who are offered a DLD/SSD Class Placement

In June, children who have been offered a place in the language class are invited to spend a morning within the DLD/SSD class to meet the children who will be in their class. Parents are also invited to meet school staff and other parents during an informal coffee morning in St Anne's Loreto Primary School. Information is shared about the school, uniform, school books, etc.

All pupils are accepted within St. Anne's Loreto Primary School, Navan, on the understanding that they and their parents/guardians fully accept the school's policies, code of discipline, the DLD/SSD class SLT homework policy (see Appendix 2) and all other school policies (e.g. healthy eating etc.) currently in place.

Pupils in the language class will be no different to those in other classes in terms of not having any separate or additional provisions put into place from other classes in the event of staff illness, CPD (Continuous Professional Development), BoM approved absences or whole school events such as school visits, parish liturgy etc. Year to year, the allocation of teachers to classes is focused on the needs of the whole school, and consequently the school, though consistency is a Management priority, cannot guarantee long term continuity or predictability with regard to teaching staff.

School Transport to the Meath Language Classes

In general, children who attend the Meath DLD/SSD classes, are entitled to free transport and are required to complete the standard school transport application form. The school



St. Anne's Loreto P.S.

transport service facilitates the children attending this class in the same manner as children attending other special classes/schools. An escort accompanies children on transport and walks them to and from their bus.

Inclusion of children in DLD/SSD class

All the children in the class are integrated with other pupils during playtime, during school trips and outings. Children may also join their mainstream class to avail of specific literacy/numeracy lessons e.g. Lift off to Literacy. Towards the end of their time in the DLD/SSD class, integration within mainstream class may gradually increase to prepare children for their return to a full size mainstream class.

Collaborative Working

The DLD/SSD class teacher and the SLT collaborate with parents to establish goals for each child. The teacher and SLT liaise regularly to plan and discuss individualised teaching and therapy strategies to help each child meet their potential in all aspects of their development including their wellbeing, participation, learning, communication and socialisation.

Prior to discharge from the class, the DLD/SSD class teacher and SLT will talk to parents and representatives from the child's local school (e.g teacher, principal, SET) to provide detailed information on the child's current strengths and challenges.

Parental involvement

Close collaboration between parents, teacher and SLT is essential to maximising the benefit of a DLD/SSD class placement. All parents are invited to attend parent, teacher, SLT meetings throughout the year. During these meetings, progress is discussed and parent priorities are identified. Parents may also be invited to attend therapy appointments or parent training/ information sessions. Parents must complete homework daily and are encouraged to communicate regarding their child's progress and wellbeing in the speech and language folder. Class staff support parents by answering any queries and if necessary making onward referrals. School contact details as follows:

St. Anne's Loreto Primary School Language Class direct phone line: 046 9021626

St. Anne's Loreto Primary School class teacher, Julieann Fitzgerald email: julieannfitzgerald@stannesnavan.ie

St. Anne's Loreto Primary School HSE SLT, Cáit Stack: cait.stack@hse.ie

St. Anne's Loreto Primary School Principal, Mrs. Miriam McCabe

Parents are requested to complete questionnaires at the beginning and the end of their child's placement to rate all areas of their child's communication skills including the areas of wellbeing, self-confidence and social and interactive skills. This subjective evaluation of the



St. Anne's Loreto P.S.

children by the parents is used alongside the objective results of the teacher and SLT to evaluate and further develop the effectiveness of the placement.

Discharge from the DLD/SSD class

Children typically attend a DLD/SSD class for 1-2 years. The maximum length of placement is 2 years. A child may be discharged after one year if he/she no longer meets the admission criteria by virtue of progress made or a change of primary diagnosis. See Appendix 3 for complete discharge criteria.

The SLT runs a 'graduation group' for those children to be discharged. This supports the children in understanding the transition and acknowledges their feelings as they prepare for it. Within the group, the children are also taught practical strategies to support their transition to the larger classrooms of their new school.

To help the children adjust to the transition from the small class setting to a large mainstream class, a gradual integration to their new class is recommended during the final weeks of their time in the DLD/SSD class. The specific arrangements are agreed between parents and teaching staff at their local school.

Prior to discharge from the class, speech and language and academic review will be carried out and reports forwarded to the relevant parties. If the child requires further SLT intervention at the time of discharge from the class, the SLT will transfer care to an appropriate service or refer the child for further diagnostic assessment.

DLD/SSD Class policy updated by Cáit Stack, Senior Speech and Language Therapist

This policy document will be adopted and replaces any previous St. Anne's Loreto P.S. DLD/SSD or Language Class Policy Document. This admission policy will be subject to regular review.

***Cait Stack, Senior Speech and Language Therapist
9th June 2026***



St. Anne's Loreto P.S.

Appendix 1

***Meath DLD/SSD Class Admission Criteria
July 2025***

Admission criteria adheres to DES circular 0024/2025

1. A speech and language therapist has confirmed a primary diagnosis of Developmental Language Disorder (DLD) or Speech Sound Disorder (SSD) of an unknown origin, using evidence based practice.
2. Scores on standardised speech and language assessment are at or below -1.5 standard deviations (moderate range) in one or more of the following areas; receptive language, expressive language, phonology. Assessment must be administered within 6 months of application submission.

If English is not the only language spoken within the family home, the use of standardised assessment may not be appropriate. In such cases, qualitative evaluation and dynamic assessment may be used to diagnose DLD/SSD and determine severity.

3. There is a significant and pervasive impact of DLD/SSD on the child's ability to communicate and learn in everyday life.
4. There are pervasive, complex or severe educational needs that require the integrated and targeted educational and therapeutic supports of a class for children with DLD / SSD.
5. The child is accessing/awaiting speech and language therapy in one of the following Community Healthcare Networks; South West Meath, East Meath, Central Meath, North Meath & Ardee.
6. The child has accessed direct speech and language therapy within 9 – 12 months prior to application with limited progress evident.

Footnotes

- A rating scale is used as a guideline to prioritise children based on the nature and severity of the DLD/SSD. The DES 0024/2025 decision making matrix for admissions committees is also used in the prioritisation process for the DLD/SSD class.
- Professional judgement will be applied to above prioritisation process, DLD/SSD placements are not allocated on the total priority score alone, but also on the consensus of the multidisciplinary members of the DLD/SSD class committee.



St. Anne's Loreto P.S.

Appendix 2

Meath DLD/SSD Class

Speech and Language Therapy Homework Policy



Parental involvement

- You will be invited to attend speech and language therapy appointments with your child. Please try to attend as many of these appointments as possible.
- Practice of speech and language activities at home is essential. Completing homework given will help your child to experience the maximum benefits of being in the DLD/SSD class and will help them to apply what they learn to their daily life.

Speech and language homework

- Homework will be provided in your child's speech or language folder along with a note explaining the homework.
- Please complete the homework and sign and return the pages in your child's folder.
- Please write a short note in the folder to let the speech and language therapist know how the homework went.
- Homework can be spread over a few days e.g. homework set on Tuesday can be continued on Wednesday. Homework can be revised on the evening before new work is provided.
- A general guideline is to spend 10-15 minutes daily completing speech and language homework.
- Be patient and positive, praise your child's attempts, what may seem easy to you may be difficult for your child.



St. Anne's Loreto P.S.

Appendix 3

Meath DLD/SSD Class Discharge Criteria
July 2025

Discharge from the DLD/SSD class will occur at the end of the academic year if a child meets any one of the following criteria:

1. The primary diagnosis is no longer DLD/SSD. As a result of diagnostic assessment/therapy within the DLD/SSD class, the child's speech and language difficulties are attributable to another origin.
2. Scores on standardised speech and language assessment are above -1.5 standard deviations in the areas of receptive language, expressive language and phonology.
or
Qualitative evaluation indicates that speech and language skills are within the mild range of difficulty or average range.
3. The child no longer resides within the catchment areas of the following Community Healthcare Networks; South West Meath, East Meath, Central Meath or North Meath & Ardee.
4. The child is no longer of primary school age.
5. Parents have requested that their child be discharged.
6. The child has attended the DLD/SSD class for 2 years (in exceptional circumstances, a final third year may be recommended by the Admission Committee).