

GUIDELINES FOR REFERRAL TO APSN SCHOOLS & CENTRE FOR ADULTS

To: Parents & Referral Agencies

The Association for Persons with Special Needs (APSN) is a voluntary welfare organization catering to the needs of individuals with mild intellectual disability. According to the American Association on Intellectual and Developmental Disabilities (2010)¹, a diagnosis of intellectual disability requires evidence of significant² limitations both in intellectual functioning *and* adaptive behaviour, the limitations being present before the age of 18 years.

APSN provides special education/training and support services to these identified individuals, to maximise their potential so that they can lead productive and independent lives.

CRITERIA FOR ADMISSION TO APSN SCHOOLS

(For applicants applying to Delta Senior School, please see Additional Admission Criteria to Delta Senior School on page 2)

Parents and referring agencies who apply for admission for students should take note of the following criteria:

1. The student has been assessed to have an IQ level of 50-70, with concurrent significant limitations in adaptive behaviour as expressed in conceptual, social and practical adaptive skills (see item #3 Psychological Report, [page 3](#), for more details).
2. The student should be 6 years of age at the time of the IQ assessment.
3. The student will turn 7 – 18 years of age during the year of admission into an APSN school.
4. The psychological assessment should not exceed two years prior to the date of referral.
5. Medical assessment should not exceed one year prior to the date of referral.
6. Hearing assessment should not exceed one year prior to the date of referral.
7. The student should not have another significant disability, which may affect their ability to cope within the context of an APSN school.
8. At the time of admission to a school, the student should be physically mobile and completely independent in toileting.
9. a. The student should be a Singaporean or Permanent Resident of Singapore.
b. Foreign students may apply for admission to APSN schools subject to the terms and conditions of the Ministry of Education (MOE). MOE stipulates that the foreign applicant must first obtain a letter of certification issued by the Foreign Students Unit at MOE prior to application to APSN. The Letter of Certification will then enable the foreign applicant, if granted admission to APSN, to apply for student pass from the Immigration & Check Points Authority (ICA).

¹ American Association on Intellectual and Developmental Disabilities.(2010). *Intellectual Disability: Definition, classification and systems of supports* (11th ed.). Washington, DC: American Association on Intellectual and Developmental Disabilities.

²The American Association on Intellectual and Developmental Disabilities (AAIDD) defines “significant limitations” as performance that is at least two standard deviations below the mean, using appropriate, standardized, individually administered instruments.

ADDITIONAL ADMISSION CRITERIA* TO DELTA SENIOR SCHOOL

In addition to admission criteria 1, 4, 5, 6, 7, 8 and 9 on page 1, the following additional criteria are required for applicants applying for admission to APSN Delta Senior School (DSS) Vocational Education Programme.

1. The student's age is between 16 – 18 years of age (as at 1st January) upon enrolment.
2. The student's Work Place Literacy Numeracy (WPLN) scores must be at least
 - Level 2 in Listening
 - Level 2 in Reading
 - Level 1 in Numeracy
3. The student is assessed to possess adequate levels of work readiness³ (this includes work attitude, work habits, interpersonal and communication skills, self management, etc.)
4. The student has demonstrated at least 95% attendance⁴ and punctuality in the last 12 months of enrolment at his/her sending school.
5. The student has not committed any major offences⁵ in the last 12 months of enrolment at his/her sending school.
6. The student is mobile and able to travel independently.

**Admission criteria are subject to change.*

CRITERIA FOR ADMISSION TO APSN CENTRE FOR ADULTS

In addition to admission criteria 1, 4, 5, 6, 7 and 9a on page 1, the following additional criteria are required for adults applying for admission to APSN Centre for Adults (CFA).

1. The adult is at least 18 years old at the time of referral, and will turn at least 19 years of age during the year of admission into CFA.
2. At the time of admission to CFA, the adult should possess a basic level of self-help skills (for example, independent in toileting, grooming, dressing, eating and making simple purchases).
3. At the time of admission, the adult should be physically mobile and able to travel using public transportation independently.
4. The adult must not have a history of or current severe psychiatric disorders.
5. The adult must not have major disruptive behaviour, such as suicidal threats, physical/verbal aggressiveness towards others, stealing, and self-injury.

Once the applicant is assessed to be eligible for admission to CFA, the applicant will go through a **1-month trial and work assessment** at the centre. Admission into our work training programme will be given to successful applicants when a vacancy arises

³ An example of an instrument schools can use is the Becker Work Adjustment Profile. Students requiring "Extensive" levels of work support as assessed on this instrument may not be suitable for the DSS vocational education programme. Schools may also use other suitable work performance rating scales and checklists. Please note that the applicant may be required to undergo school based assessments administered at DSS to determine placement into specific vocational areas.

⁴ This excludes medical leave and valid reasons for absence from school.

⁵ Major offences include substance abuse (e.g. glue sniffing), vandalism, sexual harassment, outrage of modesty, possession/distribution of prohibited items (e.g. weapons), extortion, theft, assault, possession of drugs and drug-related offences and any other chargeable offences.

REQUIREMENTS FOR APPLICATION TO APSN SCHOOLS & CENTRE FOR ADULTS

The following documents are required:

1. APSN Application Form A (if applying to Chaoyang, Katong, Tanglin and Delta) and Form B (if applying to Centre for Adults)
2. APSN Medical Report (completed within one year prior to the date of referral).
3. Hearing assessment/audiology report (completed within one year prior to the date of referral). Please refer to the *Hearing Assessment Guide for Caregivers*.
4. Psychological Report (assessment completed within two years prior to the date of referral). The report must include the following:
 - i. The results of the applicant's individually administered intellectual assessment, preferably the Wechsler Scales. The results should include subtest scores, index scores as well as IQ scores. If specific IQ scores are not obtained, reasons should be provided and any alternative assessments/computations should be documented. Language(s) used during testing is (are) to be indicated.
 - ii. The results of the applicant's adaptive functioning as measured by a standardized adaptive behaviour assessment. The results should indicate performance that is at least two standard deviations below the mean of either (a) one of the following three types of adaptive behaviour: conceptual, social, or practical OR (b) an overall score of conceptual, social and practical skills. Examples of instruments used for the assessment of adaptive behaviour cited by AAMR⁶ include, but are not limited to: Vineland Adaptive Behaviour Scales, AAMR Adaptive Behaviour Scale-School and Community, Scales of Independent Behaviour-Revised, and Comprehensive Test of Adaptive Behaviour- Revised
 - iii. A summary of the applicant's individual educational/training needs. For the DSS applicant, the psychological report is to include points #5 and #6 of additional admission criteria to DSS on page 2.
5. For applicants with a diagnosis of ASD, the diagnostic report must be furnished at the time of application.
6. APSN Teacher Report Form completed by the applicant's current teacher and copies of examination scores (for the past 2 years).
7. Where applicable, progress reports and recommendations from professional staff working with the applicant (e.g. Speech Therapist, Occupational Therapist) should also be furnished.
8. For DSS applicants, copies of Work Place Literacy Numeracy (WLPN) scores and assessment results of work readiness must be submitted. Please see page 2.
9. For foreigners, a copy of the Letter of Certification from MOE and passport details must be submitted. For Permanent Residents (PR), relevant documents to verify PR status must be submitted.
10. For applicants residing in a Home (e.g residential homes/ children's home) and/or known to MCYS/ child protection services/ Rehabilitation Officers, a social report from relevant professionals is required. Legal custody document if child is under care of a single parent or care of relative/s.

⁶ American Association on Mental Retardation. (2002). *Mental retardation: Definition, classification and systems of supports* (10th ed.). Washington, DC: American Association on Mental Retardation.

ADDITIONAL INFORMATION

1. We require all documents to be submitted together before we are able to process the application and we regret to inform that incomplete applications will not be processed.
2. Submission by email and fax copies of the above documents are not accepted.
3. Applications for Delta Senior School should reach APSN HQ before 30th June for enrollment in January of the following year.
4. Applications to all other schools/ CFA are accepted throughout the year.
5. For further information regarding admissions to APSN, please call our Admissions/ Support Officer at 6479 6252 or email at hq_ar@apsn.org.sg

HOW TO APPLY?

Please send all required reports/ documents as outlined above to:

The Psychologist (HQ)
Association for Persons with Special Needs
900 New Upper Changi Road
Singapore 467354
Tel: 6479 6252