



Gaelscoil Dhroichead na Banndan,
Palún C.L.G.,
Droichead na Banndan,
Co. Chorcaí.
Fón 023 8843378
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Enrolment Policy

General Information

Introduction:

This policy is based on the recommendations set down by The Education Act 1998. It is the intention of the Board of Management through this policy to clarify guidelines regarding school registration in Gaelscoil Dhroichead na Banndan. Any further information regarding this policy may be obtained by contacting the Chairperson of the Board Traolach O'Donnabháin and /or the Principal of the Gaelscoil.

School Name:	Gaelscoil Dhroichead na Banndan
Address:	Cloch Mhic Shíomoin, Dhroichead na Banndan
Phone No:	(023) 8843378
Religion:	Catholic
Patron:	Fóras Patrúnachta
Staff:	5 x Mainstream Teachers (including Principal) 1 x Resource Teacher (full time) 1 x 9 hours Resource Teacher (shared) 1 x Learning Support Teacher (full time) 1 x Full-time Special Needs Assistant 1 x 16 hours Special Needs Assistant (part time)
Classes:	Junior Infants to Sixth (mixed)

The operation of Gaelscoil Dhroichead na Banndan depends on both the financial support and the number of staff approved by the Department of Education and Science. The school operates within the rules and regulations laid down by the Department of Education. All school policies are based on the resources, space and funding available to it.

Gaelscoil Dhroichead na Banndan follows the Curriculum Programmes laid down by the Department of Education according to Act 9 and Act 30 of the Education Act 1998.

Taking due cognisance of the above mentioned Act the school acknowledges the following principles in registration:

- Equality in registration and participation in school life.
- Parental choice in relation to registration.
- Respect for varied values, religions, traditions and ways of life within society with due consideration for the school ethos.

Other General Information:

School opening times:	8:50r.n.
Class commences at:	9.20r.n.
Break times:	11:00 – 11:10am 1:00 – 1.30pm
Infants' finish	2:00pm
Classes 1-6 finish	3:00pm

General Practices with regard to Registration of New Pupils

Information Evening: early in the second term to give parents an opportunity to view the school, school work and meet with teachers.

Registration Form available on Information Evening and from Principal or from School Secretary at any time throughout the school year.

Registration and classroom visit takes place following the Information Evening. Generally children are registered following submission of application form by parents taking into account the number of places available.

In accordance with the 'Rules for Primary School's ' set down by the Department of Education and Science it is essential that children are 4 years or older when commencing school and it is also recognised that school attendance is not required until the child has reached 6yrs.

The Board of Management implements the following criteria if the demand for places exceeds the number of places available. It is important to note that these criteria are not implemented in any particular order.

1. Children from homes where Irish is spoken
2. Children with brothers/sisters attending the school or who have attended the school in the past
3. Age of applicants
4. Children who have attended a Naíonra lán Ghaeilge
5. Children of Staff members
6. Children changing from one Gaelscoil to another
7. Order of receipt of applications

The parents/ guardians are asked to confirm in writing within 10 days that they wish to accept the place offered to their child. (The deadline will be clarified in the letter of offer).

When all the places have been allocated, the remaining parents/ guardians will be informed that their child's name is being placed on a waiting list and will be informed of their position on the waiting list.

Should a place become available, it will be offered to the next child on the waiting list. This list will be kept until the end of the following school year.

Enrolment:

It is expected that all pupils would commence school on the first day of opening of the new school year. In the case where this is not possible children will be accepted at the earliest date on which they are available. This needs to be pre-organised with the school.

Registration of Children with Special Needs

- The Board of Management request Medical and Psychological Reports if available in the case of any child with special needs before registration in the Gaelscoil.
- If the above-mentioned reports are unavailable it is requested that the appropriate assessments be completed and the reports forwarded to the Board of Management as soon as possible.
- The following reports once received will be used to help the school assess the needs of the child and plan suitable learning structures to support the child during his/her attendance in the Gaelscoil.
- The Principal will meet with the parents/guardians of the child with special needs before his/her commencement in the Gaelscoil to discuss learning structures.

- If necessary a meeting will be arranged for all attending to the needs of this child inc. Parents, Principal, Class Teacher, Learning Support Teacher, Resource Teacher, Psychologist.
- It may arise that registration will be delayed until:
Psychologists Report is available or/and appropriate resources are put in place by the Department of Education and Science to meet the needs of the child as recommended in the Medical and Psychological Reports.

Children under the care of a Guardian

The Board of Management request the name of the child's legal guardian, as well as information on all services involved including name of Social Worker and their region.

Children changing schools

Each child has a right to change from one school to another at any time depending on school policy, availability of place and in certain cases with permission from the Department of Education and Science. The Board of Management must provide attendance and progress reports of former pupil(s) for their new school if requested.

Pupils may be enrolled in classes other than Junior Infants if there is space in the class and if they fulfil the required criteria above. The Board of Management shall determine whether a child is accepted.

The Gaelscoil will look for any assessments/ school reports of the child from the parents/guardians.

The Principle will meet with parents/ guardians and children interested in enrolling in the school to determine whether their level of Irish is sufficient to enable the child to access the curriculum.

Appeals Procedure

In the case of dissatisfaction with the implementation of the schools' enrolment policy, an appeal can be submitted in writing to the Chairperson of the Board with the reason for appeal clearly stated.

All appeals must be lodged within 10 days of receipt of refusal.

Appeals made orally or by telephone will not be considered by the Board.

In the case of continued dissatisfaction an appeal can be submitted under section 29 of the Education Act 1998 to the Department of Education and Skills.

Code of Behaviour

A copy of the Code of Behaviour is attached to this Enrolment Policy.

Review:

This policy will be reviewed at the beginning of each school year.

Ratification:

This policy was reviewed and ratified by the Board of Management on 1/9/2012.