

**Policy: Enrolment Policy**

**School Details**

<b>School:</b>	<b>Gaelscoil Uí Drisceoil</b>
<b>Address:</b>	Duncitil, Gleann Maghair Co. Chorcaí
<b>Phone:</b>	0214822482
<b>Email:</b>	<a href="mailto:gaelscoiluidrisceoil@gmail.com">gaelscoiluidrisceoil@gmail.com</a>
<b>Website:</b>	<a href="http://www.gaelscoiluidrisceoil.com">www.gaelscoiluidrisceoil.com</a>
<b>Category:</b>	Multi-denominational
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<b>Number of Students on Roll :</b>	432

**Introductory Statement**

Gaelscoil Uí Drisceoil's "Enrolment Policy" was initially formulated in involving consultations among staff, parents and Board of Management members. The policy was formally ratified by the BOM. It was formulated in accordance with the provisions of the Education Act 1998 and the Welfare Act 2000 in order to assist Parents/Guardians in relation to enrolment matters. The Enrolment Policy was reviewed, updated and formally approved by the Board of Management.

**Rationale**

The Board of Management of Gaelscoil Uí Drisceoil hereby sets out its Enrolment Policy in accordance with the provisions Section 15 (2) of the Education Act (1998) and the Equal Status Act ( 2000). The Board of Management trust that in so doing parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management, and the Principal, will be happy to clarify any further matters arising from the policy.

## Gaelscoil Uí Drisceoil, Dúncitil, Gleann Maghair, Co. Chorcaí

### Ethos

**Gaelscoil - a school in which all subjects are taught through the medium of Irish in an attractive encouraging environment. Irish is the language of the school community, between children, teachers and management.**

- **Multi-denominational** i.e. all children having equal rights of access to the school, and children of all social, cultural and religious backgrounds being equally respected.
- **Co-educational** and committed to encouraging all children to explore their full range of abilities and opportunities
- **Child centred** in their approach to education
- **Democratically run** with active participation by parents in the daily life of the school whilst positively affirming the professional role of the teachers

Accepting the above ethos everyone is welcome, except, in case where there are too many, the Board of Management will apply the following criteria in order of priority.

### Aims

- To provide guidance and information to all concerned with enrolment and in the school, in particular to the parents/guardians of prospective pupils
- To ensure that all applications for enrolment are dealt with in a fair, transparent and verifiable manner
- To establish criteria under which applications shall be considered.

### Subject Matter

- Parent(s) Guardian(s) who wish to place their child on waiting list should provide details to school secretary/ web pre-enrolment online on school website.
- An application form **Appendix 1** is sent out to all names on waiting list.
- An Information session is organised for prospective parents before the start of the school year .
- Places will be offered in writing within 21 days from the closing date for applications as per Department of Education rules.
- A parent accepting an offer of enrolment must (within a specified time frame) a fully completed enrolment form together with a copy of the child's Official Birth Certificate within a specified time frame – **Appendix 2**

Accepting the above ethos and policy, all children are welcome

except in the event that applications for enrolment exceed/is expected to exceed the number of places available, the following decision making process will apply in the order of priority listed below.

Pupils must be four years of age on or before the 1<sup>st</sup> of April in the year in which they commence school.

In the event that places are available after all the offers have been accepted, places will be offered to children that are 4 years or more before the 1<sup>st</sup> of September.

#### **Decision Making Process**

- (i) Brothers and Sisters of children presently enrolled in the school. (if oversubscribed – priority eldest)**
- (ii) Children of school staff (if oversubscribed – priority eldest)**
- (iii) Children from Irish speaking families. (Priority – eldest living in Glanmire/Glounthaune catchment area)**
- (iv) Children attending all-Irish pre-school/Naíonra (Priority – eldest living in Glanmire/Glounthaune catchment area)**
- (v) Children relocating to the area who have been attending a Gaelscoil (if oversubscribed - priority eldest)**

***Names of unsuccessful applicants will be placed on a Waiting List, in accordance with the ranking determined by the above criteria.***

#### **Appeals**

- *The Board of Management of Gaelscoil Uí Drisceoil will make a decision in writing within 21 days of the closing date for the receipt of enrolment applications .*
- *Parents/Guardians will be informed of their entitlement to appeal a decision of the Board of Management in relation to a refusal to enrol in a letter issued 21 days after the closing date for the receipt of applications in accordance with Section 29 of the Education Act.*
- *If the Board of Management refuses to enrol a student in the school, the parent/guardian of the student may appeal the decision at local level. The appeal must be submitted within 10 days of the date of the refusal to enrol. It must be made in writing, addressed to the Chairperson of the Board, and clearly state the grounds for the appeal. The Board of Management will respond within 10 days of the receipt of such an appeal.*

- *If following conclusion of the appeal procedure at school level, a parent/guardian is dissatisfied with the decision made that parent/guardian has a statutory entitlement under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act 2007, to appeal that decision to the Secretary General of the Department of Education and Skills. It should be noted that such an appeal must be lodged within 42 days of the schools refusal to enrol.*
- *Details on appealing decisions on enrolment under section 29 of the Education Act (as amended by Section 4 of the Education (Miscellaneous Provisions) Act, 2007) can be found on the Department of Education website – [www.education.ie](http://www.education.ie)*

### **Enrolment of Pupils with Special Needs**

*The Board of Management accepts applications for the enrolment from parents/guardians of pupils with special needs. However, in order that the Board of Management can properly consider what is in the best interest of the child and what additional resources/equipment that the school might need in order to facilitate the child's attendance at Gaelscoil Uí Drisceoil, the following points should also be noted:*

1. *A copy of the child's medical and/or psychological reports and/or any other relevant reports will be required by the Board of Management*
2. *Following receipt of the report, the Board will assess how the school could best meet the needs specified in the report.*
3. *Where the Board deems that further resources are required, it may, prior to enrolment, request the Special Education Needs Organiser (see Circular 01/05 on [www.ncse.ie](http://www.ncse.ie)) to provide the resources required to meet the needs of the child as outlined in the medical/psychological/other report. These resources may include for example, access to or the provision of any or a combination of the following: visiting teacher service, resource teacher for special needs, special needs assistant, specialised equipment or furniture, transport services or others.*
4. *Prior to enrolment a meeting will be arranged with the child's parents/guardians and/or the Special Education Needs Organiser to discuss the child's needs and to find ways to enable the school to meet those needs. If considered necessary, a full conference involving all parties will be held which may include parents/guardians, Principal, class teacher, learning/language support teacher, special class teacher, resource teacher for special needs, speech therapist/psychologist/psychiatrist, Special Education Needs Organiser or any other as appropriate.*
- 5.

### **Induction Process**

## **Gaelscoil Uí Drisceoil, Dúncitil, Gleann Maghair, Co. Chorcaí**

- We invite new infants to an informal school day, to allow them to acclimatise to the surrounding, before the end of the school year.
- Enrolled pupils and their parents must support and adhere to the policies of the school.

### **Enrolment into classes other than Junior Infants**

We will accept pupils in classes other than Junior Infants if there is space available. We will accept the pupil after s/he has been interviewed by the principal and the class teacher. Emphasis will be placed on the child's standard of Irish. The pupil will be accepted if s/he is deemed of benefit to the school and the school of benefit to her/him. During the school year children may be enrolled who move into the area or who wish to transfer from other schools in accordance with Rules of the Department of Education and the Enrolment Policy.

### **Ratification and Communication**

This policy was put together by parents, staff, teachers and Board of Management of Gaelscoil Uí Drisceoil.

Signed: \_\_\_\_\_ Cathaoirleach/Chairperson

Co-signed: \_\_\_\_\_ Secretary

Date: \_\_\_\_\_

### **Review**

Signed: \_\_\_\_\_ Cathaoirleach/Chairperson

Co-signed: \_\_\_\_\_ Secretary

Date: \_\_\_\_\_

## **Gaelscoil Uí Drisceoil, Dúncitil, Gleann Maghair, Co. Chorcaí**

Additional Information: Please note that all policies are available on school website.