

Polasaí Iontrála Gaelscoil Chluain Meala

Eolas Ginearálta / General Information

The policy of the Board of Management in accordance with the provisions of the Education Act (1998) is outlined below. The Board of Management hopes that this will be of assistance to parents in regard to enrolment. The Chairman, Seán Ó Ciardha, and the Principal, Karen Mhic Gearailt, will be happy to clarify any future matters relating to the policy.

Scoil/School:	Gaelscoil Chluain Meala, An Baile Gaelach, Cluain Meala, Co. Thiobraid Árann. 052-6127271 gcm.ias@eircom.net
Patrún/Patron:	Foras Pátrúnachta na Scoileanna Lán-Ghaeilge Teo. Block K3, Maynooth Business Campus, Maynooth, Co. Kildare (01) – 6294110 eolas@foras.ie
Éiteas/Ethos:	All Irish Catholic School/ Scoil Chaitliceach Lán-Ghaeilge
Múinteoirí/Teaching Staff:	8 Class Teachers 2 Learning Support Teachers 1 Administrative Principal
Ranganna/Classes:	Infants to 6 th Class. Co-educational.
Clárrama/Timetable:	08:45 - 09:05 Preparation/Supervision 09:05 - 10:45 Instruction 10:45 - 11:00 Break 11:00 - 12:30 Instruction 12:30 - 13:00 Lunchtime 13.00 -14:30 Instruction

Curaclam/Curriculum

The Gaelscoil follows the curriculum programmes laid down by the Department of Education and Science. These may be modified from time to time in accordance with Sections 9 and 30 of the Education Act (1998). Gaelscoil Chluain Meala is dependent on the grants and the teaching staff supplied by the Department of Education and Science and the school is run in accordance with current Department regulations. The school implements the Children First Guidelines. All pupils

have to be registered on the Department of Education and Skills Primary Online Database and PPS numbers are required on enrolment. All grants and teacher allocation are based on this database.

Réasúnaíocht/Rationale

This policy aims to ensure that the appropriate procedures are in place to enable the school

- To make decisions on all applications in an open and transparent manner consistent with the Ethos, the Mission Statement of the school and legislative requirements
- To make an accurate and appropriate assessment of the capacity of the school to cater for the needs of applicants in the light of the resources available to it and
- To put in place a framework which will ensure effective and productive relations between students, parents and teachers where a student is admitted to the school

Polasaí Iontrála/The Enrolment Policy of Gaelscoil Chluain Meala

This has been discussed with the Board of Management, the Parents' Council and the teaching staff of the school, and the following policy was decided on in the event that the school is oversubscribed.

1. Parents who wish to enrol a child/children in Gaelscoil Chluain Meala can record the name, date of birth and address of the child/children in a register in the office. It is the responsibility of the parent to ensure that these details are kept up to date.
2. After Christmas during 2nd Term, a meeting will be called, by posted invitation, of those parents whose children's names are on the list. An advertisement will also be placed in the local paper 'The Nationalist'.
3. Priority will be given to brothers and sisters of children already enrolled. After this children will be enrolled according to age.
4. After the meeting, an enrolment form will be sent by post to the parents of those children who have been accepted as they fulfil the enrolment criteria. This form must be filled in completely and sent back to the school, with an original copy of the child's birth certificate, before a specified date. The school will confirm receipt of enrolment form within 21 days of this date.
5. No child will be refused on grounds of special needs, race, disability, language or accent, of being a member of the travelling community or a refugee, on account of political or religious opinions, or of social or family background.
6. While it accepts the rights of parents to enrol their children in the school of their choosing, the Board of Management regards itself as having particular responsibility for the welfare of those students already enrolled. Any parent may appeal a decision relating to the refusal of the enrolment of their child by writing a letter for the attention of the Príomhoide.

7. The Board, accordingly, is entitled to decide the maximum number of children in each class, taking into account the following:
 - a. The size of the classroom and the space available
 - b. The learning requirements of children at a particular age.
 - c. Mixed classes.
 - d. Pupils with special learning / behavioural needs.
 - e. Directives from the Department of Education regarding the average number of children in each class.
 - f. The time of the school year.
 - g. Their standard of Irish

8. Every effort will be made to facilitate students who come to Clonmel having previously attended another Gaelscoil.

9. Junior infants will be given the opportunity to visit the school with their parents towards the end of school year.

10. Provision will be made for pupils with special needs to an extent commensurate with the resources made available to the Board of Management by the Department of Education for this purpose.

11. Pupils are required to abide by the code of discipline of the school and all policies relating to the curriculum, organisation and management of the school as precondition of enrolment. The Board of Management requires parents to ensure that children will co-operate - in a manner appropriate to their age level – with the school policies. The Board of Management may, in accordance with the rules laid down by the Department of Education and Science for primary schools, suspend pupils if necessary. As a Gaelscoil which provides education through Irish, parents are asked to be supportive of this objective.

12. Parents are to inform the school of any court orders relating to custody or access to children or issues of legal guardianship which may affect access to children and/or access to children's information.

Ciní/Decision making

It is the responsibility of the Board of Management, acting in accordance with school policy, to make decisions regarding applications for enrolment at any time.

Paistí le Riachtanais Speisialta/Enrolment of children with special needs

In the case of applications for enrolment of children with special needs, the Board of Management may request a copy of the child's medical/psychological records, or in the absence of such, to request that the child be assessed immediately. This will be done solely for the purpose of assisting the school in assessing the child's educational requirements in regard to his/her disability or special needs, and to identify/apply for the appropriate resources.

The Board will assess, on receiving the report, how the school may cater to the various needs identified in the report. If the Board feels that further resources are required, it will ask the Department of Education and Skills/ NCSE to supply such resources.

Such resources might include, for example, a resource teacher for special needs, a special needs assistant, equipment or special furniture, transport services etc.

The school will meet with the parents of the child to discuss the child's needs and the suitability or capability of the school to cater to those needs. If necessary, a full meeting should be held for all involved parties, where parents, principal, class teacher, learning support teacher, special class teacher, special needs resource teacher or psychologist may be present as appropriate.

Daltaí ag Aistriú/Transferring of Students

Students may transfer to the Gaelscoil if there is space available and subject to completion of enrolment form. The principal will meet the parents and the prospective pupil to ascertain if their standard of Irish would allow them to access the curriculum. The application is discussed at a board of management meeting and a decision is made. The former school will be informed of the transfer and all relevant documentation will be transferred to us.

According to the Educational Welfare Act (2000) in relation to transfer of pupils, a school is obliged to provide information on a pupil's attendance and academic progress to the new school.

If a pupil leaves our school during the school year, s/he will be kept on the roll until it has been established that s/he is attending another school.

As the DES does not recognise pupils who repeat sixth class for teacher appointment purposes or grants, we do not accept enrolments for pupils who want to repeat sixth class. Pupils who wish to transfer and repeat a class in our school, the parents must supply the relevant documentation from the previous school outlining the reasons why in line with Circular 32/03.

Athbhreithniú/Review

The above policy may be revised or added to from time to time as appropriate and was written in accordance with Unit 16 of the Education Act.

Once ratified by the Board of Management, this policy is then forwarded for approval by our patron.

This revised policy was formally ratified at a meeting of the Board of Management on May 31st 2016 and will be reviewed in May 2019.

Signed: Seán Ó Ciardha (Cathaoirleach)

Karen Mhic Gearailt (Príomhoide)

Date: 31ú Bealtaine 2016