

Polasaí Iontrála

Roinn A: Eolas Ginearálta

Réamhrá

Dréachtar an Polasaí Iontrála seo de réir na forálacha a leagtar síos san Acht Oideachais 1998. Leis an bpolasaí seo, is mian leis an mBord Bainistíochta soileiriú a chur ar fáil do thuistí maidir le clarú leanaí in nGaelscoil Mhuscraí, An Bhlárna.

Bheadh bainistíocht na scoile sásta soiléiriú breise a thabhairt ar aon cheist maidir leis an bpolasaí seo.

Ainm na Scoile:	Gaelscoil Mhuscraí
Seoladh:	Sean Íochtarach, An Bhlárna, Co Chorcaí
Uimhir Gutháin:	021 4516874
Ríomhphost:	gaelscoilmuscraí@gmail.com
Creideamh:	Caitliceach
Ainm an Phátrúin:	Foras Patrúnachta na Scoileanna Lán ghaeilge Teo
Líon na Foirne:	6 x Múinteoir Ranga 1 x Múinteoir Tacaíocht Foghlama 1 x Múinteoir Feabhais (Páirt-aimseartha) CRS Rúnaí (páirt-aimseartha)
Réimse Ranganna:	Naíonáin Shóisearacha go Rang 6, meascáithe.

Braitheann an Ghaelscoil ar dheontaisí agus ar líon na múinteoirí ceadaithe ag an Roinn Oideachais agus Eolaíochta, agus feidhmíonn an scoil taobh istigh de rialacha agus fórála na Roinne Oideachais mar a leagtar síos iad. Tógann polasaithe na scoile na hachmhainní agus an infheistíocht atá ar fáil san áireamh.

Leanann an Ghaelscoil na cláracha Churaclaim atá leagtha síos ag an Roinn Oideachais agus Eolaíochta de réir Acht 9 agus Acht 30 don Acht Oideachais 1998.

Ag tógaint rialacha agus cláracha na Roinne Oideachais agus Eolaíochta, cearta an Phatrúin mar atá leagtha síos san Acht Oideachais 1998 agus an t-airgead agus na hacmhainní atá ar fáil san áireamh, tacaíonn an scoil leis na proinsabail seo a leanas;

- Cuimsitheachas, go háirithe i gcomhthéacs leanaí le riachtanaisí fisicúla nó oideachasúla a chlarú

- Comhionannas i gcás cead isteach agus páirt a ghlacadh i saol na scoile.
- Rogha tuismitheoirí i leith chlarú
- Meas ar éagsúlacht luachanna, creidimh, traidisiún agus slite maireachtála sa sochaí ag tógaint éthos na scoile san áireamh.

Eolas Ginearálta eile

Am oscailte na Gaelscoile	8.30r.n.
Am tosaithe	8.50r.n.
Am Sosa	10.50 – 11.00r.n.
Am Lóin	12.30 – 1.00i.n.
Naíonáin ag dul abhaile	1.30i.n.
Am dúnadh	2.30i.n.

Roinn B: Nósanna Imeachta i Leith chlarú.

Iarrann An Bhainisteoir Ghaelscoil Mhuscraí ar thuismitheoirí gur mian leo páiste a chlarú sa scoil foirm réamhchlarúcháin a líonadh agus a sheoladh chun na scoile roimh deireadh na scoilbliana atá sé beartaithe go dtosnóidh an leanbh ar scoil. Buailfidh Múinteoir na naíonán le thuismitheoirí nua i mí an Meitheamh chun rialacha na scoile a mhiniú dóibh agus chun aon cheist atá acu a fhreagairt. Tá cóip den bhfoirm réamhchlarúcháin ar fáil san oifig.

Bíonn oíche oscailte ar siúl i nGaelscoil Mhuscraí uair sa bhliain de ghnáth i mí Márta. Cláraíonn an formhór de na páistí ag an oíche seo. Bíonn an fhoireann agus Cumann na dTuistí ann chun ceisteanna a fhreagairt.

Ag tógaint cinntí:

Más gá, déanfaidh an Bhainisteoir an cinneadh maidir le hiarrataisí i gcóir chlarúcháin de réir polasaí na Gaelscoile. Cuirfear tuistí ar an eolas faoin gcinneadh taobh istigh de 21 lá. Go ginearálta clarófar páistí de réir mar a thagann iarratas óna tuistí má tá spas ann dóibh.

Ní mór don Bhainisteoir feidhmniú de réir rialacha na Roinne Oideachais & Eolaíochta mar atá leagtha síos i “Rialacha i gcóir Scoileann Náisiúnta”. Ciallaíonn sé seo go gclárófar daltaí atá in aois a 4 no níos sine amháin, agus aithnítear nach bhfuil tinreamh riachtanach go dtí aois a 6.

Má tá éileamh níos mó ná an méid áiteanna atá ar fáil, cuirfear an poiséas seo a leanas i bhfeidhm chun cinneadh a dhéanamh. Cuirfidh an Bhainisteoir na critéir seo a leanas i bhfeidhm ach níl sé intuigthe go gcuirfear i bhfeidhm iad san ord ina bhfuilid leagtha amach.

1. Deartháireacha agus deirfiúracha, leath-shiblíni, páistí uchtaithe atá ina gcónaí ag an seoladh céanna le dalta atá ag freastal ar an scoil
2. Páistí atá á dtógáil le Gaeilge
3. Páiste d'aon bhall fhoireann na scoile
4. Páistí atá ag freastal ar Naíonra atá faoi údarás Gaelscoileanna Teo
5. Páiste atá ar liosta Chláraithe na scoile agus a bhfuil iarratas líonta acu san ord inár claraíodh iad

Lá Iontrála

Cuirfear tráthnona ar siúl i Mi Meitheamh do na páistí a bheidh ag tosnú i mí Mheáin Fómhair i ndiaidh.

Clarú Leanaí le Riachtanaisí Speisialta

Lorgóidh an Bhainisteoir tuairiscí dochtúra agus tuairiscí siceolaíochta i gcás aon pháiste le riachtanaisí speisialta sara gclárofaí an páiste seo sa scoil. Muna bhfuil a leithéad do thuairiscí ann, iarrfar go ndeanfar na tástálacha chuí láithreach. Usáidfeadh na tuairiscí seo chun cabhrú leis an scoil riachtanaisí áirithe an linbh seo a mheas agus pleanáil a dhéanamh i gcóir na struchtúirí chuí chun tacú le foghlaim an linbh le linn dó/di a bheith ag freastal ar an nGaelscoil.

Buailfidh Príomhoide na scoile le tuistí aon linbh le riachtanaisí speisialta roimh dó/di tosnú sa Ghaelscoil. Pléifear cumas na scoile freastal ar an riachtanais seo. Má's gá, tionólfar cruinniú leo siúd ar fad atá ag freastal ar riachtanaisí an linbh, idir Tuistí, Príomhoide, Múinteoir Ranga, Múinteoir Oideachais Speisialta, Múinteoir Acmhainne, a Siceolaí má's oiriúnach.

D'fhéadfadh sé tarlúint go gcuirfear clárú an linbh ar cheal go dtí go mbíonn

- Tuairisc siceolaíochta ar fáil nó/agus
- Acmhainní chuí curtha ar fáil ag an Roinn Oideachais & Eolaíochta chun freastal ar an riachtanaisí luaite sa tuairisc dochtúra/siceolaíochta.

Páistí faoi chúram caomhnóra

Lorgóidh an Bhainisteoir ainm chaomhnóra dleathach an linbh chomh maith le heolas faoi na seirbhísí ar fad atá bainteach leis an bpáiste ina measc, ainm an t-oifigeach shóisialta agus an limistéar lena mbaineann sé/sí.

Páistí ag athrú scoileanna

Tá sé de cheart ag daltaí aistriú ó scoil amháin go scoil eile ag aon am ag braith ar pholasaí na scoile, folúntas doibh, agus i gcásanna áirithe, cead ón Roinn Oideachais agus Eolaíochta. Cuirfidh an Bhainisteoir cuntas ar thinreamh agus ar dhul chun chinn iar dhalta(i) ar fáil dá scoil nua má lorgáítear iad.

Cód Smachta

Gheobhair cóip den Cód Iompair leis an bPolasaí Iontrála seo, ar an oíche eolais sula gclaraíonn. Beidh an polasaí seo ar fáil ar suíomh idirlíne na scoile sa todhchaí.

Cuirfeadh an polasaí seo le chéile i 2005

Deineadh athbhreithniú air i Feabhra 2017.

Polasaí Iontrála

Roinn A: General Information

This policy has been drawn up in accordance with the rules and regulations laid down by the Education Act 1998. With this enrolment policy, the Board of Management would like to assist parents/guardians who wish to enrol their children in the above named Gaelscoil

School Management is willing to clarify any queries or questions regarding this policy.

Name of School	Gaelscoil Mhuscraí
Address	Sean Lower, Blarney. Co. Cork.
Phone No.	021 4516874
Fax No.	021 4516874
Email	gaelscoilmuscraí@gmail.com
School Ethos	Catholic
Patron	Foras patrúnachta Na Scoileanna Lánghaeilge Teo
Staff	6 x Classroom Teachers 1 x Learning Support Teacher/Principal 1 x Resource Teacher (Part-time) S.N.A. Secretary (Part-time)
Classes	Junior Infants – Sixth class

The school depends on grants issued by the Department of Education and Science and the amount of teachers sanctioned by the Department of Education and Science. The school operates under the rules and regulations laid down by the Department of Education and Science. This policy has taken into account the resources and equipment available to the school.

The Gaelscoil follows the National Curriculum for Primary Schools in Ireland (Curaclam Na Bunscoile) which was laid down by the Department of Education and Science in accordance with Act 9 and Act 30 of the Education Act 1998.

Taking the rules and procedures from the Department of Education and Science, the Patrons rights as they are laid out in The Educations Act 1998 and the money and resources that are available, Gaelscoil Mhuscraí supports the following principals:

1. Understanding, especially in the context of children with physical needs or educational needs that wish to enrol.
2. Uniformity in the case of permission to enrol and participate in school life.
3. Parental choice when it comes to enrolment.
4. Respect of different values and beliefs, religions, traditions and ways of life.

Other General Information:

Classes begin:	8.50am.
Small break:	10.50 – 11am
Lunch Time:	12.30 – 1.00pm
School day finishes for Infant Classes	1.30pm
School day finishes for 1 st – 6 th classes	2.30pm

A school calendar outlining school closures for the following academic year is available from the office.

Roinn B: Registration process

The Board of Management invites any parent who wishes to send their child to Gaelscoil Mhuscraí to fill in a pre-registration form and send it to the school before the end of February (6 months before the child is due to start school). The Principal will meet with these parents at the beginning of March to speak to them regarding the school day, school procedures, school work and to answer any question that the parent may have.

If the parent still wishes to enrol their child in Gaelscoil Mhuscraí after that meeting, they are asked to fill in the registration form and return it to the school before the end of that month. A copy of that form is enclosed with this policy.

Gaelscoil Mhuscraí hold one open night during the school year (usually in Spring).

Decisions

The Board of Management will make their decision regarding the application for a place according to the policy of the Gaelscoil. Parents will be informed of the decision within 21 days. In general, applications are accepted on a first come first serve basis, if the space is available.

The Board of Management is obliged to operate according to the rules of The Department of Education and Science as they are outlined in “Rules for National

Schools". This means that children will be accepted if they are 4 years of age or older, and it is acknowledged that full attendance is not necessary until the age of 6.

If there is more demand than the number of places available, the Board will follow the criteria of children according to the criteria set out below

1. Siblings, foster siblings or adopted siblings of existing pupils
2. Children being brought up through Irish
3. The child of a member of staff
4. Children who are currently attending a Naíonra registered with Gaelscoileanna Teo
5. Children on the Pre-enrolment list who have submitted an Application Form in order of registration

Entrance Day

Children starting the following September will spend an afternoon at school the previous June with their class teacher & fellow pupils. It is expected that each pupil will start school on the first day the school re-opens in September. In the case where that is not possible, the pupil will be accepted on the closest date after this that they are available to begin. The parent will inform the Principal of this beforehand.

Enrolling Children with Special Needs

The Board of Management will seek a doctor's certificate and a psychologist's report with regard to any child with special needs before she/he is enrolled at the school. If such reports and certificates are not on hand, the Board of Management will ask for the necessary tests to be done immediately and reports issued. These reports will be used to help the school staff and Board assess the child and his/her individual needs. They will also help the staff to plan and put the appropriate structures in place to support the learning and education of this child during his/her attendance at Gaelscoil Mhuscraí.

The Principal will meet with the parents of any child with special needs before she/he starts school in the Gaelscoil. They will discuss how the school will meet the child's needs. A meeting will be held (if it is deemed necessary) with all members of staff involved with that particular child, parents, principal, class teacher, learner support teacher, resource teacher and psychologist if appropriate.

It could happen that the child's registration could be deferred until:

1. Psychological report is made available.
2. Appropriate resources are made available by the The Department of Education and Science to meet with the child's needs as outlined by the reports (doctor/psychologist)

Children under the care of a guardian/foster parent

The Board of Management will request the name of the legal guardian as well as any other information about the services involved with the child's welfare, social worker, social department.

Children enrolling from another school

Any child has the right to change from one particular school to another school at any time depending on the school's policy, and in some cases, depending on permission from the Department of Education and Science. The Board of Management is obliged to make a report available to the other school regarding their past pupil. The report will contain details outlining school attendance and the child's progress.

The code Of Discipline

The Code of Discipline will be issued to each parent. It will accompany this Enrolment Policy.

This policy was ratified by the BOM in 2005

The policy was reviewed and updated in February 2017