disadvantages (disability, special needs, psychological assessment) if necessary reasons for transfer – co-operation with teachers etc in accordance with section 20 of the Education Welfare Act 2000

- The application need not be processed until all the above have been provided to the school
- Available places in school
- Contact with the Education Welfare Officer if necessary

The Board of Management may refuse an application for the following reasons if they feel that:

- The student would have a noticeable bad effect on the educational progress of present students
- That the health and safety of the present students would be harmed

SECTION C CONTEXT

C1: The Board of Mangement takes note of the appropriate Acts when drafting this entrance policy. The acts in question are: Educational Act 1998; Education Welfare Act 2000, Equality Act 2001; EPSEN Act 2005

C2: Also taken into account

- Rules and Programmes of the Department of Education and Science
- The rights of the trustees as laid out in the Education Act
- Statement of the Distinctive Education Philosophy of the Trustees

The Board supports the following principle

- Equality in regards to entrance and participation of the school
- Parental choice with regard to enrolment
- Respect for different traditions, values, religion, language and way of life in society
- Entrance (for those with special needs or who are at disadvantage as far as possible and following the resources provided by the Department of Education and Science

SECTION D DETAILS OF SCHOOL

D1: **Type of school**

The school is a Gaeltacht Community school which functions according to the mission statement. The Trustees are The Presentation Sisters, The Christian Brothers and Kerry Educational Services. It is a co-educational school. The school is funded by the Department of Education and Science and there are no fees.

D2: **Management**

The Board of Management is in charge of the school. The members are nominated by the Trustees, Parents and Teachers (see Appendix 2).

D3: **Organisation**

The parent's council and the student's council support the work of the school (see Appendix 3 & 4).

D4: **Resources and Curriculum**

The school curriculum is in keeping with the rules of the Department of Education and Science and with section 29 and 30 of the Education Act 1998 which allows changes. The following programmes are available in the school, Junior Certificate, Leaving Certificate Vocational Programme, Transition Year, Leaving Certificate Applied. Learning support programmes are available for students with special educational needs.

D5: **Extra Curriculum Activities**

There is a wide range of extra curricular activities available in the school sport / games, debating, quizzes, school tours etc. The purpose of these activities is to preserve and develop the social and personal skills of the students.

SECTION E TRANSITION YEAR

E1: **Programme**
E2: **Aims**
E3: **Method of Application**

SECTION F LEAVE TO APPEAL

Where a student has been refused admission the Board of Management will inform the parents that under section 20 of the Education Act they have the right of appeal. More information available on request. It is the purpose of this policy that each student who applies is treated fairly and justly as laid out in the Education Act 1998 and the Education Welfare Act 2000 and also with the philosophical statement of the school.

APPENDIX 1 Primary Schools in the catchment area

1 Scoil Naomh Eirc, Feothanach, Baile na nGall
2 Scoil Naomh Maolcéadar, Muiríoch, Baile na nGall
3 Scoil Naomh Uinsionn, Baile 'n Fhéirtearaigh
4 Scoil Naomh Gobnait, Dúnchaoin
5 Scoil Naomh Caitlín Naofa, Cill Mhic a'Domhnaigh
6 Scoil Caitlín Naofa, Ceanntrá
7 Scoil an Ghleanna, Baile Uí Shé
8 Bunscoil na Toirbhirte, An Daingean
9 Scoil Iognáid Rís, An Daingean
10 Scoil Eoin Baiste, Liospóil
11 Scoil Breac Luain, Abha na Scáil

POLASAÍ IONTRÁLA

Rannóg A *Léigh na nithe seo a leanas ar dtús*

A1: Ráiteas Misean
A2: Éatós agus Polasaí

Rannóg B MODH OIBRE

B1: **Córais Iarratais**

- Caithfear foirm clárúcháin a líonadh (Tá na foirmeacha seo le fáil sa scoil ó Rúnaí na scoile)
- Caithfidh an dalta a bheith dhá bhliain déag d`aois ar an 1ú Eanáir na bliana ina dtosnaíonn an dalta sa chéad bhliain
- Tabharfaidh ionadaithe ón scoil cuairt gach bliain ar gach bunscoil sa scoil cheanntar. Dáilfear foirm clárúcháin agus eolas fén scoil ar gach dalta lena mbaineann sé
- Tabharfar cuireadh dos na tuismitheoirí / caomhnóirí teacht go oíche oscailte. Tabharfaidh sé seo deis dos na tuismitheoirí an scoil a fheiscint, bualadh le roinnt don fhoireann agus freagraí ar chibé ceist atá acu d`fháil. Cuirfear gach eolas riachtanach (ráiteas misean, eagrú na scoile, cód iompair) ar fáil dos na tuismitheoirí
- Déanfar measúnú ar gach dalta nua chláraithe gach bliain. Déanfar é seo chun cuidiú leis an scoil freastal ar riachtanaisí indibhidiúla gach dalta
- Chun cabhrú le riachtanaisí Gaeilge na ndaltaí cuirfear agallamh ar gach dalta chun a gcumas i labhairt na Gaeilge a mheas. Cuirfear tacaíocht dá réir ar fáil dóibh mhs. cúntóirí teangan, club obair bhaile
- Iarrfar ar na tuismitheoirí a dheimhniú i scríbhinn go nglacann siad le cód iompair na scoile agus le polasaí teangan na scoile agus go ndéanfaidh siad gach iarracht réasúnta chun a chinntiú go gcloífidh a mac / iníon leis na polasaithe seo
- Beidh sé do chead ag an mBord Bainistíochta athrú nó athraithe a dhéanamh ar na córais thuasluaite am ar bith

B2: **Eolas Riachtanach ó Thuismitheoirí**

- Ainm, gnéas, dáta breithe, uimhir PPS agus Seoladh an Dalta
- Ainm(neacha) seoladh, uimhir gutháin agus gutháin póca na dtuismitheoirí (Caomhnóirí)
- Uimhir gutháin i gcás práinne agus ainm dochtúra an teaghlaigh
- Eolas fé fhadhanna leighis
- Eolas fé riachtanais speisialta nó mí chumas agus cóipeanna do scrúdaithe measúnaithe más ann dóibh
- Na scoileanna ina rabhadar
- Cúis don aistriú (más amhlaidh)
- Creideamh
- Eolas fé baill don gclann atá ar scoil i láthair na huaire
- Aon eolas cuí eile

B3: **Cinneadh**

Ag teacht le polasaí na scoile, is iad Bord Bainistíochta na scoile a dheineann gach cinneadh maidir le iontráil daltaí. Déanfaidh an Bord Bainistíochta gach cinneadh faoi chlárú dalta bunaithe ar pholasaí na scoile, Acht Oideachais 1998, Acht Leasa Oideachais (Leas) 2000, Acht um Stádas comhionann 2000 agus Acht EPSEN 2005. Cuirfidh an Bord a gcinneadh maidir le clárú in iúl dos na tuismitheoirí laistigh do 21 lá ó fháil an eolais chuí mar atá sainithe ag an mBord, ag an Aire Oideachais agus Eolaíochta agus ag teacht le Acht Oideachais (Leas) 2000.

B4: **Riachtanais Speisialta**

- Déanfar gach iarracht na daltaí go bhfuil riachtanais speisialta acu a aithint chomh luath agus is féidir agus gach eolas ar a riachtanas speisialta d'fháil
- Iarrfar cóip do thuarascáil leighis / siceolaíochta an dalta más ann dó
- Iarrfar measúnú gairmiúil neamhspleách
- Déanfar gach iarracht riachtanais speisialta an dalta a aithint agus freastal orthu ina dhiaidh sin ag teacht le moltaí proifisiúnta na siceolaithe Neps

B5: **Critéir**

Úsáidfidh an Bord Bainistíochta na critéir seo leanas sa chás ina mbíonn níos mó iarratais ná mar atá áiteanna sa scoil.

1. Daltaí ós na bunscoileanna atá sa scoil cheanntar (Feic Aguisín 1)
2. Na h-iarrathóirí is luaithe
3. Daltaí a thagann chun cónaithe go dtí an Scoil Cheanntar

B6: **Aistriú ó Scoileanna eile**

Tógfar na factóirí seo leanas san áireamh sula nglacfar le h-iarratas ar bith:

- Polasaí Iontrála na Scoile
- Éiléofar eolas ón scoil óna bhfuil an dalta ag aistriú m.sh. tinreamh, dul chun cinn oideachais agus roghanna ábhar, mí-bhuntáistí (mí-chumais riachtanais speisialta, measúnú siceolaíoch) más gá cúiseanna don aistriú, co-oibriú le múinteoirí agus rl. Ag teacht le Roinn 20 don Acht Oideachais (Leas) 2000
- Ní gá an iarratas a phróiseáil go dtí go mbíonn na tuairiscí thuasluaite curtha ar fáil don scoil

- Spás a bheith sa scoil
- Dul i dteagmháil leis an Oifigeach Leasa Oideachais más cuí

Is féidir leis an mBord Bainistíochta iarratais a dhiúltú ar na cúiseanna seo leanas má mheasann siad:

A Go mbeadh droch éifeacht suntasach ag an dalta ar dhul chun cinn oideachasúil na ndaltaí atá sa scoil i láthair na h-uaire.

B Go mbeadh dochar aige ar shláinte agus ar shábháilteacht na ndaltaí sa scoil cheana féin.

RANNÓG C **COMHTHÉACS**

C1: Tugann an Bord Bainistíochta áird ar na h-Achtanna cuí nuair atáid ag dréachtadh an pholasaí iontrála seo. Is iad na h-achtanna atá i gceist ná: Acht Oideachais 1998, Acht Oideachais (Leas) 2000, Acht Cothromaíochta 2001, Acht EPSEN 2005.

C2: **Tógtar san áireamh freisin**

- Rialacha agus cláracha na Roinne Oideachais & Eolaíochta
- Cearta na gCaomhnóirí mar atá sainnithe san Acht Oideachais
- Ráiteas Saintréitheach Fealsúnachta Oideachais na n-Iontaobhaithe

Tacaíonn an Bord Bainistíochta leis na Prionsabail seo a leanas

- Cothromaíocht ó thaobh iontráil agus rannpháirtíocht sa scoil
- Rogha an tuismitheora maidir le clárú
- Meas d'éagsúlacht traidisiún, luacha, reiligiún, teanga agus stíl saoil sa tsochaí
- Iontráil dóibh siúd ag a bhfuil riachtanais speisialta nó atá fé mhí bhuntáiste chomh mór agus is féidir agus ag teacht leis na h-acmhainní a bheidh curtha ar fáil ag an Roinn Oideachais & Eolaíochta.

ROINN D **MION EOLAS FÉN SCOIL**

D1: **Cinéal Scoile**

Pobalscoil Gaeltachta dara leibhéal isea an scoil a fheidhmeoidh de réir an Ráiteas Misin. Is iad na h-Iontaobhaithe ná: Siúracha na Toirbhirte, Na Bráithre Críostaí agus Seirbhísí Oideachais Chiarraí. Scoil mheascaithe do bhuachaillí agus do chailíní í. Deineann an Roinn Oideachais agus Eolaíochta maoiniú uirthi agus ní héilítear táillí.

D2: **Bainistiú**

Tá Bord Bainistíochta i bhfeighil na scoile. Tá baill ainmnithe ag na h-iontaobhaithe, ag na tuismitheoirí agus ag na múinteoirí ar an mBord (Feic Aguisín 2).

D3: **Eagrú**

Tacaíonn Comhairle na dTuismitheoirí agus Comhairle na Micléinn le obair na scoile (Feic Aguisin 3 agus Aguisín 4).

D4: **Acmhainní agus Curaclam**

Tá Curaclam na Scoile ag teacht le rialacha na Roinne Oideachais & Eolaíochta agus le Rannóga 29 agus 30 don Acht Oideachais 1998 a cheadaíonn athraithe. Tá na cláracha seo leanas ar fáil sa scoil:
Teastas Sóisearach, Ard Teist, Ard Teist Ghairmiúil, Idirbhliain, Ard Teist Fheidhmeach. Cuirtear clár tacaíochta foghlama ar fáil do dhaltaí ag a bhfuil riachtanais speisialta oideachais.

D5: **Imeachtaí Eis-Churaclaim**

Tá raon leathan imeachtaí eis churaclaim ar fáil sa scoil – spórt / cluichí, díospóireachtaí, tráth na gceist, turasanna scoile agus srl. Is é aidhm na ngíomhaíochtaí seo ná caomhnú agus forbairt a dhéanamh ar scileanna sóisialta agus pearsanta na ndaltaí.

RANNÓG E **IDIRBHLIAIN**

E1: **Clár**
E2: **Aidhmeanna**
E3: **Modh Iarratais**

RANNÓG F **CEAD ATHCHOMHRAIC**

Sa chás is go ndiúltáitear cead iontrála do dhalta cuireann an Bord Bainistíochta in iúl do thuismitheoirí go bhfuil cead athchomhraic acu de réir Roinn 20 don Acht Oideachais 1998. Tabharfar breis eolais ar iarratas. Tá sé d'aidhm ag an bpolasaí seo go ndeighleáilfí le gach dalta a dheineann iarratas iontrála go cóir agus go cothrom ag teacht leis an Acht Oideachais 1998 agus leis an Acht Leasa Oideachais 2000 agus ar ndóigh le ráiteas fealsunachta na scoile.

AGUISÍN 1 **Bunscoileanna an Scoil cheantair**

1 Scoil Naomh Eirc, Feothanach, Baile na nGall
2 Scoil Naomh Maolcéadar, Muiríoch, Baile na nGall
3 Scoil Naomh Uinsionn, Baile 'n Fhéirtearaigh
4 Scoil Naomh Gobnait, Dúnchaoin
5 Scoil Naomh Caitlín Naofa, Cill Mhic a'Domhnaigh
6 Scoil Caitlín Naofa, Ceanntrá
7 Scoil an Ghleanna, Baile Uí Shé
8 Bunscoil na Toirbhirte, An Daingean
9 Scoil Iognáid Rís, An Daingean
10 Scoil Eoin Baiste, Liospóil
11 Scoil Breac Luain, Abha na Scáil

ENROLMENT POLICY

Section A *It is advised that parents read the following documents*

A1: Mission Statement
A2: Ethos and Policy

SECTION B

B1: **Application Procedure**

- An application form must be completed (forms are available from school secretary)
- The student must be twelve years of age on the 1st of January of the year she / he begins first year
- A representative of the school will visit each primary school in the school catchment area every year. Application forms and information on the school will be distributed to the prospective students
- Parents / Guardians will be invited to an open night. This will give parents an opportunity to see the school, meet some of the staff and get any questions that they may have answered. All necessary information e.g. mission statement, school organisation code of discipline will be given to the parents on that occasion
- All newly registered students will be assessed. This is done in order to help the school assess the individual needs of every student

To help the needs of the student in Irish she / he will have an interview in Irish in order to assess his / her ability in spoken Irish and accordingly to provide help if necessary e.g. language assistant or homework club. Parents will be asked to verify in writing that they accept the code of discipline, and the language policy of the school and that they will make every reasonable effort to ensure that their son / daughter adheres to the policies. The Board of Management of the school reserve the right to change or amend the above at any time.

B2: **Necessary Information from Parents**

- Name, sex, address, date of birth, PPS no of student
- Name(s) address, telephone and mobile numbers of parent(s) guardian(s)
- Emergency phone number. Name of family doctor
- Medical problems
- Information on special needs or disabilities and copies of any available assessments
- Name(s) of previous school(s)
- Reason for transferring (if applicable)
- Religion
- Information on family members attending school
- Any other relevant information

B3: **Decision-Making Process**

In keeping with the school policy it is the Board of Mangement of the school who make the decisions regarding acceptance of students. The Board of Management will make all decisions regarding student registration based on the school policy, Education Act 1998, Education Welfare Act 2000, Equality Act 2000 and Epsen Act 2005. The board will notify the parents within 21 days from receiving the appropriate information. As laid out by the Board, the Minister for Education and in accordance with Education Welfare Act 2000.

B4: **Special Needs**

- Every effort will be made to identify students who have special needs as soon as possible and to all information on their particular special needs
- A copy of health / psychological report will be looked for, if available
- An independent professional assessment will be asked for
- Every effort will be made to identify and help those with special needs when the above steps have been followed, in keeping with the professional recommendations of the NEPS psychologist

B5: **Criteria**

The board of management of the school will use the following criteria if there are more applications than available places in the school.

1 Students attending primary schools in the catchment area (see Appendix 1)
2 The earliest applicants
3 Students who come to live in the school area

B6: **Students transferring from other schools.**

The following factors will be taken into account before any application is accepted.

- School`s entrolment policy
- Information will be looked for from previous school e.g. attendance, educational progress, subjects chosen,