

# Enrolment Policy

## Gaelscoil Dhochtúir Uí Shúilleabháin

### 2012

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#### Section A: General Information

##### General Introduction

This enrolment policy is being set out in accordance with the provisions of The Education Act (1998). The Board of Management trusts that by so doing parents will be assisted in relation to enrolment matters. The chairperson of the Board of Management, Máire Céitinn, and the principal teacher, Aisling Ní Néill, will be happy to clarify any further matters arising from the policy. A review of this policy was carried out in March 2012.

School Name: Gaelscoil Dhochtúir Uí Shúilleabháin

School Address: Gort na Cloiche,  
An Sciobairín,  
Co. Chorcaí.

Telephone No.: 028-21192

E-mail Address: [gaelscoil21192@hotmail.com](mailto:gaelscoil21192@hotmail.com)

Website: [www.gaelscoil.net](http://www.gaelscoil.net)

Denominational Character: Catholic

Name of Patron: Foras Pátrúnachta na Scoileanna Lán-Ghaeilge

Total Number of Teachers in the School:

- 3 x classroom teachers (principal included)
- 1 x shared learning support teacher (based in our school)
- 1 x shared resource teacher (based in our school)
- 2 x special needs assistant
- 1 x secretary

Range of Classes Taught: Junior Infants to Sixth Class (co-educational)

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to

time, by the Department. School policy has regard to the resources and funding available.

The school follows the curricular programmes prescribed by the DES, which may be amended from time to time, in accordance with Sections 9 and 30 of the Education Act (1998).

Within the context and parameters of the Department regulations and programmes, the rights of the patron as set out in the Education Act (1998), and the funding and resources available, the school supports the principles of:

- ❖ Inclusiveness, particularly with reference to the enrolment of children with a disability or other special educational need;
- ❖ Equality of access and participation in the school;
- ❖ Parental choice in relation to enrolment; and
- ❖ Respect for diversity of values, beliefs, traditions, languages and ways of life in society.

### **Other General Information**

School Opening Time:	9:00 a.m.
Time Classes Start:	9:20 a.m.
Morning Break:	10:40 – 10:50 a.m.
Lunch Time:	12:30 – 12:50 p.m.
Closing Time for Infant Classes:	2:00 p.m.
Closing Time for 1 <sup>st</sup> through 6 <sup>th</sup> Classes:	3:00 p.m.

### **Section B: Enrolment Procedures**

#### **Application Procedure**

The Board of Management of Gaelscoil Dr. Uí Shúilleabháin requests that parents wishing to enroll their children at the school fill out an enrolment form and return it to the school before the beginning of the school year. An open day will be held for prospective parents each spring. Alternatively, interested parents may make an appointment with the principal in order to gain information about the ethos and practices of the school. This also provides an opportunity for them to ask any questions they might have. If after these meetings, parents wish to enroll their child for the next academic year, they must fill out an enrolment form and return it to the school. A copy of this form is included with the policy.

#### **Decision Making**

As a general principle and in so far as is practicable having regard to the school's enrolment policy, children will be enrolled on application, provided that there is space available.

The Board is bound by the Department of Education and Science's *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.

In the event that applications for enrolment exceed/is expected to exceed the number of places available the following decision making process will apply. The Board will exercise its discretion in the application of the following criteria. The criteria may include any of the following though not necessarily in that order:

- ❖ Brothers or sisters are already enrolled in the school;
- ❖ Age of applicants
- ❖ Children who attended the Naíonra
- ❖ Children of staff members
- ❖ Children from Irish-speaking households
- ❖ Children transferring from another Gaelscoil
- ❖ Children in the order they submitted an application form
- ❖ Any other

### **Admission Day/Date**

It is expected that new pupils will be admitted on September 1<sup>st</sup>. In cases where this is not possible, new pupils will be admitted on the earliest date possible in the school year, having made a prior arrangement with the school.

### **Enrolment of Children with Special Needs**

The Board of Management will request a copy of the child's medical and/or psychological report before the child is enrolled in the school. If such a report is not available the Board will request that the child be assessed immediately. The purpose of the assessment report is to assist the school in establishing the educational and training needs of the child so that the school can plan to have the necessary structures in place to support the child's learning while he/she attends the Gaelscoil.

The school will meet with the parents of the child and with the SENO to discuss the child's needs and the school's suitability or capability in meeting those needs. Where necessary, a full case conference involving all parties will be held, which may include parents, principal, class teacher, learning support teacher, resource teacher, SENO or psychologist, as appropriate.

Enrolment of the child may be delayed until

- a medical and/or psychological report is available and/or

- appropriate resources are made available from the Department of Education and Science to meet the needs of the child as outlined in the medical/psychological report. (These resources may include for example any or a combination of the following: resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or other.)

### **Pupils Transferring**

Pupils may transfer to the school at any time, subject to school policy, available space and in some cases, the approval of the Department of Education and Science. Each case will be reviewed by the Board of Management individually. It is a requirement of the Board of Management that information concerning attendance and the child's educational progress be communicated between schools.

### **Code of Discipline**

**A copy of the school's Code of Discipline will be attached to the Enrolment Policy.**

## **GAELSCOIL DHOCHTÚIR UÍ SHÚILLEABHÁIN**

**Gort Na Cloiche,  
An Sciobairín,  
Co. Chorcaí**

**Fón/Tel: 028 21192**

Ríomhphost: [scoil5.ias@eircom.net](mailto:scoil5.ias@eircom.net)

Suíomh idirlín: [www.gaelscoil.net](http://www.gaelscoil.net)



**FOIRM IONTRÁLA/REGISTRATION FORM**

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**Ainm/Name:** \_\_\_\_\_

**Dáta Breithe/Date of birth:** \_\_\_\_\_

**Seoladh/Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Teastas breithe/  
Birth Cert:**

**Uimhir pps/pps number:** \_\_\_\_\_

	<b>Sonraí na Máthar/Mothers Details</b>	<b>Sonraí an Áthar/Fathers Details</b>
<b>Ainm/Name:</b>		
<b>Seoladh/Address:</b>		
<b>Slí bheatha/ Occupation:</b>		
<b>Guthán (Baile)/ Phone (Home):</b>		
<b>Guthán póca/ Mobile:</b>		
<b>Guthán (Obair)/ Phone (Work)</b>		
<b>Ríomhphost/E-mail:</b>		

**Uimhir teagmhála i gcás práinne muna bhfuil tuismitheoir/caomhnóir  
ar fáil/ Contact name/number in an emergency should parent/guardian be  
unavailable:**

**Ainm/Name:** \_\_\_\_\_

**Fón/Phone:** \_\_\_\_\_

**Páistí scoile nó níos óige sa chlann:** /Children of school age or younger in the family:

**Ainmneacha na bPáistí/Names:  
birth:**

**Dáta Breithe/Date of**

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ainm agus uimhir do dhochtúir** /Family Doctor's Name & Phone:

**Ainm/ Name:** \_\_\_\_\_

**Fón/Phone:** \_\_\_\_\_

**Sonraí Leighis/ Stair leighis/Ailléirge/Leigheas/  
Medical details /Medical History/Allergies/Medication:**

**I gcás timpiste ar scoil, an bhfuil cead ag an scoil do leanbh a thabhairt go dtí an dochtúir?/**

In the case of an accident, do you give permission to have your child brought to the doctor?

**Sea/ Yes:** \_\_\_\_\_

**Ní**

**h'ea/No:** \_\_\_\_\_

**Creideamh/Religion:** \_\_\_\_\_

**Paróiste/Parish:** \_\_\_\_\_

**Baisteadh/Baptised:** \_\_\_\_\_

**Cead chun grianghraf a thógaint / Parental permission granted to take my child's photograph:**

**Sea/ Yes:**\_\_\_\_\_

**Ní h'ea/No:**\_\_\_\_\_

**Aon eolas eile:/Any other relevant information:**

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**Síniú an tuiste / Parent's Signature:**-----