Polasaí Iontrála / Enrolment Policy

(Athbhreithnithe / Reviewed)

Coláiste Dara Leibhéal, atá suite i nGaeltacht Chorr na Móna, Co. na Gaillimhe, is ea Coláiste Naomh Feichín ina ndéantar oideachas iar-bhunscoile a sholáthar do chailíní agus do bhuachaillí ó cheantar Dhúiche Sheoigheach go ceantar Rinn Mhaoile. Tá an Coláiste faoi iontaobhas Bhord Oideachais agus Oiliúna na Gaillimhe agus Ros Comáin.

*Coláiste Naomh Feichín is a second level, co-educational school operating under the auspices of the Galway Roscommon Education and Training Board (GRETB). The Coláiste, which is situated in the Gaeltacht village of Corr na Móna, provides post-primary education for students from the Dúiche Sheoigheach to Renvyle areas. This policy applies to all students who wish to enrol in the Coláiste and to their parents.*

**Ráiteas Misin**

Tá an Polasaí seo ag leanúint na n-aidhmeanna atá leagtha amach i Ráiteas Misin an Choláiste:

“I gColáiste Naomh Feichín déantar gach dícheall timpeallacht shlán shábháilte a chruthú ina ndéantar oideachas a sholáthar ag díriú ar fhorbairt acadúil, sóisialta agus cultúrtha na scoláirí. Tabharfar aitheantas do thréithiúlacht ar leith na scoláirí agus déanfar iad a oiliúint le bheith ina saoránaigh measúla, réasúnachta, fiúntacha.”

Dá bharr sin, tugann an polasaí seo cead iontrála do gach éinne i leith na ngnéithe ar fad thuasluaite gan aird ar chreideamh, aicme shóisialta ná riachtanais oideachasúil, chomh fada go gcuireann an Roinn Oideachais agus Scileanna na hacmhainní cuí ar fáil. É sin ráite, tá sé de cheart ag Bord Bainistíochta an gColáiste cead iontrála a dhiúltú do scoláire má cheapann údarás an Choláiste go mbeadh tionchar dhíobhálach ag iompar an scoláire ar sholáthar agus cleachtadh oideachais scoláirí eile na scoile.

*Mission Statement*

*This policy is in line with the objectives set out in the Coláiste’s Mission Statement in which it is stated that:*

*“Coláiste Naomh Feichín endeavours to create a safe, secure environment for staff and students in which education in a holistic sense will be provided, focusing on the students’ academic, social and cultural development. The students’ uniqueness and individuality will be recognised and nurtured so that they become respectful, balanced and valuable members of society.”*

*This policy, therefore, provides for the admission of all boys and girls in the abovementioned areas regardless of religion, social class or educational needs within the limits of available accommodation and facilities provided by the Department of Education and with respect to diversity of traditions, values, beliefs, languages and ways of life in society. The Board of Management of the Coláiste, however, reserves the right to refuse a student admission if, in the opinion of the school authorities, the behaviour of the student is likely to have a detrimental effect on the provision of education to other students.*

**Achtanna ábhartha**

Díríonn Bord Bainistíochta an Choláiste aire ar na hAchtanna ábhartha seo a leanas agus an Polasaí seo á dhréachtú:

* An tAcht Oideachais 1998
* An tAcht Oideachais Leasa 2000
* An tAcht Comhionannais 2000 - 2004
* An tAcht Riachtanais Speisialta 2004

Cuspóir an Pholasaí seo: a chinntiú go gcaithfear go cóir agus go cothrom le gach scoláire a dhéanann iarratas chun clárú de réir an Achta Oideachais agus Oideachas Leasa agus de réir fealsúnacht oideachais an Choláiste.

*Relevant Legislation*

*The scope of this policy is to provide fair, transparent and effective criteria for the admission of students to Coláiste Naomh Feichín in compliance with the Coláiste’s educational philosophy and with the following legislation:*

* *Education Act 1998*
* *Educational Welfare Act 2000*
* *Equal Status Acts 2000 – 2004*
* *Special Educational Needs Act 2004*

**Earcaíocht Scoláirí**

* + Cuairt an Phríomhoide ar na Bunscoileanna sna ceantair thuasluaite áit a ndéantar Cur-i-láthair do na scoláirí óga.
	+ Oíche Eolais sa gColáiste do Rang 6 agus a dTuismitheoirí/

gCaomhnóirí áit a ndéantar Cur-i-láthair do Thuismitheoirí.

* Réamheolaire agus Foirm Clárúcháin scaipthe

*Student Recruitment Procedures*

* *Visit by the Principal to the Primary Schools in the abovementioned areas at which a Presentation is made for the young students.*
* *An Information Evening in the Coláiste for Rang 6 and their Parents/Guardians at which a Presentation is made for Parents.*
* *School Prospectus and Enrolment Form distributed.*

**Critéir Clárúcháin – Bliain 1**

* Scoláirí a bheith dhá bhliain déag d’aois ar an 1ú Eanair tar éis tosnú sa Chéad Bliain.
* Scoláirí a bhfuil Rang 6 críochnaithe acu sa mBunscoil.
* Scoláirí ó Bhunscoileanna na gceantair thuasluaite.
* Scoláirí le dearcadh dearfach i leith na Gaeilge.
* Foirm Clárúcháin oifigiúil comhlánaithe, mar aon le gach cáipéis a iarrtar, a bheith fáighte ag an gColáiste ar nó roimh an spriocdháta luaite ar an bhFoirm. Cuirfear stampa oifigiúil an Choláiste agus an dáta ar gach Foirm de réir mar a thagann siad isteach sa gColáiste.

*Criteria for Admission – Bliain 1*

* *Students who are 12 years of age on January 1st of the year they enter First Year.*
* *Students who have completed 6th Class in Primary School.*
* *Students from Primary Schools in the abovementioned areas.*
* *Students with a positive attitude to the Irish language.*
* *A completed official Enrolment Form and all requested documentation must be received on or before the closing date indicated on the Form. Each Enrolment Form received will be officially stamped with the date of arrival in the Coláiste.*

**Foirm Clárúcháin – Bliain 1**

Tá sé tábhachtach go gcuirfear an t-eolas seo a leanas ar fáil ar an bhFoirm Clárúcháin:

* Ainm, seoladh agus uimhir PPS an scoláire
* Dáta breithe agus an tír inár rugadh an scoláire – Teastas Breithe le cur ar fáil
* Ainmneacha na dTuismitheoirí/gCaomhnóirí
* Sloinne an mháthair roimh phósadh
* Uimhreacha teileafóin baile agus fóin póca
* Daoine ón gclann a d’fhreastal nó atá ag freastal ar an gColáiste
* Eolas faoin mBunscoil agus blianta a d’fhreastal an scoláire atá le clárú air
* Eolas faoi Riachtanais Speisialta
* Iarratas ar chead Tuismitheora/Caomhnóra chun cóip do Mheasúnú Siceolaíochta (más ann dó) a fháil ó Phríomhoide na Bunscoile
* Eolas ar Chúrsaí Sláinte: ainm agus uimhir teileafóin an dochtúra, cárta leighis, fadhbanna sláinte, ailléirige, &rl.
* Cead pictiúir don scoláire a úsáid le deá-phoiblíocht a thabhairt don Choláiste.
* Aon eolas ábhartha eile

*Enrolment Form – Bliain 1*

*All Enrolment Forms must include the following details:*

* *Student’s name, address and PPS number.*
* *Date and country of birth – Birth Certificate to be provided.*
* *Parents’/Guardians’ names and addresses.*
* *Mother’s maiden name (Department of Education and Skills requirement).*
* *Home and mobile phone contact numbers*
* *Names of other family members currently attending or having previously attended the Coláiste.*
* *Details of Primary School(s) and years attended by the student seeking enrolment.*
* *Information regarding Special Needs.*
* *Parental permission request to seek a copy of a Psychologist’s Report (if relevant) from Primary School Principal.*
* *Medical information: family doctor’s name and phone number, medical card status, student health issues, allergies etc.*
* *Permission to use photograph of student for positive promotion of Coláiste.*
* *Any other relevant information.*

**Glacadh le Scoláirí**

Laistigh de lá agus fichead tar éis spriocdháta an chlárúcháin, cuirfidh bainistíocht an Choláiste in iúl do thuismitheoirí/caomhnóirí go bhfuil nó nach bhfuil glactha leis an iarratas. Cuirfear Cód Iompair an Choláiste chucu siúd a bhfuil áit tairiscinte dóibh agus taobh istigh de deich lá beidh ar scoláirí agus tuismitheoirí/

caomhnóirí é a shíniú agus é a sheoladh ar ais le deimhniú cinnte sínithe go bhfuil siad ag glacadh leis an tairiscint.

Má bhíonn an líon iarratais fáighte roimh nó ar an spriocdháta níos mó ná mar atá an Coláiste in ann freastal orthu, ceal spáis agus/nó ceal acmhainní daonna/áiseanna, tabharfar tús áite san ord tosaíochta mar seo a leanas:

* + Scoláirí ó Bhunscoileanna Dhúiche Sheoigheach go ceantar Rinn Mhaoile (san ord ina dtháinig na Foirmeacha isteach)
	+ Scoláirí le deartháir nó deirfiúr sa gColáiste anois nó san aimsir chaite
	+ Mac nó iníon le tuismitheoir a d’fhreastal ar an gColáiste
	+ Scoláirí le dearcadh maith i leith na Gaeilge

*Decision-making process regarding entry*

*Within twenty-one days of the closing date for enrolment, the management of the Coláiste will inform Parents/Guardians regarding their child’s application. A copy of the Coláiste’s Code of Discipline will be forwarded to those students being offered a place. The Student and his/her Parents/Guardians must sign this copy and return it to the Coláiste, together with signed verification of their acceptance of their offered place within ten days of receipt of the offer.*

*If the number of applications received on or before the closing date exceeds the number of available places in the Coláiste due to lack of space and/or human resources/facilities, priority will be given as follows:*

* *Students in the catchment area of Dúiche Sheoigheach to Renvyle (the determining factor in the event of oversubscription being the date on which the application was received).*
* *Students whose siblings attend(ed) Coláiste Naomh Feichín.*
* *Students whose parents attended Coláiste Naomh Feichín.*
* *Students with a positive attitude to the Irish language.*

**Riachtanais Speisialta**

* Beidh eolas ar Riachtanais Speisialta curtha ar fáil ar an bhFoirm Clárúcháin.
* Le cead tuismitheoirí/caomhnóirí, déanfar teagmháil leis an mBunscoil le tuairiscí leighis/siceolaíochta an scoláire a fháil.
* Iarrfar tuairisc oideachais agus cúnamh a cuireadh ar fáil.
* Déanfar gach iarracht freastal ar riachtanais speisialta gach scoláire
* Cuireann an Bord Bainistíochta in iúl áfach, go mbraitheann cead clárúcháin do scoláirí le riachtanais speisialta ar acmhainní riachtanacha a bheith ar fáil sa gColáiste
* Go dtí go gcuireann an Roinn Oideachais agus Scileanna acmhainní cuí ar fáil leis an gColáiste a chuir in oiriúint do scoláire(í) le riachtanais speisialta, cuirfear iarratais ar athló.

*Special Needs*

* *Information on a student’s special needs will be provided on the Enrolment Form.*
* *With parents/guardians permission, a copy of the student’s medical report/psychological evaluation will be sought.*
* *Educational records and assistance given will be sought.*
* *Every effort will be made to cater for the Special Needs of every student.*
* *The Board of Management specifies however, that admission for students with Special Needs is dependant upon the necessary facilities and resources being available in the Coláiste.*
* *Where special equipment/resources or alteration to the physical structure is required, it may be necessary for the Board of Management to defer enrolment until appropriate resources are made available for the student by the Department of Education and Skills.*

**Aistriú ó Scoil eile**

Cuirfear na nithe seo a leanas san áireamh, sula nglacfar le h-aon iarratas do scoláire atá ag iarraidh aistriú ó Scoil Iar-Bhunoideachais eile:

* Na h-ábhair cuí a bheith ag an scoláire chun curaclam an Choláiste a leanacht, nó na h-ábhair atá an scoláire ag iarraidh a thógáil a bheith ar fáil sa gColáiste
* An Bord Bainistíochta a bheith sásta go mbeidh an t-aistriú tairbheach don scoláire
* Spás a bheith sa rang
* Caithfidh An Bord Bainistíochta agus Bainistíocht an Choláiste a bheith sásta leis na cúiseanna aistrithe atá ag an scoláire
* Deimhniú a bheith fáighte ón scoláire agus tuismitheoirí/

caomhnóirí go nglacann sé/sí le Cód Iompair agus Polasaithe eile an Choláiste agus go bhfuil sé/sí sásta cloí leo

* Dearcadh dearfach a bheith ag an scoláire i leith na Gaeilge

*Transferring from other schools*

*Before any application by a student from another Post-Primary School is accepted/considered, the following points are taken into consideration:*

* *The student must be studying the appropriate subjects in order to follow the Coláiste’s curriculum, or the subjects the student wishes to study must be available for study in the Coláiste.*
* *Management must be satisfied that the move will be beneficial to the student*
* *There must be space in the class for the student*
* *Management must be satisfied with the reasons the student is requesting a transfer to the Coláiste*
* *Verification from the student and parents/guardians that the Code of Discipline and other Coláiste policies are accepted and will be adhered to by him/her*
* *The student must possess a positive attitude to the Irish language*

**Foirm Clárúcháin – Aistriú ó Scoil eile**

I gcás scoláire atá ag déanamh iarratas ar aistriú ó Scoil Iar-Bhunoideachais eile, beidh mór chuid den eolas atá ar Fhoirm Clárúcháin do Bliain 1 ag teastáil, chomh maith lena nithe seo a leanas:

* Cúis aistrithe i scríbhinn.
* Tuairisc scríofa ó Phríomhoide na Scoile ina bhfuil/raibh an scoláire ann ar thinreamh, iompar scoile, comhoibriú le foireann scoile, comhscoláirí agus a rogha ábhair.
* Tuairiscí scoile ar dhul chun cinn oideachasúil an scoláire chomh maith le torthaí Réamh-scrúduithe agus Scrúduithe Stáit, más ann dóibh.
* Tuairisc ar riachtanais speisialta agus measúnú siceolaíochta/tuairisc leighis, más ann dóibh.

Is féidir le Bainistíocht an Choláiste eolas breise a iarraidh má tá gá leis.

Tá sé de cheart ag mBord Bainistíochta agus Bainistíocht an Choláiste diúltiú d’iarratas aistriú an scoláire má mheasann siad:

* Go ndéanfaidh an t-aistriú dochar do leanúnacht oideachais an scoláire atá ag lorg aistriú.
* Go mbeadh tionchar aimhleasach ag an scoláire atá ag lorg aistriú ar ord agus cúrsaí smachta an Choláiste.
* Go mbeadh droch-thionchar ag an scoláire atá ag lorg aistriú ar dhul chun cinn oideachasúil na scoláirí atá sa gColáiste faoi láthair.
* Go mbeadh sé aimhleasach do shláinte agus sábháilteacht na scoláirí/foireann an Choláiste.
* Cúrsaí eisceachtúla.

*Enrolment Form – Transferring from another School*

*In the case of a student transferring from another Post-Primary School, most of the information sought on the Enrolment Form for Bliain 1 will be required along with the following documentation:*

* *A written explanation of the reasons a transfer is sought.*
* *A written report from the Principal of the school from which the student proposes to transfer from, detailing attendance, educational progress, behaviour, student’s relationship with staff members and students, and subject choice and selection.*
* *Copies of the previous years’ school reports and results of Mock Examinations and State Examinations, if applicable.*
* *A written statement of Special Needs and Psychologist’s/Medical Reports, if applicable.*

*Management reserves the right to request any other details pertinent to the enrolment application of any student.*

*The Board of Management reserves the right to refuse an application for transfer if:*

* *The transferring student’s furthering education would be impeded by the move.*
* *The transferring student would have an adverse effect on the order and discipline of the Coláiste.*
* *The transferring student would have an adverse effect on the progress of students already in the Coláiste.*
* *The move would be adverse to the health and safety of the students/staff already in the Coláiste.*
* *Exceptional circumstances prevail.*

**Ceart Achomhairc**

I gcás go ndiúltaítear cead clárúcháin do scoláire faoi ocht mbliana déag d’aois, tá ceart achomhairc ag tuismitheoirí/caomhnóirí faoi Alt 29 de’n Acht Oideachais 1998.

*Right of Appeal*

*The Parents/Guardians of an applicant under eighteen years of age who is refused enrolment has a right to appeal the decision under Section 29 of the Educational Act 1998.*

**Monatóireacht agus Athbhreithniú**

Is faoin mBord Bainistíochta agus Bainistíocht Shinsir an Choláiste, i gcóir le foireann agus tuismitheoirí/caomhnóirí an Choláiste, an polasaí seo a chuir i bhfeidhm agus monatóireacht a dhéanamh air. Tiocfaidh an polasaí i bhfeidhm ó Meán Fómhair 2016. Déanfar athbhreithniú air roimh dheireadh 2019 nó níos luaithe más gá.

***Review and Evaluation of this Policy***

*The implementation, monitoring and review of this policy will be done on an ongoing basis by Senior Management in conjunction with the Board of Management, Staff and Parents/Guardians of the Coláiste.*

*This policy will come into effect from September 2016. It will be reviewed before the end of the 2019 or before if deemed necessary.*