



## **Polasaí Ionrullcháin**

### **Tús-Ráiteas**

- Is scoil lán-Ghaeilge í Gaelscoil na Ríthe faoi Phátrúntacht Easpaig Chaitlicigh na Mí. Bhunaigh grúpa tuismitheoirí an scoil in 1985 chun rogha oideachais trí mheán na Gaeilge a sholáthar do theaghlaigh an cheantair. Scoil chomhoideachais aonsruthach í Gaelscoil na Ríthe (D'fhéadfadh comhdhéanamh ar leibhéal ranganna a bheith déanta ag brath ar cionroinnt mhúinteoirí).
- Feidhmíonn an scoil le haitheantas oifigiúil ón Roinn Oideachais agus Scileanna ('ROS') agus faoi réir rialacha na Roinne i ngach gné de chur chun cinn na scoile. Leantar an Curaclam Bunscoile ina iomláine, mar atá leagtha síos ag an ROS, trí mheán na Gaeilge.
- Ní dhéantar leithcheal ar iarrthóirí ar bhonn cine, datha, creidimh, ballraíochta de mhionlaigh, polaitíochta, míchumais fhisiciúil nó fhoghlama nó eile. Cothaítear spiorad a léiríonn meas ar éagsúlacht dhaoine. Cuireadh an polasaí seo le chéile ag an mBord Bainistíochta de réir coinníolacha an Acht Oideachais 1998 i gcomhairle le foireann na scoile agus ag tabhairt aitheantas do threoirlínte Pátrún na scoile, Easpag na Mí. Tugadh dréacht den pholasaí do bhaill uile an Bhoird Bainistíochta le faomhadh a dhéanamh air.
- Tá an Cathaoirleach agus Príomhoide na scoile sásta soiléiriú a dhéanamh ar nithe a ardaítear i leith an pholasaí.

### **Meon na Scoile**

- Déanann an scoil gach iarracht oideachas d'ardchaighdeán a chur ar fáil trí Ghaeilge dá daltaí chun tacú leo iad féin a ullmhú don saol atá rompu. Dírionn an scoil ar fhorbairt iomlán agus chomchuí gach gné den dalta, ina measc a g(h)aol le Dia, le daoine eile agus leis an imshaoil. Urraítear comhmheas i measc pobal na scoile. Cothaítear páistí tríd an deá-shampla agus tríd an mhúinteoireacht le tuiscint agus meas a bheith acu i leith daoine ar chreidimh dhifriúla, atharthachtaí agus náisiúnachtaí éagsúla. Mar Ghaelscoil múinfear gach ábhar, seachas an Béarla, trí mheán na Gaeilge. Táimid ag súil go bhforbrófaí grá agus meas i leith na Gaeilge i measc na ndaltaí. Táimid ag tnúth le tacaíocht ón mbaile ar an gcaoi seo. Tugann sí faoi chumas an pháiste aonair a fhorbairt sa churaclam cuimsitheach a mhúintear sa scoil. Féachtar chuige go bhfuil pobal na scoile rannpháirteach i dtimpeallacht shona, shlán.
- Coinnítear dlúth-theagmháil idir scoil agus baile. Tugann tuismitheoirí agus múinteoirí tacaíocht dá chéile agus téann siad i gcomhar lena chéile mar phairtnéirí agus iad ag treorú na bpáistí chuig iomláine a gcuid cumais ag na céimeanna éagsúla ina gcuid forbairt. Teastaíonn uainn imshaoil tacúil a chruthú, trí mheán na Gaeilge, a thacaíonn leis na prionsabail: cuimsitheacht agus comhionannas.
- Is córas lánthumtha atá i bhfeidhm sa scoil agus ní thosaítear ar an mBéarla a theagasc go dtí go mbíonn an páiste sna Naíonáin Shinsearach (an 3ú téarma) chun caighdeán Gaeilge na bpáistí a thabhairt chuig an leibhéal go mbeidh siad in ann lán-tairbhe a bhaint as an oideachas atá ar fáil sa scoil. Tá an tumoideachas iomlán aitheanta ar fud an domhain mar an córas is éifeachtaí chun an dara teanga a mhúineadh/shealbhú i suíomh scolaíochta. Glacfaimid buntáiste d'aon oiliúint sa tumoideachas atá ar fáil lasmuigh den scoil. Tabharfar tacaíocht do mhúinteoirí ar mian leo freastal ar an oiliúint seo. Cuirfimid tacaíocht don oiliúint sa tumoideachas ar fáil do mhúinteoirí na Naíonán ar leibhéal na scoile. Múinfear léitheoireacht/litearthacht na Gaeilge ar dtús do na daltaí ag tosú sna Naíonáin agus léitheoireacht/litearthacht an Bhéarla ansin nuair a thosaímid ag múineadh Béarla ó thús Rang 1/ón 3ú téarma N. Shinsearach.

### **Réasúnaíocht**

Is minic go mbíonn níos mó iarratais againn ná mar a bhíonn folúntais againn sa rang Naíonáin Shóisir mar go bhfuil fás mór ag teacht ar an daonra i nDomhnach Seachnaill. Dá bharr sin tá struchtúr agus córas cinnte leagtha amach thíos ag an mBord Bainistíochta. Tá súil ag baill an Bhoird go ndéanann an polasaí seo soiléiriú ar na nithe éagsúla a bhaineann le hionrollú agus cead isteach ag an scoil.



## **Córas**

### **a. Foirm Iarratais**

- Glacfar le hiarratais i scríbhinn amháin. Tá an fhoirm iarratais reatha iniata nó is féidir cóip a fháil ó Oifig na Scoile nó ó shuíomh na scoile, [www.gaelscoilnarithe.ie](http://www.gaelscoilnarithe.ie).
- Chomh maith leis sin tá cóip de theastas breithe nó Altrama ag teastáil. Ní mór cóip, nó scanadh i gcás r-phoist, den teastas breithe a bheith leis agus ní ghlacfar leis an iarratas mura bhfuil.
- Moltar foirmeacha iarratais comhlíonta a thabhairt chun na scoile de láimh, más féidir. Glacfar cóip den fhoirm seo ag ball foirne nó Rúnaí na scoile le cur i gcomhaid na scoile. Is féidir í a sheoladh tríd an bpost nó tríd an ríomhphost, roimh an dáta thuas luaite.
- Má tá tú á seoladh ar ais tríd an bpost, is fútsa atá sé é a chinntiú go dtagann an fhoirm chuig seoladh ceart na scoile in am. Tabhair faoi deara gurb é seoladh na scoile ná; **Gaelscoil na Ríthe, Domhnach Seachnaill, Co. na Mí** agus seoladh ríomhphoist na scoile is ea; **gsnarithe@gmail.com**.
- Má ofraltár áit do pháiste iarfhar ort Foirm Chláraithe a líonadh le bries eolais. Baineann an t-eolas seo le hainm an pháiste, dáta breithe agus seoladh, uimhreacha teagmhála, an scoil/na scoileanna ag a raibh an paiste roimh ré agus fáth na haistrithe, sonraí dála sláinte ar cheart fios a bheith ag an scoil.
- Déantar cinneadh i leith ionrolluchan idir Mí Eanáir agus Mí Márta sa bhlian ina bhfuil an páiste le tosú sa rang Naíonain Shóisearacha. Déanann An Bord Bainnistíochta cumarsaíd le pobal na scoile maidir le dátaí iontrála tríd nuachtlitir na scoile, nuachtlitir an pharóiste agus naíolann áitiúla. Déanfaidh an Bord Bainnistíochta cinneadh faoin dáta deiridh a nglacfar le hiarratais go bliantúil agus déanfaidh An Bord Bainnistíochta an scéal a scaipeadh faoin sprioc dáta seo ar phobal na scoile tríd nuachtlitir na scoile, feasachán paróiste, agus ar na naíolann agus creis áitiúla.
- I gcás míshástachta le haon ghné den phróiseas, féadfar achomharc a dhéanamh chuig an mBord Bainnistíochta sa chéad áit, nó chuig an ROS faoi Alt 29 den Acht Oideachais, 1998 i ndiaidh sin más gá. Cuirfidh an príomhoide sonraí an phróisis achomhairc ar fáil, ar iarratas.

### **b. Cinneadh ar leithroinnt**

- Is faoi Bhord Bainnistíochta na scoile atá an cinneadh i leith daltaí nua a ghlacadh don scoil agus treoirlínte na Roinne Oideachais á gcomhlíonadh acu. Is gá do pháiste a bheith in aois 4 nó níos mó ag tráth an ionrollúcháin, cé nach bhfuil freastail éigeantach i gceist go dtí aois 6. Sna treoirlínte seo tá moltaí i leith méid an ranga, soláthar foirne agus riachtanais i leith cóiríochta agus ranganna meascaithe. Féadfaí go dtiocfadh athruithe orthu siúd ó bhliain go bliain.
- Cuirtear fáilte roimh gach páiste go Gaelscoil na Ríthe is cuma cén cúlra teanga, sóisialta, náisiúntachta nó creidimh atá acu. Bunaíodh Gaelscoil na Ríthe le freastal a dhéanamh ar thuismitheoirí an cheantair a bhí ag éileamh bunoidreachas lán-Ghaeilge dá bpáistí. Tugtar tosaíocht sa scoil dá bhrí sin do pháistí atá á dtógáil le Gaeilge agus do pháistí a bhfuil líofacht sa Ghaeilge ag tuismitheoir amháin ar a laghad.
- Mar phrionsabal ghinearálta, más indéanta gheobhaidh páistí go gcuireann iarraatas isteach spás sa scoil. Má sháraíonn líon na n-iarratais i leith ionrollúcháin líon na bhfolúntais, bainfidh an Bord feidhm as na critéir thíos. Déanfaidh an Bord de réir a bhreithiúnais féin agus é ag cur i bhfeidhm na critéir. Aithníonn Bord Bainnistíochta Gaelscoil na Ríthe cearta tuismitheoirí/caomhnóirí a páistí a chlarú ina rogha scoil ach freisin caithfidh cearta pobal na scoile ina iomláine, go háirithe na páistí atá ag freastal ar an scoil cheana féin a thabhairt san áireamh.
- Ní mór don Bhord Bainnistíochta breithiúnais tomhaiste, treoirithe ag na prionsabal cearta aiceanta a dhéanamh, ar leas na bpáistí go léir. Dá bhrí sin tá sé de cheart ag an mBord Bainnistíochta cinneadh a dhéanamh i dtaobh an t-uasmhéid páiste i ngach seomra ranga, a thabhairt san áireamh: méid spás atá ar fáil sna seomraí ranga - riachtanais oideachais daltaí de aois áirithe - sainriachtanas oideachais/iompair daltaí - treoir ROS ar mheánmhéide ranganna - soláthar Múinteoirí oile chun freastail ar riachtanais oideachaisiúla na bpáistí.
- Don scoilbhliain 2020/21 ar aghaidh is 32 naíonain an t-uasmhéid a bheas i rang naíonain bheaga.



### c. Critéir

**Sa chás gur mó líon na n-iarrthóirí ná líon na n-áiteanna atá ar fáil**, dáilfear áiteanna na scoile de réir na gcritéir thíosluaite faoi dhiscréid an Bhord Bainistíochta. Caithfear go mbeidh aois 4 ag gach iarrthóir roimh **30ú Aibreán** den bhliain tosaíthe

1. Deartháireacha /deirfiúracha daltaí reatha na scoile (leasdearthair, leasdeirfiúr, páistí altrama nó paistí uchtaithe atá ina conaí ag an seoladh céann), agus do pháistí na mball foirne reatha má tá an aois thuas luaite slánaithe acu.
2. Páistí atá á dtógail le Ghaeilge.<sup>1</sup>
3. Paistí atá ina conaí taobh istigh de theorainn an pharóiste go bhfuil an aois thuas luaite slánaithe acu.
4. Páistí atá ina conaí taobh amuigh de theorainn an pharóiste go bhfuil an aois thuas luaite slánaithe acu.

Más mó na hiarrthóirí in aon ghrúpa ar leith thuas ná líon na n-áiteanna atá fágtha don ghrúpa sin dáilfear na háiteanna ar na hiarrthóirí is sine. Má líontar gach áit as grúpa amháin, ní leanfar ar aghaidh go dtí an chéad ghrúpa eile. Nuair a bhíonn na háiteanna ar fad líonta, cuirfear ainmneacha na bpáistí eile ar liosta feithimh in ord aoise. Cuirfear áit an pháiste ar an liosta feithimh in iúl do na tuismitheoirí/caomhnóirí cuí. Má bhíonn folúntas ann ina dhiaidh sin tairgfear an áit don pháiste atá ag barr an liosta feithimh. Sa chás go mbíonn áiteanna gan líonadh tar éis do na páistí tairiscint ar áit a fháil, féadfar áit a thairiscint do pháistí a chur iarratas isteach don bhliain dar gcionn de réir dáta breithe.

### **Cruinniú Tuismitheoirí/Caomhnóirí, Cuairt Pháistí ar an scoil**

Tionóltar cruinniú le tuismitheoirí/caomhnóirí na bpáistí a glactar sa tríú théarma. Níos deireanaí, tugann na páistí, in éineacht lena dtuismitheoirí/gcaomhnóirí, cuairt ar an scoil. Feiceann siad a seomra ranga agus téann siad i dtaithe ar imshaoil na scoile, an clós srl. Fanann na páistí ar feadh cupla uair a chloig agus iad i mbun súgradh agus gníomhaíochtaí ealaíne sula mbailítear iad ansin ionas go mbeidh taithí acu ar an áit agus iad ag tosú ar an gcéad lá scoile i Meán Fómhair.

### **Páistí ag aistriú scoile**

Glacann an Bord le haistriú pháiste uair ar bith, ach ag tabhairt polasaí na scoile agus folúntais ranga san áireamh. Toisc go bhféadfadh sé a bheith deacair socrú i scoil ina bhfuil an Ghaeilge mar phríomhtheanga tugtar túsáite do pháistí ag aistriú ó Ghaelscoileanna eile. Is gá foirm faoi leith a líonadh agus páistí ag aistriú ó scoileanna eile. Is leis an mBord Bainistíochta amháin an cinneadh glacadh nó gan glacadh le páiste i rang ar bith seachas rang na Naíonáin Shóisir. Is féidir ceist a chur ar an bpáiste dul faoi agallamh ag an bPríomhoide / bPríomhoide Ionaid chun caighdeán Ghaeilge an pháiste a mheas.

### **Ionrollú Páistí le Riachtanais Speisialta**

- Maidir le hiarratais i leith ionrollú páistí le riachtanais speisialta, éileoidh an Bord Bainistíochta cóip de thuairisc sláinte agus/nó de thuairisc siceolaíochta, nó muna mbíonn ceann ar fáil, iarrfar go ndéanfaí measúna ar an bpáiste. Is í aidhm na tuairisce ná cúnamh a thabhairt don scoil riachtanais oideachais agus oiliúna an pháiste bainteach lena m(h)íchumas nó lena riachtanas speisialta a mheas, agus na seirbhísí tacaíochta a chlárú.
- I ndiaidh don Bhord an tuairisc a fháil, déanfaidh siad meastóireacht ar an mbealach ar féidir leis an scoil freagairt do na riachtanais luaite sa tuairisc. Sa chás go measann an Bord go mbíonn acmhainní eile de dhíth, éileoidh siad, roimh ionrollú an pháiste, go gcuirfidh an Roinn Oideachais agus Eolaíochta na hacmhainní ar fáil le freagairt do riachtanais an pháiste de réir na tuairisce siceolaithe nó sláinte. Féadfaí go mbeadh acmhainní, fáil ar nó solathar, aon cheann nó cumasc de na nithe seo a leanas: seirbhísí múinteora cuairte, Múinteoirí Acmhainne do riachtanais speisialta, Cúntóirí Oide, seirbhísí taistil nó eile.
- Buailfidh an scoil le tuismitheoirí/caomhnóirí an pháiste chun riachtanais an pháiste a phlé agus oiriúint nó cumas na scoile freagairt do na riachtanais siúd. Más gá, tionólfar comhdháil ag a mbeidh, ag brath ar fheiliúntacht, tuismitheoirí/caomhnóirí an pháiste, an Príomhoide, an Múinteoir Ranga, an Múinteoir Tacaíocht Foghlama, an Múinteoir Acmhainne agus an Siceolaí.

<sup>1</sup> Is féidir uasmheid de 25% d'áiteanna do pháistí go bhfuil Gaeilge acu sa bhaile. Beidh ar na tuistí fianaise a thabhairt anseo



Beidh tuismitheoirí/caomhnóirí gach dalta, a dhiúltaítear ionrollú ina leith, ar fáth ar bith, i dteideal achainí/athchomhairc a dhéanamh de réir Alt 29 den Acht Oideachais 1998. Cuirfear comhairle i scríbhinn i leith an chearta seo ar fáil.

Is gá do pháistí ionrollaithe ag an scoil seo comhoibriú agus tacú le Cód Iompair na Scoile maraon le polasaithe eile Curaclaim, Eagair agus Bainistíochta. Cuireann an Bord Bainistíochtaí ar thuismitheoirí/chaomhnóirí a chinntiú go ndéanann a bpáistí comhoibriú leis na polasaithe seo i mbealach atá in oiriúint d'aois a bpáistí. Cuirfear leis na polasaithe seo nó déanfar athbhreithniú orthu ó am go chéile. Iniata is féidir teacht ar cóip de Cód Iompair reatha na scoile agus iarrfar oraibh, i scríbhinn, glacadh leis an gCód mar cuid den phróiseis ionrollaithe.

**Eolas faoi dhaltaí atá de dhíth don Bhunachar Sonraí Ar Líne do Bhunscoileanna de chuid na Roinne Oideachais agus Scileanna.**

Tá bunachar sonraí leictreonach aonair forbartha ag an Roinn de dhaltaí bunscoile, ar a dtugtar an Bunachar Sonraí Ar Líne do Bhunscoileanna (POD), agus is éard a bheidh i gceist leis seo ná go gcoinneoidh scoileanna sonraí faoi dhaltaí agus go seolfaidh siad isteach chuig an Roinn iad ar leibhéal an dalta aonair ar chóras beo. Cuirfidh an bunachar ar chumas na Roinne dul chun cinn agus torthaí na ndaltaí ag leibhéal na bunscoile a mheas, tuairiscí um chlárú scoile a dhearbhu do chúiseanna íocaíochta deontais agus leithdháilte múinteoirí, gníomh a dhéanamh maidir le daltaí nach ndéanann an t-aistriú leibhéal na bunscoile go leibhéal na hiarbhscoile, agus do thuairisciú staitisticiúil. Toisc go mbeidh POD in úsáid in áit Daonáireamh Bliantúil na mBunscoileanna sna blianta romhainn caithfidh gach dalta a bheith san áireamh ann ar son na caipitíochta agus léithdháileadh múinteoirí.

Coimeádfaidh an bunachar sonraí faoi na daltaí bunscoile uile, lena n-áirítear Uimhir PSP, Céadainm, Sloinne, Ainm mar atá ar an Teastas Breithe, Seoladh, Dáta Breithe, Gnéas, Náisiúntacht, cé acu an bhfuil Gaeilge nó Béarla mar mháthairtheanga ag an dalta, cé acu an bhfuil Dfólúine ón nGaeilge á fháil ag an dalta agus, má tá, cén fáth, cé acu an bhfuil Tacaíocht Foghlama á fháil ag an dalta agus, má tá, cineál na tacaíochta foghlama, cé acu an bhfuil an dalta i Rang Príomhshrutha nó Speisialta. Coimeádfaidh an bunachar taifead ar an ngrúpáil ranga agus caighdeán ag a bhfuil an dalta cláraithe. Coimeádfaidh an bunachar eolas freisin, ar bhonn roghnach, faoi reiligiún an dalta agus faoina gcúlra eitneach nó cultúrtha.

Chuaigh an Roinn i gcomhairle leis an gCoimisinéir Cosanta Sonraí maidir le bailiú na sonraí daltaí aonair don Bhunachar Sonraí Ar Líne do Bhunscoileanna. Meastar gur catagóirí sonraí íogaire iad reiligiún agus cúlra eitneach agus cultúrtha faoin reachtaíocht um Chosaint Sonraí. Dá bhrí sin, tá sé riachtanach do thuismitheoirí/caomhnóirí gach dalta reiligiún agus cúlra eitneach a linbh a ainmniú, agus cead a thabhairt an t-eolas seo a aistriú chuig an Oideachais agus Scileanna. Dhearbhaigh an Coimisinéir Cosanta Sonraí gur sonraí pearsanta neamh-íogaire a bhí san eolas eile ar fad a choinnítear ar POD agus dá bharr, ní chaithfear cead i scríbhinn a fháil ó thuismitheoirí i leith aistriú eolais chuig an Roinn.



## Enrolment Policy

### Introductory Statement

Gaelscoil na Ríthe is an All Irish Medium School under the patronage of the Catholic Bishop of Meath. It was founded in 1985 by a group of parents who wanted the option of having children educated through the medium of Irish in the local community. It is mixed one stream vertical school, (there may be multi-grade classes depending on teacher allocations for that particular year.)

The school operates with the sanction of, and according to rules laid down by, the Department of Education & Skills ('DES') who fund and resource the school. It follows the recognised revised curriculum of the DES which is implemented through Irish.

No applicant is discriminated against on grounds of race, colour, religion, membership of a minority group, politics, educational or physical disability or other. The school fosters a spirit which respects difference.

Having reviewed its policy and procedures during the 2018-19 school-year, *Bord Bainistíochta Ghaelscoil na Ríthe* hereby sets out its policy in accordance with the provisions of the Education (Admissions to Schools) Act 2018 so that parents/guardians will be assisted in relation to enrolment matters. This policy is valid for applications for the 2020-2021 schoolyear onwards. The Chairperson and the Principal will be happy to clarify any matters arising from the policy.

### School Philosophy

Gaelscoil na Ríthe is a co-educational all-Irish primary school. Its Catholic and Gaelscoil ethos are central to its identity. As a Catholic school, with the Bishop of Meath as its patron, it aims to promote the development of all aspects of the person of our pupils – spiritual, intellectual, physical, cultural and moral, including a living relationship with God and other people.

While Gaelscoil na Ríthe promotes the doctrines and teachings of the Catholic Faith, we also acknowledge and respect the diverse beliefs other pupils in our school. Similarly, all parents/guardians and pupils must respect the ethos of the school. Our Christian ethos also permeates the school day through our actions, attitudes and practices:

- We provide opportunities for prayer, the celebration of liturgy and the sacraments.
- We strive to create a learning environment where every child is encouraged and enabled to develop to their full and unique potential as human beings.
- We seek to form pupils who will unselfishly use their gifts for the common good and are committed to work for a more just and caring society.
- We provide a welcoming and inclusive community that is respectful and tolerant of all religious traditions and beliefs.

As we are a Gaelscoil all subjects, with the exception of English, will be taught through Irish. We would hope that the children would develop a love and respect for the Irish language. We would also expect support from home on this issue. We have a policy of complete immersion in the Infant Cycle to raise the children's proficiency in Irish to a level that enables them to benefit fully from the education available here. Complete immersion is recognised throughout the world as the most effective means to acquire a second language in an educational context. Reading/literacy in English will begin in Senior Infants.

The school aims at promoting the full and harmonious development of all aspects of the person of the pupil, including his/her relationship with God, with other people and with the environment. A spirit of mutual respect is promoted within the school community. Pupils are drawn by example and teaching to appreciate and respect people of different religious affiliations and of different nationalities. Close contact is maintained between the school and the home. Parents and teachers support one another and collaborate with one another as partners in leading the children to the fullness of their potential at the different stages of their development. We wish to create a supportive school environment, through the medium of Irish, which supports the principles of inclusiveness and equality.





## **Rationale**

An Bord Bainistíochta feels that a defined policy with clear criteria is necessary due to the development of the greater Dunshaughlin area. This has resulted in waiting lists forming annually. Therefore we hope that this policy will clarify matters relating to enrolment and admission to the school.

## **Procedure**

### **A. Enrolment Application**

- Application for Enrolment forms are available from the school office or can be downloaded online at [www.gaelscoilnarithe.ie](http://www.gaelscoilnarithe.ie). The form in current use is also attached at the end of this policy.
- Completed Application for Enrolment Forms should be returned to the school, ideally by hand but also by post or by e-mail. A copy, or scan in the case of email, of the child's Birth or adoption certificate should accompany each application. Applications will not be accepted without this.
- If you are returning the form by post, it is your responsibility to ensure that the application goes to the correct address in time. The school address is; Gaelscoil na Ríthe, Domhnach Seachnaill, Co. na Mí. The school e-mail address is [gsnarithe@gmail.com](mailto:gsnarithe@gmail.com). Please ensure you provide an up to date email address with your application.
- The closing date for receipt of applications shall be decided by the Board annually.
- Having completed Application for Enrolment form and should your child be offered a place in Gaelscoil na Ríthe you will be asked to fill in a Registration Form with more details, including such details as pupils' name, date of birth and address, contact telephone numbers, previous school(s) attended and reason for transfer, proof of address (original utility bill issued within the previous 3 months), details of any medical condition of which the school should be aware of. These registration forms must be completed by hand and inaccurate information on the registration form may render it null and void.
- Decisions on Junior Infant enrolment are made between January and March of the calendar year that the child intends to commence in the Junior Infants class. The Board of Management communicates with the school community re. closing dates etc. through the school's website, newsletter, the Parish Bulletin, local crèches and Pre-schools. Parents/Guardians who have children they seek to enrol, should check these regularly for updates.
- Parents/Guardians have the right to appeal any aspect of this procedure to An Bord Bainistíochta in the first instance, and to the DES under S 29 of the Education Act 1998. Details of the appeals process will be furnished by the Principal upon request.

Parents/guardians are advised that neither the completion of an enrolment application form nor the placing of their child on a list of registered children confers an automatic right to a place in the school. Processing of the applications can not be made before the closing date for applications, fixed by An Bord Bainistíochta.

### **B. Decision making on Allotment of Places**

An Bord Bainistíochta is responsible for determining the criteria for the admission of new pupils to the school within the terms of the guidelines as set down by the Department of Education and Science. The Board is also bound by the Department of Education and Science rules for National schools, which provides that pupils may only be enrolled from the age of 4 years and upwards, though compulsory attendance does not apply until the age of 6 years. (A Guide to the Irish Education System on DES website). However, any school may set a higher minimum age. In Gaelscoil na Ríthe an application will only be considered for a child who has reached their 4<sup>th</sup> birthday on or before the 30<sup>th</sup> April in the year of enrolment for Junior Infants.

In making its decision *An Bord Bainistíochta* will have regard to the relevant Department of Education and Science guidelines in relation to class size and staffing provisions and any other relevant requirements concerning accommodation, including physical space and the health, safety and welfare of the child, and that of other children. These can vary from year to year.

All children, irrespective of linguistic, social, religious background or nationality are welcome in Gaelscoil na Ríthe. Gaelscoil na Ríthe was founded to serve parents in the area who wished their children to be educated through the medium of Irish. In the allocation of school places preference is given therefore to children who are being brought up through Irish and to children for whom at least one parent is fluent in Irish.



As a general principle, and in so far as practicable having regard to the school's admission/enrolment policy, children who apply will be enrolled. If applications for enrolment exceed the number of places available, the Board's criteria for decision making are, as outlined below. The Board will exercise its discretion in the application of the criteria. While recognising the right of parents/guardians to enrol their child in the school of their choice, Bord Bainistíochta Gaelscoil na Ríthe must also have regard to the rights of the existing school community and in particular, the children already attending the school. This requires balanced judgements, guided by the principles of natural justice and the Board must act in the best interests of all children. The Board reserves the right therefore, to determine the maximum number of children in each separate classroom bearing in mind: - size of / available space in classrooms - educational needs of children of a particular age - presence of children with special educational /behavioural needs - DES class average directives - availability of trained teachers to meet the educational needs of the children.

### **C. Criteria**

If applications for enrolment in Junior Infants exceed the number of places available, (due to An Bord Bainistíochta being unable to provide suitable accommodation or recruit the required teaching staff, or due to excessive numbers of applicants for the recommended class size) applicants will be enrolled strictly in accordance with the following criteria and in that order. **All applicants must be aged 4 before the 30<sup>th</sup> April of the year of commencement.**

1. Siblings of current pupils who complete the age criterion as set out above (including step-siblings, foster-children or adopted children, resident at the same address), and to children of current staff members who complete the age criterion as set out above.
2. Children from Irish speaking families who complete the age criterion as set out above.<sup>2</sup>
3. Children living inside the parish boundary who complete the age criterion as set out in above.
4. All other children living outside the parish boundary who complete the age criterion as set out in above.

**If the number of children in any category exceeds the number of places available children will be prioritised in order of age, beginning with the eldest.** If every place is filled from any one group above, the distribution will not continue to the next group. When all places have been filled the remaining children will be placed on a waiting list, by order of age. Parents/Guardians will be informed of their child's place on the waiting list. If a place becomes available, it will be offered to the child who is first on the waiting list. If spaces remain after all places are allocated they will be offered to children who have applied for the following year according to their date of birth.

### **D. Offer of Places**

Offers of school places will be sent to parents/guardians within 21 calendar days of the closing date for acceptance of enrolment application forms. Parents/guardians must accept the offer of a school place by returning the registration form to the school **within ten calendar days from the date of the letter.** Failure to do so will result in the withdrawal of the offer and the place being offered to the next eligible child. Please note it is the responsibility of parents/guardians to update their personal details as necessary.

### **Parents' Meeting, Pupils' School Visit.**

A meeting for parents of children who have been accepted in the new Junior Infant class is held during the third term. At a later date, pupils accompanied by their parents are invited to visit the school. They view their future classroom and generally familiarise with school environment, school yard etc. The children then stay for a few hours for some play and drawing activities and are collected by parents so that they will be familiar with the situation when admitted to Gaelscoil na Ríthe on the first school day in September.

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<sup>2</sup> Parents **may** have to give evidence of pupils using Irish in their daily lives. A maximum of 25% of places are reserved for children from Irish speaking families.



### **Applications for Classes other than Junior Infants**

An Bord Bainistíochta states that pupils may transfer to the school at any time, subject to school policy and available class space. As it can be difficult to settle into a school where Irish is the main language priority is given to children transferring from other Gaelscoileanna.

Parents/guardians seeking to enrol a child in a class other than Junior Infants are requested to return a completed enrolment application form (available from the school office or on school website) with an original Birth/Adoption Certificate and proof of address to the school. Applications will be accepted at any stage during the year. Places, if available, will be offered in writing. If there are no school places available, the names of children for whom an enrolment application form and Birth/Adoption Certificates and proof of address have been received, will be placed on a class waiting list. The decision to accept a child in any other class is made by An Bord Bainistíochta and their decision is binding.

Children seeking to enrol in classes other than Junior Infants will be enrolled at the same class level as the class they are transferring from. In exceptional circumstances it may be necessary for a child to be enrolled in a class that is either above or below the level at which they are currently in. This will be done in consultation with parents/guardians and age appropriateness will be considered for the class level in which the pupil is being placed.

Pupils may be enrolled during the school year where space allows. Pupils wishing to transfer from another school are enrolled subject to the Rules governing National Schools, as well as our own school's Admissions Policy. Under the terms of The Education Welfare Act (2000) information concerning attendance and the child's educational progress are to be provided by the school from which the child is transferring upon acceptance of a place in Gaelscoil na Ríthe.

**Note:** Children who wish to transfer from a mainstream school may be asked to attend an interview/assessment to determine the standard of their schoolwork and in particular, their oral Irish. As schoolwork of children who transfer from mainstream schools may well suffer for a time upon transferring to a Gaelscoil because of communication difficulties, the Board wishes to avoid exacerbating the difficulties of pupils with learning difficulties. If the pupil has, in the opinion of the principal / class teacher, an appropriate standard of Irish a place will be offered to them subject to space in the relevant class.

### **Children with Additional or Special Educational Needs**

While recognising the right of parents to enrol a child in the school of their choice, *An Bord Bainistíochta* is conscious of its duty to respect the rights of the existing school community and, in particular, those children who are already enrolled. Children with additional or special educational needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills and/or National Council for Special Education. In the event that the applicant has special educational needs, a copy of all available medical/psychological reports and/or a professional assessment of the child's needs must be submitted upon acceptance of the place. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child relevant to his/her disability or special needs, and to profile the support services required so that provision can be made for that child's welfare and educational progress.

Notwithstanding the availability of such resources, parents/guardians of children with special needs who are unsatisfied with the level of educational provision in our school are advised to consider a special school which is designed and resourced to specifically cater for the needs of children with special educational needs.

### **Right to Appeal**

Parents who are unhappy with an enrolment decision may appeal to *Bord Bainistíochta Ghaelscoil na Ríthe*. This appeal must be addressed, in writing, to the Chairperson of the Board, stating the grounds for the appeal and lodged within ten calendar days of receiving the final refusal. A meeting of *An Bord Bainistíochta* will be convened upon receipt of the appeal and a decision will be communicated in writing within 21 calendar days of receipt of appeal. If unhappy with the outcome of this appeal, an appeal may be made by a parent/guardian to the Department of Education and Skills under Section 29 of the Education Act, 1998 on the official form provided by this Department (see www.education.ie). This appeal must be lodged within 42 calendar days of receipt of the decision of *An Bord Bainistíochta* to refuse enrolment.





### **Review Of Policy**

The Board of Management has the right to review and propose amendments to this enrolment policy.

### **Other Important Points**

- For the purpose of this policy, the term *siblings* includes children who are step-siblings, half-siblings and children who are being fostered by a family of current pupils of Gaelscoil na Ríthe.
- For the purpose of this policy, *staff members* include employees who have a permanent/indefinite contract of employment with the school.
- Acceptance of a place in Gaelscoil na Ríthe by parents/guardians is an implicit agreement to support the school's code of behaviour, its linguistic ethos and other policies and to accept responsibility for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. These policies will be revised and amended from time-to-time. A copy of the current Code of Discipline is attached and parents/guardians will be requested, in writing, to indicate their acceptance of the Code, as part of the enrolment process
- While acknowledging the right of families to opt out of religious instruction, prospective parents are advised that there is no alternative supervision or lessons available for pupils outside of the classroom.

#### **Pupil Information required for Department of Education and Skills Primary Online Database.**

The Department of Education and Skills has developed an electronic database of primary school pupils called the Primary Online Database (POD) which involves schools maintaining and returning data on pupils to the Department at individual pupil level on a live system. The database allows the Department to evaluate progress and outcomes of pupils at primary level, to validate school enrolment returns for grant payment and teacher allocation purposes, to follow up on pupils who do not make the transfer from primary to post primary level and for statistical reporting. As POD will replace the National School Annual Census in the next couple of years, all pupils must be on POD in order to be counted for capitation and teacher allocation purposes.

The database will hold data on all primary school pupils including their PPSN, First Name, Surname, Name as per Birth Certificate, Address, Date of Birth, Gender, Nationality, whether one of the pupil's mother tongues is English or Irish, whether the pupil is in receipt of an Exemption from Irish and if so the reason for same, whether the pupil is in receipt of Learning Support and if so the type of learning support, whether the pupil is in a Mainstream or Special Class. The database will record the class grouping and standard the pupil is enrolled in. The database will also contain, on an optional basis, information on the pupil's religion and on their ethnic or cultural background.

The Department has consulted with the Data Protection Commissioner in relation to the collection of individual pupil information for the Primary Online Database. Both religion and ethnic and cultural background are considered sensitive personal data categories under Data Protection legislation. Therefore, it is necessary for each pupil's parent/guardian to identify their child's religion and ethnic background, and to consent for this information to be transferred to the Department of Education and Skills. All other information held on POD was deemed by the Data Protection Commissioner as non-sensitive personal data and therefore does not require written permission from parents for transfer of the information to the Department.



## **Foirm Iarratais – Application for Enrolment Form**

**Please fill in details below in BLOCK CAPITALS. Should your child/children be offered a place, you will be asked to fill in a Registration Form**

<b>Ainm an Pháiste</b> (Pupil's Name)	
<b>Dáta Breithe</b> (Date of Birth)	
<b>Seoladh</b> (Address)	
<b>Eircode</b>	
<b>Bliain Iontrála Measta</b> (Proposed year of entry)	
<b>Clann</b> (Names of brothers/sisters currently attending Gaelcoil na Ríthe)	
<b>Uimhir Guthan &amp; Seoladh ríomhphoist</b> (Phone number & Email address)	
<b>Eolas Scoile</b> (Name, Address & Class of Previous School Attended)	

	YES	NO
<b>Teastas Beireatais / Altrama</b> (Have you attached a Birth Certificate/Adoption for your child?)		
<b>Tá mé/muid ag iarraidh mo phaiste/ár bpáiste a chlarú i nGaelcoil na Ríthe</b> (I/we wish to enrol my/or child in Gaelcoil na Ríthe)		
<b>Tá cóip de Pholasáí Ionrolluchain Gaelcoil na Ríthe léite agam/againn.</b> ( I/we have read Gaelcoil na Ríthe's Enrolment Policy)		

<b>Sinú</b> (Both parents/Guardians to Sign and Print)	
<b>Siniú:</b>	<b>Dáta:</b>
<b>Siniú :</b>	<b>Dáta :</b>