Gaelscoil na Lochanna
Polasaí Iontrála

Éiteas: Is Gaelscoil (scoil-lánghaelach) í Gaelscoil na Lochanna agus mar sin is í Gaeilge teanga chumarsáide iomláin na scoile. Is scoil Idircreidmheach í an scoil freisin ina múintear an dá Chreideamh Chríostaí (Caitliceachas, Prodastúnachas) taobh le taobh. Réitítear na páistí dona Sacraimintí i rith am scoile.

1. Is é comhionannas rochtana, an luacheochair a dheimhníonn clárú páistí d'ár scoile. Ní dhiúltaítear páiste de bharr cine, riachtanais oideachas speisialta, máchaile, teanga/blas, inscne, tuairimí agus luachanna creidimh/polaitiúla, cúinsí clann nó sóisialta.

2. Aithnítear cearta tuismitheoirí a bpáistí a chlárú ina rogha scoile. Ach tá Bord Bainistíochta Ghaelscoil na Lochanna freagrach as cearta an chomhluadair scoile, agus go háirithe cearta na bpáistí atá cláraithe cheana sa scoil. Ní mór breithiúnas cóir a thabhairt ar gach iarratas bunaithe ar chearta nádúrtha agus feidhmiú ar son leas páistí/iarrthóirí.

3. Ag tacú leis an scoil, cinntíonn an Bord Bainistíochta uasmhéid líon na ndaltaí i ngach rang seomra ag tógaint san áireamh moltaí na Roinne Oideachais agus Scileanna i leith meán uimhreacha ranga, agus ag braith ar na hacmhainní a chuireann an Roinn Oideachas agus Scileanna ar fáil don Bhord Bainistíochta.

4. Glacfar le páistí sna Naíonáin Bheaga bunaithe ar an gcoinníoll go mbeadh an chóiríocht chuí ann. Tabharfar tosaíocht sa scoil mar seo thíos agus in ord 4a-f:-

Tá sé mar aidhm ag an mbord nach mbeidh thar 30 páiste in aon rang amháin ach déanfar cinneadh bliantúil ar an uasmhéid seo, más ghá.

Don scoilbhliain 2016/7 ar aghaidh tá aois íos iontrála socraithe sa pholasaí seo.
Páiste le bheith 4 bhliain agus 3 mhí d'aois roimh 1 lá Meán Fómhair den bhliain ina bhfuil siad ag tosú)

4 a. Clann mhac agus iníonacha foireann reatha na scoile ag an am (túsáite dona páistí is sine).

4 b. Deartháireacha / deirfiúracha daltaí atá sa scoil (túsáite dona páistí is sine).

4 c. Deartháireacha / deirfiúracha daltaí a bhí sa scoil tráth agus atá ina gcónaí in abhantrach na scoile* (túsáite dona páistí is sine).

4 d. Clann mhac agus iníonacha iarscoláirí Ghaelscoil na Lochanna atá ina gcónaí in abhantrach na scoile*.

4 e. Páistí eile ó abhantrach na scoile nach bhfuil clúdaithe faoina critéir eile thuas* (túsáite dona páistí is sine).

4 f. Páistí eile nach bhfuil i gceist faoina critéir thuas (túsáite dona páistí is sine).
Sa chás neamhdóchúlach go mbíonn páistí ar an aois céanna- tabharfar túsáite don té is gaire don scoil (ó thaobh fad taistil de).

5. Tuistí a fhaigheann tairiscint d'áit dá pháiste sa scoil bunaithe ar na critéir thuas - beidh orthu duillín glactha a sheoladh ar ais ag an scoil taobh istigh de 10 lá ag léiriú an mbeidh siad ag glacadh nó ag diúltiú lena n-áit. Sa chás nach nglacann siad lena náit sa scoil- d'fhéadfaí go ndéanfar tairiscint d'áit don chéad iarratasóir cáilitheach eile.

6. Tugann Rannóg 29 d'Acht Oideachais 1998 cearta do thuistí achomharc a dhéanamh má tharlaíonn sé gur diúltaíodh áit dá pháiste sa scoil. Marv thús pointe den achomharc, d'fhéadfadh tuiste litir a scríobh ag an mBord Bainistíochta.

7. * An sainmhíniú atá le bheith in abhantrach na scoile ná páiste atá ina cónaí níos gaire don scoil seo ná aon Ghaelscoil eile. [seans go niarrfar ar thuistí fianaise ar an seoladh baile a thabhairt don scoil]

8. Is féidir glacadh le páiste i ranganna seachas na naíonáin má tá spás ar fáil. Glacfar leis an bpáiste, tar éis dó/di dul faoi agallamh ag an bpríomhoide agus an múinteoir ranga; beidh béim curtha ar chaighdeán Ghaeilge

an pháiste; glacfar leis/leí má tá siad sásta go mbeadh an páiste ar leas na scoile agus an scoil ar leas an pháiste.

9. 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.

10. Sula ndéantar páistí a chlárú thig le tuismitheoirí a theastaíonn uathu a bpáistí a chlárú i nGaelscoil na Lochanna, foirm réamh-chlárúcháin a líonadh isteach (ar fáil ón oifig nó ar shuíomh idirlíon na scoile). Ní foirm chlárúcháin í seo agus ní úsáidtear é ach chun tomhas a dhéanamh ar éileamh do spásanna sa scoil agus chun dul i dteagmhál le tuismitheoirí go bhfuil spéis acu páiste a chlárú sa scoil agus chun fógra a thabhairt dóibh faoin oíche eolais/chlárúcháin. Fógrófar an oíche eolais/chlárúcháin sna meáin áitiúla chomh maith.

11. Tabharfar cuireadh do thuismitheoirí, go bhfuil suim acu a bpáiste a chlárú sa scoil, teacht chuig oíche eolais/chlárúcháin i Mí Eanáir (roimh tosú) agus beidh orthu foirm chlárúcháin a líonadh agus a thabhairt ar ais ag an scoil, chomh maith le teastas breithe (nó cóip) agus uimhir PPS an pháiste, taobh istigh de 21 lá ó dháta an chruinniú. Chun go mbeadh iarratas bailí ann caithfear an teastas breithe agus an uimhir PPS a bheith ann (agus fianise de sheoladh baile sa chás go lorgaítear é sin).

12. Cuirfear ainmneacha na bpáistí atá foirm, teasta breithe agus uimhir PPS tugtha ar ais chun na scoile ina leith, ar liosta de réir agus in ord na critéir thuasluaite sa pholasaí seo. Déanfaidh an Bord Bainistíochta cinneadh ar áiteanna sa scoil tar éis an tréimhse 21 lá. Fógrófar na háiteanna sin trí litir a chur sa phost chuig na tuismitheoirí agus beidh 10 lá ag na tuismitheoirí an scoil a chur ar an eolas faoin áit a ghlacadh nó a dhiúltiú.

13. Do pháistí nach bhfaigheann áit sa scoil- cuirfear a nainmneacha ar liosta feithimh de réir agus in ord na critéir thuasluaite agus rachfar i dteagmhál leo má thagann áit chun cinn.

14. Cuirtear oíche eolais ar siúl do thuismitheoirí ionchasacha roimh dheireadh na scoilbhliana (Bealtaine).

15. Tugtar cuireadh do na Naíonáin nua tréimhse neamhfhoirmiúil a chaitheamh sa scoil chun dul i dtaithí ar a dtimpeallacht nua roimh dheireadh na scoilbhliana (Meitheamh).

16. Ag braith ar na hacmhainní a chuireann an Roinn Oideachas agus Scileanna ar fáil don Bhord Bainistíochta, tacófar le páistí le riachtanais oideachas speisialta.

17. Ní mór do na daltaí atá cláraithe in ár scoil comhoibriú agus tacú leis na polasaithe atá ag an scoil.

18. Tá an polasaí seo, maraon leis na cinn eile, curtha le chéile faoi mholtaí an Acht Oideachais, Rialacha na mBunscoileanna Náisiúnta agus ag teacht le hEtós na scoile. Is féidir cur leis na polasaithe ó am go chéile nó iad a athrú.

<u>Achoimre ar an bpróiséas chlárúcháin:</u>

1. Is féidir le tuismitheoirí/caomhnóirí foirm réamhchlárúcháin a líonadh amach ag am ar bith. (Cabhraíonn sé seo leis an scoil réamhfhaisnéis a dhéanamh ar éileamh d'áiteanna agus cabhróidh sé leis an scoil dul i dteagmháil agus cuireadh a thabhairt do thuistí go bhfuil spéis acu, teacht agus a bpáiste a chlárú i Mí Eanáir roimh Mhéan Fómhair an scoilbhliain tosaithe).

2. Mí na Nollag- (roimh an bhliain tosaithe)- seoltar litir chuig tusimitheoirí atá foirm réamhchlárúchain líonta amach acu ag insint dáta an chruinniú eolais/chlárúcháin dóibh.

3. Eanáir- (roimh an Meán Fómhair tosaithe) seoltar litir meabhrúcháin chuig tusimitheoirí atá foirm réamhchlárúchain líonta amach acu ag meabhrú dáta an chruinniú eolais/chlárúcháin dóibh agus cuirtear fógra faoin gcruinniú sna meáin áitiúla.

4. Eanáir- (ag deireadh na míosa) Cruinniú Eolais/Chlárúcháin sa scoil agus tús den tréimhse clárúcháin.

5. Críochnaíonn an tréimhse clárúcháin 21 lá tar éis dáta an oíche eolais/chlárúcháin.

6. Déanann Bord Bainistíochta cinneadh faoi áiteanna sa scoil de réir na critéir sa pholasaí agus seoltar litir abhaile ag tairiscint áit sa scoil.

7. Bíonn 10 lá ag tuismitheoirí duillín glactha a sheoladh ar ais ag an scoil ag rá an mbeadh siad ag glacadh nó ag diúltiú leis an áit.

8. Cuirtear litir ansin chuig tuismitheoirí nach bhfuair a bpáiste áit (agus cuirtear ar liosta feithimh iad ar fhaitíos go dtagann áit chun cinn).

9. Bealtaine- Oíche Eolais do thuismitheoirí.

10. Meitheamh- cuireadh dona páistí a bheidh ag tosú i Meán Fómhair teacht chun na scoile agus aithne a chur ar an scoil.

Gaelscoil na Lochanna
Enrolment Policy

Ethos: Gaelscoil na Lochanna is an all-Irish primary school and as such Irish is the language of communication throughout the whole school. It is also an Interdenominational school, in which both Catholic and Protestant religions are taught side by side. Preparation for the Sacraments takes place during school hours.

1. The foundation of our enrolment policy is equality of access. Children will not be refused a place in the school on the grounds of race, special educational needs, disability, language or dialect, gender, political or religious values or opinions, family background or social class.

2. The Board of Management of Gaelscoil na Lochanna recognises the right of parents to enrol their children in their choice of school. At the same time the Board is responsible for the welfare of the school community, especially the welfare of children already enrolled in the school. Every application must be judged fairly, upholding natural rights and seeking to benefit children in the school and applicant children.

3. The Board of Management sets the upper limit on numbers in each class, taking into account recommendations of the Department of Education and Skills in relation to average class sizes and depending on the resources made available by the Department to the Board.

4. Children will be accepted into a Junior Infant class provided that there is suitable accommodation for a class. Priority will be given on the following basis and in the order of 4a-f:-

It is the aim of the Board that class sizes will not exceed 30 children – the Board will decide on this annually, should the need arise.
From the school year 2016/7 onwards a minimum entry age is required for children to be considered for enrolment (child to be aged at least 4 years 3 mths by 1 September of starting year).

4 a. Sons and daughters of current school staff (priority to older children first).

4 b. Brothers and sisters of pupils in the school (priority to older children first).

4 c. Brothers and sisters of past pupils and who are living in catchment area* (priority to older children first).

4 d. Sons and daughters of past pupils who are living in catchment area of school* (priority to older children first).

4 e. Other children from catchment area of school not included above* (priority to older children first).

4 f. Other children not included in criteria above (priority to older children first).
In the unlikely event of children being same age - priority will be given to child living closest to school (in terms of travel distance).

5. Parents of children who are offered a place based on the criteria above will be required to return an acceptance slip to the school within 10 days stating whether they accept their place or not. Where a parent does not accept a place- the place can be offered to the next qualifying applicant.

6. Section 29 of the 1998 Education Act provides parents with the right to appeal if their child has been refused a place in the school. As a starting point for an appeal, a parent may write to the Board of Management.

7. * Catchment area is defined as being within a closer travel distance to this Gaelscoil than any other Gaelscoil. [Parents may be asked to submit proof of address]

8. Children can be accepted into other classes if there is space available. Before being offered a place, the child will be interviewed by the principal and class teacher – with an emphasis on the child's standard of Irish – to ascertain whether the child will suit the school and the school will suit the child.

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

10. In advance of enrolling their child in the school parents may fill out a Pre-enrolment form (available from school office or website). This form is not an enrolment form and is only used by school to gauge upcoming demand for places and as a means of contacting interested parents to notify them of the upcoming information night and enrolment period. The information night and enrolment period will be announced also in local media.

11. Parents who wish to enrol their child in Gaelscoil na Lochanna will be invited to an information/ enrolment meeting in January and must complete an enrolment form and submit it to the school, along with a copy of the child's birth certificate and PPS number within 21 days of this meeting. For an application to be valid the Birth cert + PPS number must be submitted (and a proof of address if sought).

12. The names of children who have submitted enrolment forms and birth certificates (and PPS numbers) will be placed on a list according to and in order of the criteria listed above. A decision on places in school will be made by the Board following the period of 21 days. Parents will be notified by post of the decision of their application and will have 10 days to inform the school whether they will accept the place.

13. Children who are not successful in getting a place in the school will be put on a waiting list in order of criteria above and be contacted should a place become available.

14. An information night will be organised for prospective parents before the end of the school year (May).

15. New Junior Infants will be invited to spend some time in the school before the end of the preceding school year so that they will be familiar with the school environment (June).

16. Children with special educational needs will be facilitated, depending on the resources made available to the Board of Management by the Department of Education and Skills.

17. Pupils who enrol in Gaelscoil na Lochanna must cooperate with and support school policies.

18. As with other Gaelscoil na Lochanna policies, this policy has been formulated under the provisions of the Education Act and the rules governing national primary schools, and in sympathy with the ethos of the school. Policies may be added to or amended by the Board of Management from time to time.

<u>Summary of enrolment process:</u>

1. Parents/Guardians may fill out pre-enrolment form at any point (this will help school forecast numbers and will enable school to contact interested parents to come to enrol in January of year child is due to start).

2. December- (preceding enrolment school year) letter sent to parents who have pre-enrolled informing them of date of Information/Enrolment Night.

3. January- (preceding enrolment school year) reminder letter sent to parents and notice in local newsletter with notice of information/enrolment night in school.

4. January- (end of month) Information/Enrolment night in school and beginning of 21 days of enrolment period.

5. Enrolment period ends after 21 calendar days.

6. Board makes decision on places and sends letter offering place to those who have qualified under policy criteria.

7. 10 days given to parents to return a slip to school office stating whether they intend accepting/declining place in school.

8. Letter then sent to unsuccessful applicants (who are put on waiting list in case a space should become available).

9. May- Information Night for parents.

10. June- new children invited to school to familiarise with school surroundings.

Polasaí Iontrála / *Enrolment Policy*

Critéir / *Criteria*

Glacfar le páistí sna Naíonáin Bheaga bunaithe ar an gcoinníoll go mbeadh an chóiríocht chuí ann. Tabharfar tosaíocht sa scoil mar seo:
Children will be accepted into a Junior Infant class provided that there is suitable accommodation for a class. Priority will be given on the following basis and in the order of 4 a - f

Don scoilbhliain 2016/7 ar aghaidh tá aois íos iontrála socraithe sa pholasaí seo.
Páiste le bheith 4 bhliain agus 3 mhí d'aois roimh 1 lá Meán Fómhair den bhliain ina bhfuil siad ag tosú)

From the school year 2016/7 onwards a minimum entry age is required for children to be considered for enrolment (child to be aged at least 4 years 3 mths by 1 September of starting year).

4 a. Clann mhac agus iníonacha foireann reatha na scoile ag an am (túsáite dona páistí is sine).
Sons and daughters of current school staff (priority to older children first).

4 b. Deartháireacha / deirfiúracha daltaí atá sa scoil (túsáite dona páistí is sine).
Brothers and sisters of pupils in the school (priority to older children first).

4 c. Deartháireacha / deirfiúracha daltaí a bhí sa scoil tráth agus atá ina gcónaí in abhantrach na scoile* (túsáite dona páistí is sine).
Brothers and sisters of past pupils and who are living in catchment area (priority to older children first).*

4 d. Clann mhac agus iníonacha iarscoláirí Ghaelscoil na Lochanna atá ina gcónaí in abhantrach na scoile* (túsáite dona páistí is sine).
Sons and daughters of past pupils who are living in catchment area of school (priority to older children first).*

4 e. Páistí eile ó abhantrach na scoile nach bhfuil clúdaithe faoina critéir eile thuas* (túsáite dona páistí is sine).
Other children from catchment area of school not included above (priority to older children first).*

4 f. Páistí eile nach bhfuil i gceist faoina critéir thuas (túsáite dona páistí is sine)
Sa chás neamhdóchúlach go mbíonn páistí ar an aois céanna - tabharfar tús aite don té is gaire don scoil (ó thaobh fad taistil de).
Other children not included in criteria above (priority to older children first).
In the unlikely event of children being the same age - priority will be given to child living closest to school (in terms of travel distance).

Tuistí a fhaigheann tairiscint d'áit dá pháiste sa scoil bunaithe ar na critéir thuas - beidh orthu duillín glactha a sheoladh ar ais ag an scoil taobh istigh de 10 lá ag léiriú an mbeidh siad ag glacadh nó ag diúltiú lena n-áit. Sa chás nach nglacann siad lena náit sa scoil - d'fhéadfaí go ndéanfar tairiscint d'áit don chéad iarratasóir cáilitheach eile.
Parents of children who are offered a place based on the criteria above will be required to return an acceptance slip to the school within 10 days stating whether they accept their place or not. Where a parent does not accept the place - the place can be offered to the next qualifying applicant.

Tugann Rannóg 29 d'Acht Oideachais 1998 cearta do thuistí achomharc a dhéanamh má tharlaíonn se gur diúltaíodh áit dá pháiste sa scoil.
Section 29 of the 1998 Education Act provides parents with the right to appeal if their child has been refused a place in the school.

* An sainmhíniú atá le bheith in abhantrach ná scoile ná páiste atá ina cónaí níos gaire don scoil seo ná aon Ghaelscoil eile.
** Catchment area is defined as being within a closer travel distance to this Gaelscoil than any other Gaelscoil.*