Polasaí Iontrála *Enrolment Policy*

Réamhrá

Cuireadh an polasaí seo le chéile i gcomhthéacs an Acht Oideachais 1998 agus an Bhille Nua Iontrála Scoile 2018.

1. Sonraí na scoile:

Seoladh:

Gaelscoil an Chuilinn,	Uimhir Fóin: (01) 8262022
Bóthar Bhaile an Phaoraigh,	Uimhir Rolla: 20394M
Baile an Tirialaigh,	R-phost: runai@gsch.ie
Baile Átha Cliath 15	Facs: (01) 8262022

2. Gaelscoil le ethos idir-chreidmheach faoi phátrúnacht 'Foras Patrúnachta na Scoileanna LánGhaeilge'
3. Bunscoil do bhuachaillí agus do chailíní.
4. Scoil atá ag forbairt
5. Scoil atá ag brath ar dheontaisí agus achmhainní mhúinteora ón Roinn Oideachais agus Scileanna. Beidh an scoil ag feidhmiú faoi rialacha na Roinne.
6. Ní ghlacfar le níos mó páistí ná atá molta ag an Roinn Oideachais agus Scileanna
7. Leanfaidh Gaelscoil an Chuilinn an Churaclam Bunscoile mar atá leagtha amach ag an ROS.

Introduction

- *This policy is formulated in the context of the 1998 Education Act and the Admissions to School Act 2018.*

School Details:

Address:

Gaelscoil an Chuilinn,	*Uimhir Fóin: (01) 8262022*
Powerstown rd,	*Uimhir Rolla: 20394M*
Tyrrelstown,	*R-phost: runai@gsch.ie*
Dublin 15	*Facs: (01) 8262022*

2. *Inter-denominational ethos Gaelscoil under patronage of 'Foras Pátrúnachta na Scoileanna LánGhaeilge'*
3. *Primary school for boys and girls*
4. *A Developing School*
5. *A school depending on grants and teacher resources from the Dept. of Education and Skills. The school will operate under DES rules.*
6. *The number of children offered places will depend on current recommendations from the Department of Education and Skills.*
7. *Gaelscoil an Chuilinn will follow the National School Curriculum as laid out by the DES.*

I gcómhthéacs rialacha agus cláracha na Roinne, Cearta an Phatrúin mar a leagtar amach san Acht Oideachais 1998, tacaíonn Gaelscoil an Chuilinn leis na prionsabail a leanas:

1. Cuimsitheacht, go háirithe maidir le páistí a chlárú le bac éigin nó riachtanas oideachais speisialta
2. Cothromaíocht i dtaobh áit a fháil sa scoil agus ról iomlán a ghlacadh sa scoil
3. Rogha tuismitheora maidir le clárú
4. Meas ar éagsúlacht luachanna, creidimh, traidisiúin, teangacha agus slite beatha

- *In the context of the rules and programmes of the DES, the rights of the Patron as laid out in the Education Act 1998, and the money and resources available to the school, Gaelscoil an Chuilinn supports the following principles.*
  1. *Inclusivity, especially re: registering children with a disability or with special educational needs*
  2. *Equality in getting a place in the school and taking part fully in school life*
  3. *Parents' right of application for their child*
  4. *Respect for different values, religions, traditions, languages and ways of life*

Bunaíodh Gaelscoil an Chuilinn le freastal a dhéanamh ar éileamh bunoideachais Lán-Ghaeilge i mBaile an Tirialaigh agus sa cheantar mórthimpeall. Tugtar tús áite sa scoil dá bhrí sin, do pháistí a thógtar le Gaeilge.

- *Gaelscoil an Chuilinn was founded in response to the need for Primary Education through Irish in Tyrrelstown. In the allocation of school places, preference is given therefore to children being brought up through the medium of Irish.*

Amanta oscailte agus dúnta:

- Am tionóla: 8.50r.n
- Sos beag: 10.40r.n.
- Lón mór: 12.30i.n.
- Críochnaíonn na Naíonáin Shóisearacha agus Shínsearacha ag 1.30i.n.
- Críochnaíonn scoil don lá ag 2.30i.n.

- *Opening and closing times:*
  - *Assembly time: 8.50a.m.*
  - *Break-time: 10.40a.m.*
  - *Lunch-time: 12.30p.m.*

  Home-time (Junior and Senior Infants): 1.30p.m.

  School finishes for the day: 2.30p.m.

An Ghaeilge

Glacann Bord Bainistíochta na Scoile leis go gcuirtear páistí chuig Gaelscoil an Chuilinn toisc go dteastaíonn óna dTuismitheoirí/gCaomnóirí go gcuirfear oideachas tré mheán na Gaeilge ar a bpáistí.

Is í an Ghaeilge teanga laethiúil na scoile. Nuair a ghlacann tú le áit sa scoil seo, tuigeann an Bord Bainistíochta go nglacann tú le polasaí luath thumoideachas iomlán na scoile seo.

- *It is the view of the Board of Management that children are sent to Gaelscoil an Chuilinn because their parents/guardians decide that they want their children to be educated through the medium of Irish. Irish is the everyday language of our school. When you accept a place in this school, the Board of Management understand that you are supporting and accepting our policy of total early immersion education.*

Clárú Naíonáin Shóisearacha *Enrolment of Junior Infants*

Socraíonn an Bord Bainistíochta uasmhéid líon na ndaltaí i Naíonáin Shóisearaigh go bliaintiúil. Tá an líon dáltaí a ghlacfar leo ag braith ar líon na ndaltaí sa scoil, an spás sa bhfoirgneamh, na hacmhainní múineteoireachta atá ar fáil don scoil agus ciorcláin nó moltaí na Roinne Oideachais agus Eolaíochta.

- *The Board of Management will determine the number of Junior Infant places on a yearly basis. The school's current enrolment, the available classroom space in the building, teaching resources available to the school and Circulars from the Minister of Education will be taken into consideration in making this decision.*

Céim 1: Réamh-chláriúcháin

Glacfar le páistí atá ceithre bliana d'aois roimh tús na scoil bliana le haghaidh réamh-chláriúcháin.

Tá na foirmeacha réamh-chláriúcháin ar fáil ón scoil nó ar shuíomh idirlín na scoile

Ba cheart go mbeadh an fhoirm líonta agus seolta chuig na scoile roimh **an 31ú Nollaig** don bhliain a bheartaíonn siad áit a fháil sa scoil.

Ní chíntíonn foirm réamh-chláriúcháin líonta go mbeidh áit ag do pháiste sa scoil.

- ***Step 1: Pre-Enrolment***

  Pupils who are four years of age by September 1st before starting Junior Infants are eligible for pre-enrolment in the school.
  Pre-enrolment forms are available from the school or alternatively a pre-enrolment form is available for completion on our school website www.gsch.ie
  A completed pre-enrolment form should be received no later than ***December 31st*** *preceding the proposed September entry.*
  Completing a pre-enrolment form does not guarantee your child a place in the school.

Céim 2: Oíche Eolais

Cuirfear litir chuig tuistí na bpáistí ar fad atá ar an liosta réamh-chláriúcháin i lár mí Eanáir ag tabhairt cuireadh dóibh chuig oíche eolais sa scoil ag deireadh mí Eanáir chun dul chun cinn a dhéanamh le cláriúcháin.

Tabharfar deis do thuistí teacht go bhfeicfidh siad an oideachas atá dhá thairiscint ag Gaelscoil an Chuilinn dá bpáistí.

Nuair atá an cruinniú thart, beidh deis ag na tuistí na foirmeacha líonta a chlárú le hiarratas a dhéanamh áit a fháil sa scoil dá bpáistí. Beidh sé de dhualgas ar tuistí glacadh le Cód Iompar na Scoile roimh a chuirfear a n-iarratas ar aghaidh chun próiseáil.

- ***Step 2: Information Night***

  The parents of all pupils registered on our pre-enrolment lists will be notified in writing in mid-January of an 'Information Night' in the school in late January to proceed with enrolment.

  Parents will be given an opportunity to see what Gaelscoil an Chuilinn has to offer their child at the information night.

  Interested parents are invited to complete school registration forms 1 & 2 to formally apply for a place in the school for their child(ren). Parents must agree to accept the school's Code of Behaviour before their application is progressed for processing.

Céim 3: Próiseáil Iarratais

Déanfar na hiarratais a phróiseáil agus beidh ar an scoil atá a thairiscint do dhaltaí taobh istigh de 21 lá.

Déanfar scagadh ar na hiarratais mar seo a leanas.
Tabharfar tús áite do:

1. Dearthair nó deirfiúr páiste atá sa scoil atá 4 bliana d'aois bainte amach acu roimh an 1ú Meitheamh don bhliain iontrála

Leanfar córas póintí ina dhaidh seo

2. Páistí as paróiste Chaisleán Cnuacha, Mullach Eadrad & Cluain Sáileach** (1 phointe)
3. Páistí atá os cionn 4 bliana d'aois ar an 1ú Meitheamh (1 phointe)
4. Páistí a d'fhreastal ar Naíonra (1 phointe)
5. Páistí a tógadh trí Ghaeilge* (1 phointe)
   *Beidh ar na tuistí fainaise a thabhairt anseo
6. Déanfar na hiarratais atá fágtha a chur in ord de réir aois an pháiste, ag tabhairt tús áite do na páistí is sine. Tabharfar áit do pháistí a rugadh théis an 1ú Meitheamh don bhliain iontrála má bhíonn spás fágtha.

   *** Glacfar le teorann Eaglais na hÉireann de pharóiste Chaisleán Cnuacha, Mullach Eadrad & Cluain Sáileach mar theorann do gach iarratasóir.*

- ***Step 3: Application Processing***

  The registration forms are processed.
  Places are offered in writing within 21 days of the information night.
  The following criteria will determine the order in which places are offered.

  <u>First preference will be given to</u>:
  Siblings of existing pupils who are 4 years of age before June 1st of proposed year of entry
  <u>Point Allocation System will apply thereafter</u>

  Children of Castleknock & Mulhuddart with Clonsilla Parish (1 point)*
  Children who are 4 years of age on or before June 1st of proposed year of entry (1 point)
  Children attending a Naíonra (1 point)
  *Children who are raised through Irish** (1 point)*

***Parents will have to give evidence of pupils using Irish in their daily lives.*

The remaining applications will be ranked according to their dates of birth with the eldest children being offered a place first. Children born after June 1st may be offered a place should there still be spaces remaining.

**In the spirit of inter-denominational inclusivity, the Church of Ireland parish boundary of Castleknock & Mulhuddart with Clonsilla is used as a frame of reference for all applicants.*

Céim 4: Ag Glacadh Áite

Iarrtar ar thuismitheoirí / caomhnóirí an pháiste ais-fhreagra a chur i scríbhinn má tá suim acu an áit a tairiscíodh sa scoil a ghlacadh roimh an sprioc-dháta a luatar ar an litir.

Beidh cóip de theastas bréithe, foirm POD, agus €50 mar chuid de tháillí an leabhar liosta ag teastáil leis an litir ag glacadh áite sa scoil.

- ***Step 4: Acceptance of Place***

  The parents / guardians are asked to confirm in writing that they wish to accept the place offered to their child within the timeframe set in the letter.

  The written confirmation must be accompanied by a copy of your child's birth certificate, a completed POD information form and a €50 book list contribution to cover half the costs of your child's book list for September.

NÓTAÍ   *NOTES*

Liosta Feithimh 1

Nuair a sheoltar amach na tairiscintí, cuirfear aon iarratais atá fágtha ar an liosta feithimh. Má tá an líon céanna pointí ag beirt pháistí, is in ord aoise a chuirfear iad ar an liosta seo.
Má bhíonn folúntas ann ina dhiaidh sin, déanfar áit a thairiscint don chéad pháiste eile atá ar an liosta feithimh. Nuair a bhíonn na háiteanna ar fad líonta, cuirfear é seo in iúil do na

tuismitheoirí/ caomhnóirí eile agus déarfar leo go bhfuil a bpáistí ar an liosta feithimh mar nach bhfuil áit ar fáil dóibh ag an am seo.

Liosta Feitheamh 2

Cuirtear iarratasí a thagann isteach théis an spriocdháta 31ú Eanáir nó an Oíche Eolais Scoile ar an liosta seo. Muna bhfuil aon pháiste fágtha ar Liosta Feitheamh 1, tairiscítear aiteanna do pháistí ar Liosta Feithimh a 2. Is in ord a thagann siad isteach a chlárítear na paistí seo.

- ***Waiting List 1***

  Once all the Junior Infant places available have been offered, the remaining children will be placed on a waiting list. Should two or more applicants have the same ranking points, they will be further ranked according to their dates of birth with the eldest child being offered a place first.
  Should parents decide to refuse the place they were offered, the place is then offered to the next child on the waiting list.
  Once all the Junior Infant places available have been allocated, the remaining applicants will be informed that their child's name is being placed on a waiting list as there is not a place available for their child in Gaelscoil an Chuilinn at this time.

  Waiting List 2
  Applications that are received after the closing date of January 31st or the Information Night (which ever comes first) on year of entry are placed on Waiting List 2. These children are ranked based on the date and time that their applications are received by the school. Should all the children on Waiting List 1 accept or refuse a place in the school, we then progress onto Waiting List 2.

Cinntí a chur siar

Éinne a ghlacann le háit agus a iarrann í a chur siar go dtí an bhliain dár gcionn, caithfear é a dhéanamh roimh an 1ú Meithimh den scoilbhliain reatha le go mbeidh tús áite acu an bhliain dár gcionn.

Éinne a dhéanann é tar éis an 1ú Meitheamh, caillfidh siad aon tosaíocht atá acu agus beidh orthu an phróiséas a sharú arís an bhliain dár gcionn.

- ***Defferal***

  Should a successful applicant decide to defer their offer of a place in Junior Infants until the following school year, they must do so before June 1st.
  Any deferrals decided upon after the June 1st deadline shall be considered as a new applicant the following year.

Airgead Leabhra

Íocann tuismitheoirí €50 airgead leabhra nuair a ghlacann siad le áit sa scoil dá bpaiste(í). Má éiríonn leo áit a fháil sa scoil, téann an €50 i gcoinne leabhar liosta Naíonáin Shóisearaigh don bhliain úd. Má thairiscítear áit dá bpáiste(í) agus má dhiúltaíonn siad an áit, ní híoctar aon airgead. Má híoctar an €50 agus iad ag glacadh áit dá bpaistí agus má hathraíonn siad a n-intinn níos deirnaí, faigheann siad ais-íocaíocht €40. Téann €10 i gcoinne costaisí ama agus riaracháin don scoil.

- *Booklist Payments*
  When parents formally accept a place in Gaelscoil an Chuilinn, €50 is paid as half of the Junior Infants book costs for that academic year. If a child is offered a place and that place is not accepted, no booklist payment is made to the school. However, if parents accept a place for their child(ren) a €50 booklist payment is made and subsequently the parent(s) decide that they will not avail of the place(s) they were offered, €30 is refunded to the parents. €20 is retained to cover processing and administration costs.

Cuairt Scoile

Tabharfar an deis do na hiarratasóirí a d'éirigh leo áit a bhaint amach sa scoil ar cuairt chuig na scoile i mí an Mheitheamh. Beidh ar thuistí an chuid eile de leabhar liosta an pháiste a íoc roimh/nó ar an lá seo. Ma íocaíonn siad an méid iomlán don leabhar liosta (€100) agus má hathraíonn siad a n-intinn idir Meitheamh agus Meán Fómhair den bhliain úd, faigheann siad

€60 arais. Téann €40 i gcoinne costaisí riaracháin agus fearais atá ceannaithe ag an scoil dá bpáiste(í).

- ***School Visit***
  There will be an opportunity for the successful applicants to visit their new classroom in June preceding their September entry. Parents are expected to pay the remainder book list fees on/ before this date. If parents pay the full cost of the books (€100) and if they change their minds between June and September in the year of entry, they are refunded €60. €40 of which is retained to cover administration costs and materials purchased by the school for their child(ren).

Diúltiú Cláriúcháin

Tá sé de cheart ag Board Bainistíochta na scoile clárú a dhiúltiú trí pholasaí na scoile i gcásanna eisceachtiúla mar shampla;

(a) Go bhfuil riachtanaisí éagsiúil ag an bpáiste nach féidir leis an scoil freastal a dhéanamh orthu fiú leis na hacmhainní sa bhreis a chuireann an Roinn Oideachais ar fáil.

nó

(b) Gurb é tuairm an Bhord Bainistíochta go dtáirgeann an dalta riosca do-ghlactha do dhaltaí eile na scoile, do fhoireann na scoile agus do mhaoin na scoile.

Ní féidir le Bord Bainistíochta na scoile ach diúltiú laistigh de chúinsí an pholasaí comhaontaithe. Níor cheart don Bhord clárú a dhiúltiú ach i gcásanna eisceachtiúla. Cuirfear tuistí/caomhnóirí ar an teolas maidir lena gcearta achomhairc a dhéanamh i gcoinne cinneadh an Bhord.

- ***Refusal of Enrolment***

The Board of Management can reserve in its enrolment policy the right to refuse enrolment in exceptional circumstances e.g.
(a) The pupil has special needs such that, even with additional resources available from the Department of Education, the school cannot meet such needs and/or provide the pupil

with an appropriate education

or

(b) In the opinion of the BoM, the pupil poses an unacceptable risk to other pupils, school staff and/or school property.

A Board of Management can only refuse to enrol in compliance with its agreed policy. Boards should only seek to rely on this clause in rare and exceptional circumstances. Parent/guardians will be informed of the right to appeal the decision of the Board of Management.

Clárúchán i Ranganna seachas na Naíonáin Shóisearacha

Caithfidh tuismitheoirí a dteastaíonn uathu a bpáistí a chlárú i ranganna eile i nGaelscoil an Chuilinn foirm cláriúcháin a líonadh agus cóip de theastas bréithe, foirm POD agus teastas baiste an pháiste (más cuí) a chur ar fáil. Déantar ag teolas seo a phlé ag cruinniú bord nó le Cathaoirleach an Bhord leis an tairiscint a phróiseáil.

Is féidir glacadh le páiste i ranganna seachas na naíonáin má tá spás ar fáil.

Le linn na scoilbhliana, cláraítear páistí a thagann isteach sa cheantar, nó ó scoileanna eile, de réir rialacha na Roinne, treoracha an pholasaithe iontrála agus le comhaontú leis na scoileanna eile.

- ***Enrolment in classes other than Junior Infants***

  Parents who wish to enrol their child in Gaelscoil an Chuilinn must complete both Registration forms and submit them to the school, along with a copy of the child’s birth certificate, a POD information form and baptismal certificate (where appropriate).This information is discussed at a Board of Management meeting or with the Chairperson to process the application.

  Children can be accepted into other classes if there is space available.

During the school year, children who move from another school will be accepted according to the rules of the Department of Education and Science and the guidelines of this enrolment policy, and in cooperation with other schools.

Páistí le mí-chumas nó riachtanas breise speisialta oideachais

Cuirfear iarratas ar áit sa scoil do pháistí le mí-chumas nó páistí a bhfuil riachtanas speisialta oideachais acu ar an bhfoirm iarratais chaighdeánach. In éineacht leis an bhfoirm beidh miontuairisc ar mhí-chumas/ riachtanais oideachais an pháiste maraon le tuairisc leighis, mheasúnaithe nó síceolaíoch de réir mar a oireann.

Sa chás nach bhfuil a leithéid de thuairisc ar fáil, d'fhéadfadh an Bord Bainistíochta a iarraidh go ndéanfaí measúnú ar an bpáiste lena chinntiú gur féidir leis an scoil riachtanaisí an pháiste a shárú.

Déanfar gach iarracht freastal ar pháistí le riachtanais speisialta de réir na n-acmhainní a chuirtear ar fáil don Bhord Bainistíochta ón Roinn Oideachais agus Eolaíochta.

Children with a Disability or other Special Educational Needs

Application for enrolment of children with a disability or other educational needs should be made on the standard application form and must be accompanied by a detailed report of the child's disability / educational needs, supported by medical reports, assessments and / or psychological report.

Where such a report is not available, the Board of Management may request that the child be assessed to ensure that the school can meet the needs of the child before their application is processed.

All efforts will be made to accommodate children with special needs in accordance with the level of resources provided by the Department of Education and Science to the Board of Management.

I gcás míshástachta maidir le cur i gcrích Polasaí Iontrála na scoile, is féidir achomharc a dhéanamh leis an Roinn Oideachais agus Scileanna faoi mhír 29 den Acht Oideachas 1998.

- *In the case of dissatisfaction with the implementation of the schools' enrolment policy, an appeal can be lodged under section 29 of the Education Act 1998 to the Department of Education and Skills.*

Má thagann iarratas ó pháiste go bhfuil stair fhoréigne i leith daltaí & foireann scoil/eanna eile, ní dhéanfar cinneadh go dtí go mbeidh iniúchadh sábháilteachta déanta agus comhairle phrofisiúnta faighte.

- *If a pupil with a history of violence in other schools towards pupils and staff applies for admission, a decision will be made pending a safety audit and professional advice.*

Caithfear Polasaí Caomhnú Páistí, Cód Iompair, Polasaí na Gaeilge agus Polasaí Idirchreidimh na scoile a bheith léite nuair a ghlacfar áit sa scoil. Tá siad ar fáil ar shuíomh idirlíon na scoile.

- *The School's Child Protection Policy, Code of Behaviour, Irish Policy and Interdenominational Policy must be read before accepting a place in the school. They are available on our school website.*

Athbhreithniú *Review*

Déanadh uas-dhátú agus faobhadh ar an bpolasaí seo ag cruinniú an Bhoird Bhainistíochta, ar an 20ú Samhain 2018. Déanfar athbhreithniú ar an bpolasaí seo go rialta.

- *This policy was updated and ratified by the Board of Management on the 20th of November 2018. This policy will be reviewed regularly.*

Sínithe: ____ Dáta _____________

Cathaoirleach