

## **GENERAL INFORMATION**

### **Introduction**

The Board of Management of Gaelscoil na Camóige hereby sets out its Enrolment and Admission Policy in accordance with the provisions of the Education Act 1998 and the Board trusts that by so doing, parents will be assisted in relation to enrolment matters.

The Chairperson of the Board of Management, Barra Ó Caoinleáin or the Principal Teacher, Caoimhe de Búrca will be happy to clarify any matters arising from this policy.

**Name of School:** Gaelscoil na Camóige

**Address of School:** Bóthar an Ulloird, Cluain Doláin, BÁC 22

**School roll No:** 19991A

**School email address:** [gncamoige@gmail.com](mailto:gncamoige@gmail.com)

**School Phone No.** 4576878

**School Patron:** Archbishop Diarmuid Ó Máirtín

**School Ethos:** Gaelscoil na Camóige is a Roman Catholic school which aims to promote the full and harmonious development of all aspects of the person of the pupil: intellectual, physical, cultural, moral and spiritual, including a living relationship with God and with other people. The school models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ. Gaelscoil na Camóige provides religious education for the pupils in accordance with the doctrines, practices and tradition of the Roman Catholic Church and promotes the formation of the pupils in the Catholic Faith.

**Names** As Gaelscoil na Camóige is an Irish language school every child's surname is translated to Irish and this is the name used at all times at school. The parents may decide which language version of the child's first name

Gaelscoil na Camóige, is an All-Irish primary school under the patronage of Arch Bishop, Diarmaid Martin. There are twelve teachers in the school, including the Principal. This comprises of a class teacher, from Junior Infants to Sixth Class, three Resource and Learning Support teachers, and two full time Special Needs Assistants, a school secretary and cleaners and caretaker.

The school depends on the grants and teacher resources provided by the Department of Education and Science and it operates within the regulations laid down, from time to time, by the Department. The school Policy has regard to the resources and funding available.

The school follows the curriculum programme as set out by the Department of Education and Science that is revised from time to time according to Sections 9 and 30 of the Education Act (1998).

In the context of conditions and programmes set out by the Department of Education, rights of the patron, as laid out in the Education Act, and the provisions and materials that are available, the school complies with the following principles:

**Inclusiveness**, particularly in relation to children with any physical or special educational needs.

**Equality**, and inclusion in the school activities.

**Choice** of the parent in relation to enrollment.

**Respect** for the diversity of values, beliefs, languages and ways of life in society.

### **Introduction**

It is the expressed wish of the school that every family attending will embrace the language and culture of the school.

Notwithstanding this, below is the Enrolment Process

### **THE ENROLMENT PROCESS**

Parents who wish to enroll their children in the school are required to complete and return the standard application form, the January of the year they wish to enroll their child (the children start in September). A copy of the child's Birth Certificate and two forms of proof of address must be submitted with the application form. A copy of the standard Application Form is attached to this policy. If the child has attended a Naíonra a Confirmation Letter of Attendance must be provided from the Naíonra.

Decision Letters will be sent out to parents during the month of February.

The letter of offer must be signed and returned to the school within 10 working days of receipt of letter from school.

The Enrolment Policy is reviewed yearly by the Board of Management and is available to view on the school website.

### **POLICY CONSIDERATIONS**

Enrolment is determined solely on the basis of the the enrolment policy. Wherever possible, taking the enrolment policy into consideration, if there are places available for all applicants, a place will be offered to him/her. The school has a maximum of thirty children per class. Section 29 of the 1998 Education Act provides parents with the right to appeal if their child has been refused a place in the school.

### **Enrolment Selection Process:**

It has been agreed with Gaelscoil Chluain Dolcáin that children should be four years and three months or older on or before the 31<sup>st</sup> August, of the enrolment year, to be considered.

In the event of the number of children seeking enrolment in any given class/standard exceeding the number of places available, before the start of, or during the school year, and the B.O.M being unable to provide suitable accommodation, or recruit the required teaching staff, the following criteria will be used to prioritise children for enrolment in the following order:

#### **Notes:**

- a. Priority will be given to children qualified under section 1, followed by those qualified under section 2,3,4,5, 6 and 7 in that order.
- b. In deciding on the order of children qualified under each Section-
  - Priority will be given to the oldest child qualified under each Section.

**Section 1.** Children with a brother or sister attending the school.

**Section 2. Children with a brother or sister who attended the school.**

**Section 3.** Children of permanent staff currently working in Gaelscoil na Camóige ( teachers and Special Needs Assistant's only.

**Section 4.** Children that reside in Dublin 22 who have attended a recognised Naíonra regularly for at least a year (All-Irish Pre-School)

**Section 5.** Children that reside in Dublin 22 that have not attended a Naíonra,

**Section 6.** Children that don't reside in Dublin 22 that have attended a Naíonra,

**Section 7.** Children that don't reside in Dublin 22 who have not attended a Naíonra

A Waiting list will be created for those applicants unsuccessful in securing a place in the school and this will be explained in the Decision Letter.

When making decisions on enrolment, the Board of Management follows the guidelines set out by the Department of Education and Science in relation to class size/ numbers of teachers/classroom size/health and the well-being of the children.

It is not compulsory to send children to school until they are six years of age.

In certain cases, the Board of Management can accept children during the school year, taking the above conditions into consideration.

**Transfer of pupils:**

Pupils wishing to transfer from other schools are enrolled subject to our enrollment policy. A child can only be accepted from an English-speaking school from Junior Infants - 1<sup>st</sup> Class. Older classes cannot be accepted due to the language difficulties except in exceptional circumstances and only if there is space in the relevant class.

**Code of Behaviour:**

The school's Code of Behaviour should be read in conjunction with this policy and any applicant must be prepared to comply with that Code.

This policy was reviewed on October 5th, 2015.

Signed by \_\_\_\_\_, Chairperson of the Board of Management.

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