**Gaelscoil na Giúise**
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# POLASAÍ IONTRÁLA

**Más rud é go bhfuil difríocht idir a bhfuil scríofa as Gaeilge agus as Béarla sa pholasaí seo, glactar leis an leagan Gaeilge mar an leagan cruinn agus an leagan Béarla mar aistriúchán.**

## RÉAMHRÁ

Tá an polasaí seo á chur le chéile i gcomhthéacs an Acht Oideachais 1998. Tá Bord Bainistíochta na scoile le cead ón bPatrún, á chur le chéile chun cabhrú le tuismitheoirí páistí a chlárú sa scoil. Beidh Cathaoirleach an Bhoird, Marcus Ó Léanacháin, agus an Príomhoide, Cuán Ó Flatharta, sásta aon cheisteanna a fhreagairt ag baint leis an bpolasaí seo.

**Is bunscoil í Gaelscoil na Giúise:**

- le héiteas ilchreidmheach aici faoi phátrúnacht "An Foras Pátrúnachta na Scoileanna lán-Ghaeilge" atá ag forbairt;
- do bhuachaillí agus do chailíní;
- atá ag braith ar dheontais agus ar acmhainní mhúinteora ón Roinn Oideachais agus Scileanna;
- a fheidhmíonn faoi rialacha na Roinne agus a leanann an Curaclam Bunscoile mar atá leagtha amach ag an Roinn Oideachais agus Scileanna, agus le dhá shruth ann.

Braitheann an líon Naíonáin a ghlactar ar spás sa scoil. Déanfaidh Bord Bainistíochta na scoile cinneadh maidir leis an líon dalta a ghlacfar ó bhliain go bliain. Leagfaidh an Bord síos an uaslíon daltaí a bheidh i ngach rang agus sa scoil ina hiomláine. I measc na dtoscaí a thógfaidh an Bord Bainistíochta san áireamh nuair atá uaslíon daltaí in aon rang agus sa scoil á leagadh síos beidh:

Líon agus méid na seomraí sa scoil.

Deiseanna agus dúshláin agus an scoil ag cur le líon na seomraí.

Líon na múinteoirí ranga agus múinteoirí eile, tacaíocht foghlama, acmhainn atá ceadaithe ag an Roinn dúinn.

Gan é a bheith i gceist an scoil a mhéadú ó dhá shruth.

Gan fás a bheith ag teacht ar dhaonra an cheantair.

An t-éileamh ar áiteanna sa scoil.

Tugaimid isteach 60 dalta, 30 faoi 2 gach bliain.

Is í an uaslíon daltaí a cheadófar in aon rang ná 30 i rang Naíonán agus 31 i Rang 1 - 6.

I gcómhthéacs rialacha agus cláracha na Roinne, Cearta an Phatrúin mar a leagtar amach san Acht Oideachais 1998 tacaíonn Gaelscoil na Giúise 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

Aithnítear cearta tuismitheoirí a bpáistí a chlárú ina rogha scoile, ach tá Bord Bainistíochta Ghaelscoil na Giúise freagrach freisin as cearta phobal na scoile trí chéile, agus go háirithe cearta pháistí na scoile atá cláraithe cheana féin. Éilíonn sé seo breith chóir chothrom faoi réir prionsabail an dlí nádúrtha ag cur leas na bpáistí ar fad san áireamh.

**Polasaí Luath-thumoideachas Iomláin**

Tá Polasaí Luath-thumoideachas Iomláin á cur i bhfeidhm sa scoil. Ón gcéad lá 'sna Naíonáin Shóisir, labhraítear Gaeilge amháin leis an bpáiste. Ní mhúintear ná ní úsáidtear aon Bhéarla go dtí Rang a hAon.

**CLÁRÚ DO NAÍONÁIN SHÓISEARACHA**

1. Tuismitheoirí/Caomhnóirí ar mian leo cur isteach ar áit dá bpáistí, is gá dóibh foirm um léiriú spéise a líonadh isteach ar líne ag www.gaelscoilnagiuise.ie. Nuair a chuirfear an fhoirm seo isteach ar líne, dearbhóidh an scoil trí ríomhphost go bhfuil ainm bhur bpáiste ar liosta léiriú spéise. Mura bhfaigheann sibh an r-phost seo, níl ainm bhur bpáiste ár liosta léiriú spéise agus is gá daoibh dul i dteagmháil leis an scoil arís faoi seo. Má ghlacann an scoil le foirm um léiriú spéise, ní chinntíonn sin go mbeidh áit ag bhur bpáiste sa scoil.

2. I mí Mean Fómhair an bhliain sula mbeidh an páiste le tosú ar scoil, seolfar pacáiste iarratais agus dáta dúnta iarratais chuig tuismitheoirí/caomhnóirí atá ar liosta léiriú spéise trí ríomhphost. Mar sin de, is gá do thuismitheoirí/chaomhnóirí a chinntiú go mbeidh na sonraí teagmhála is déanaí ag an scoil i gcónaí.

   Le bheith ar liosta na n-iarratasóirí caithfidh tuismitheoirí/ caomhnóirí an próiseas iontrála a chomhlíonadh trí phacáiste iarratais comhlánaithe a chur ar ais chuig an scoil roimh 12:00 an dáta dúnta do na hiarratais.

   Mar chuid do Pacáiste Iarratais Comhlánaithe tá:

   a) Foirm iarratais
   b) Teastas Breithe

   Ní ghlacfar ach le pacáiste iarratais comhlánaithe. Cuirfidh an scoil admháil dátaithe, stampáilte, agus sínithe amach le haghaidh pacáiste iarratais comhlánaithe. Mura bhfuil pacáiste iarratais comhlánaithe faighte ag an scoil, cuirfidh an scoil an pacáiste iarratais comhlánaithe sin ar ais chuig tuismitheoirí/caomhnóirí agus bainfidh an scoil ainm an pháiste dár liosta iarratasóirí mura bhfuil sé ar ais roimh 12:00 dáta dúnta do na hiarratais. I gcás iarratais atá mall cuirfidh an scoil stampa orthu le sin a léiriú agus cuirfidh sí iad ag deireadh liosta na n-iarratasóirí, san ord a tháinig siad isteach.

I gcás pacáiste iarratais atá líonta isteach go hiomlán ní chinntíonn sin go bhfaighidh páiste áit sa scoil.

3. Tairgfidh an scoil áiteanna i mí Dheireadh Fómhair trí ríomhphost de réir na gcritéar thíos. Seolfar foirm iontrála mar chuid den ríomhphost seo. Iarrtar ar thuismitheoirí/ caomhnóirí a dhearbhú gur mian leo glacadh leis an áit a thairg an scoil dá bpáiste tríd an bhfoirm iontrála a líonadh agus a thabhairt ar ais chuig an scoil chomh maith le síntiús i dtreo costais leabhair, a íocfar ar líne taobh istigh de sheacht lá ón dáta atá ar an litir ina mbeidh an tairiscint. Mura bhfaighidh an scoil an dá rud seo taobh istigh de sheacht lá, glacaimid leis nach bhfuil na tuismitheoirí/caomhnóirí ag glacadh leis an áit agus bainfimid ainm an pháiste de liosta ár n-iarratasóirí.

   Ach, tar éis don scoil na háiteanna uile atá ar fáil a dháileadh de réir ár bpolasaí rollaithe, má tá páistí ar lorg áiteanna go fóill sa scoil, cuirfidh an scoil iad ar liosta feithimh in ord tosaíochta agus de réir na gcritéir roghnaithe atá thíos. Nuair a bheidh áit ar fáil, tairgfidh an scoil í don chéad pháiste eile ar an liosta feithimh. Tiocfaidh deireadh leis an liosta feithimh ar an 30 Meán Fómhair gach bliain.

4. Má tá áiteanna ar fáil sa scoil go fóill, tairgfidh an scoil iad do shiblíní daltaí atá sa scoil cheana féin. Tugtar tosaíocht do na páistí is sine.

Déanfaidh Bord Bainistíochta na scoile cinneadh maidir leis an líon daltaí a ghlacfar sna Naíonáin Shóisearacha ó bhliain go bliain.

**<u>Is ins an ord seo a leanas a dháilfear áiteanna gach bliain más mó an líon iarrthóirí ná líon na n-áiteanna atá beartaithe ag an mBord Bainistíochta a chur ar fáil:</u>**

1. Páistí atáthar á dtógáil le Gaeilge atá 4 bliana d'aois roimh 30 Meitheamh sa bhliain ag tosú i Naíonáin Shóisir **(féach ar <u>Nóta[1]</u> thíos).** Tabharfaidh an scoil tosaíocht do pháiste is sine. Cuirfear na páistí in ord de réir aoise. An páiste is sine sa chéad áit is mar sin de.

2. Sibliní de dhaltaí atá ag freastal ar an scoil (leath-shiblíní nó páistí altramaigh atá ina gconaí ag an seoladh céanna san áireamh) atá 4 bliana d'aois roimh an 30ú Meitheamh sa bhliain ag tosú i Naíonáin Shóisir. Tabharfaidh an scoil tosaíocht do pháiste is sine. Cuirfear na páistí in ord de réir aoise. An páiste is sine sa chéad áit is mar sin de.

3. Iarratasóirí eile. Páistí atá 4 ar nó roimh 30ú Meitheamh sa bhliain ag tosú i Naíonáin Shóisir de réir dáta breithe. Tabharfaidh an scoil tosaíocht do pháiste is sine. Cuirfear na páistí in ord de réir aoise. An páiste is sine sa chéad áit is mar sin de.

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Is ionann páiste atáthar á t(h)ógáil le Gaeilge is páiste go mbíonn tuismitheoir amháin, ar a laghad, ag labhairt Gaeilge leis an bpáiste ar bhonn seasta, rialta.

Má thiteann do pháiste sa chatagór sin iarrfar ar an tuismitheoir teacht chun na scoile leis an bpáiste chun a léiriú d'ionadaithe an Bhord Bainistíochta gurb í an Ghaeilge an teanga cumarsáide eadraibh. Má dhúiltítear an páiste a áireamh mar pháiste atáthar á t(h)ógáil le Gaeilge is féidir achomharc i scríbhinn a dhéanamh chuig an mBord Bainistíochta laistigh de sheachtain amháin ón scéal a fháil. Is ag an mBord Bainistíochta a bheidh an cinneadh deireanach.

**Clárúchán i Ranganna seachas na Naíonáin Shóisearacha**

Is gá do thuismitheoirí/caomhnóirí ar mian leo iarratas a dhéanamh ar áit in aon rang seachas Naíonáin Shóisireacha litir iarratais chuige sin a scríobh chuig Cathaoirleach an Bhord Bainistíochta. Is é an Bord Bainistíochta a dhéanfaidh an cinneadh faoi pháistí a ghlacadh in aon rang eile agus is leis an mBord amháin an cinneadh seo.

Glacfar le páistí isteach i ranganna eile seachas Naíonáin Shóisir má tá spás sa rang agus má chomhlíonann siad na critéir faoi réir fhaomhadh an Bhoird. Lorgófar tuairiscí scoile/aon mheasúnú deánta ar an bpáiste ó na tuismitheoirí.

Is féidir go nglacfar le páistí (isteach) i ranganna eile má tá spás sa rang:

a) más le Gaeilge atáthar ag tógaint an pháiste

b) má bhí an dalta ag freastal ar Ghaelscoil eile.

c) Má shíleann an Príomhoide/Bord Bainistíochta cumas Gaeilge an pháiste a bheith sásúil.

Má thagann níos mó iarratais ná mar atá spás sa rang dáilfear na háiteanna ins an ord seo

1. Páistí atáthar á dtógáil le Gaeilge

2. Siblíní le páistí atá scoil cheana féin agus ansin

3. Páistí eile.

Is ag an mBord Bainistíochta a bheidh an cinneadh deireanach sna cásanna seo.

Is ag cruinniú Bealtaine den Bhord Bainistíochta a dhéileálfar le hiarratais atá faighte roimh é sin don chéad scoilbhliain eile. Déileálfar le hiarratais a thagann ina dhiaidh sin ag aon chruinniú eile roimh saoire an tSamhraidh. Tabharfaidh an Bord Bainistíochta údarás don Phríomhoide nó do dhaoine eile déileáil le hiarratais eile de réir pholasaí na scoile thar a cheann.

**Aistriú go Naíonáin Shóisearacha**

I gcás go bhfuil páiste ag iarraidh aistriú go Naíonáin Shóisearacha i rith na bliana, caithfear cinntiú go bhfuil spás ann dó/di agus nach bhfuil éinne ar an liosta feithimh fós ag lorg áite.

**Páistí le mí-chumas nó le riachtanais 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 caighdeánach. In éineacht leis an bhfoirm, beidh miontuairisc ar mhí-chumas/riachtanais speisialta an pháiste maraon le tuairisc leighis, mheasúnaithe nó síceolaíoch ag teastáil, de réir mar a oireann, má tá siad ar fáil.

Déanfar maoiniú ar pháistí le riachtanais speisialta de réir na n-achmhainní a chuirtear ar fáil don Bhord Bainistíochta ón Roinn Oideachais agus Scileanna.

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

Beidh sé de dhualgas ar thuismitheoirí aon athrú san eolas /sna pointí teagmhála a chuireann siad ar fáil don scoil a chur in iúl don scoil i scríbhinn. Ní bheidh aon fhreagracht ar an scoil muna bhfuil an t-eolas cuí ar taifead againn.

**Nuair a ghlacann tú le háit sa scoil seo, tuigtear go nglacann tú leis agus go dtacaíonn tú leis an bpolasaí seo agus gach polasaí scoile.**

Ghlac an Bord Bainistíochta leis an bpolasaí seo ar an 10ú Meitheamh 2019.
Athbhreithniú le déanamh Bealtaine 2020.

*Síniú:* _____ *Síniú:* _____

MARCUS Ó LÉANACHÁIN
Cathaoirleach an Bhoird Bainistíochta

CUÁN Ó FLATHARTA
Príomhoide

**Gaelscoil na Giúise**
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# ENROLMENT POLICY

***Should there be any discrepancy between the Irish and English in this policy, it is accepted that the Irish is the correct version and the English is provided as a translation***.

## INTRODUCTION

*This policy is being formulated in the context of the 1998 Education Act. It has been formulated in consultation with the Board of Management and the Patron, An Foras Pátrunachta, in order to assist parents to enrol their children in the school. The Chairperson of the Board, Marcus Ó Léanacháin, and the Principal, Cuán Ó Flatharta will be happy to answer any questions in relation to this policy.*

***Gaelscoil na Giúise is a:***

- *developing Gaelscoil with a Multi-denominational ethos under the patronage of An Foras Pátrúnachta na Scoileanna Lán Ghaeilge;*
- *primary school for boys and girls;*
- *school dependent on grants and teaching resources from the Department of Education and Skills;*
- *school which operates under DES rules and follows the Primary School Curriculum as laid out by the DES and is a two-stream school.*

*The number of junior infant children offered places will depend on available space in the school. The Board will decide the maximum number of pupils in each class and in the school as a whole. Among the factors which will be taken into account are:*

*Number and size of rooms in the school.*

*Opportunities and challenges of increasing or decreasing same.*

*The number of classroom teachers, learning support and other teachers allowed to us by the Department.*

*Our policy of not exceeding a two-stream school.*

*That population in the area is steady.*

*That there is demand for places in the school.*

*That we enrol 60 students, two classes of 30 children each year in the Junior Infants.*

*The maximum number of children in any infant class will be 30 and in Rang 1 - 6 will be 31.*

*In the context of the rules and programmes of the DES, the rights of the Patron as laid out in the Education Act, and the money and resources available to Gaelscoil na Giúise supports the following principles:*

1. *Inclusivity, especially with regard to 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 to register their child*

4. *Respect for different values, religions, traditions, languages and ways of life*

*While recognising the rights of parents to enrol their child in the school of their choice, the Board of Management of Gaelscoil na Giúise must also recognise the rights of the existing school community, and in particular the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interests of the children.*

***Policy of Total Early Immersion***

*In our school, we implement a policy of Total Early Immersion. From the first day in Junior Infants, only Irish is spoken to the children until the beginning of first class. English is not taught or spoken until then.*

## *ENROLMENT OF JUNIOR INFANTS*

1. *Parents/Guardians who wish to apply for a place for their child must complete an expression of interest form online at www.gaelscoilnagiuise.ie to be placed on the expression of interest list for the relevant year. When this form is submitted online, the school will confirm by email that your child's name is on our expression of interest list. If you do not receive this email, your child's name has not been added to our expression of interest list and you must contact the school again in this regard. Receipt of an Expression of Interest form does not guarantee your child a place in the school.*

2. *In September of the year before a child is due to start school, parents/guardians on the expression of interest list will be sent an application pack, confirming a closing date for applications, by email. Therefore, parents must ensure the school has the most up to date contact details at all times.*

   *To be included on the list of applicants for that year, parents must complete the application process by returning the fully completed application pack to the school by 12:00 noon on the closing date for applications. An application pack is comprised of:*

   *a) Application form*

   *b) Child's birth certificate*

   *Only fully completed application packs will be accepted. The school will issue a dated, stamped, signed receipt of completed application packs. Incomplete application packs will be returned, and your child's name will be removed from our list of applicants. Late applications will be marked as such and placed to the end of the list of applicants, in the order that they have been received.*

*A completed application pack does not guarantee a place in the school.*

3. *Places will be offered in October each year by email according to the criteria outlined below. The Enrolment Form will be attached to this email. Parents/guardians are asked to confirm that they wish to accept the place offered to their child by completing the Enrolment Form and returning it to the school along with a set contribution towards the book list, paid online, within seven days from the date of the letter of offer. If these two items are not received within the seven days, we will assume you are not accepting the place and will remove your child's name from our list of applicants.*

   *If, after all available places have been allocated in accordance with our enrolment policy, there are still children seeking places in the school, they shall be placed on a waiting list in order of priority of the selection criteria outlined below. As a place becomes available it will be offered to the next child on the waiting list. The waiting list will expire on 30th September each year.*

4. *If there are still places available in the school, they will be offered to siblings of our current pupils. Priority is given to the eldest children.*

*The Board of Management will determine the number of children who will be accepted in the Junior Infant classes from year to year.*

***It is in the following order that places will be allocated each year if the amount of applicants is greater than the amount of places available:***

1. *Children who are being raised as Irish speakers through the medium of Irish who have reached their fourth birthday no later than 30th June in the year of starting Junior Infants (**see Note[2]**). Priority will be given according to age, starting with the eldest child.*

2. *Siblings of existing pupils (including step-siblings or foster children resident at the same address) who have reached their fourth birthday no later than 30th June in the year of starting Junior Infants. Priority will be given according to age, starting with the eldest child.*

3. *Other applicants who have reached their fourth birthday no later than 30th June in the year of starting Junior Infants. Priority will be given according to age, starting with the eldest child.*

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[2] *A child in this category is raised through the medium of Irish by one or both parents who speak to the child in Irish on a regular and permanent/fixed basis.*

*If your child falls into this category you will be asked to attend a meeting in the school with your child to satisfy representatives of the Board of Management that Irish is the language of communication between you. If the Board's representatives recommend that the child not be counted in this category the parents may appeal in writing to the Board of Management within one week of receiving the notification. The Board's decision will be final in this matter.*

***Enrolment in Classes other than Junior Infants***

*Applications for places in classes other than Junior Infants must be submitted in writing to An Cathaoirleach of the Board of Management. The decision to accept a child in any other class other than Junior Infants is made by the Board of Management and their decision is binding.*

*Pupils may be enrolled in classes other than Junior Infants if there is space in the class and if they fulfil the required criteria, subject to Board of Management approval. The School will look for assessments/school reports of the child from the parents.*

*Children may be enrolled into other classes if there is space in the class and*

*a) if the child is being raised through Irish and/or*

*b) if the pupil has attended another Gaelscoil and/or*

*c) if the Príomhoide/ Board of Management deem the child's standard of Irish to be satisfactory.*

*If there are more applicants than spaces available in the class, places will be allocated in the following order:*

1. *Children being raised through Irish*

2. *Siblings of children in the school*

3. *Other children*

*It is at the May meeting of The Board of Management that applications for the start of the next school year are dealt with. Applications during the school year will be dealt with at any meeting before the summer break. Further applications will be dealt with by the principal or another member of the Board, in accordance with the policy.*

**Transferring to Junior Infants**

*If the situation arises that a child applies to transfer into Junior Infants, it must be ascertained that there is a space available and that there is no longer anyone on the waiting list who wishes to take the place.*

***Children with a disability or other Special Education Need***

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

*Children with special needs will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management. 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.*

*It is the responsibility of the parents to inform the school in writing of any change in the contact details they have supplied to the school. The school bears no responsibility for having incorrect information in this regard.*

*The Board of Management has the authority to make exceptions with regards to any measure in this policy.*

***When you accept a place in this school, you are supporting and accepting this policy and all policies of the school.***

*This policy was adopted by the Board of Management on 10th June 2019.*

*Date of next review: May 2020*

*Síniú:* _____ *Síniú:* _____

MARCUS Ó LÉANACHÁIN
Cathaoirleach an Bhoird Bainistíochta

CUÁN Ó FLATHARTA
Príomhoide