

Gaelscoil Adhamhnáin

Gleann Cearra

Leitir Ceanainn

Co Dhún na nGall



Rolla: 19971R

Príomhoide: Colm Breathnach

Leas PC : Áine Uí Dhomhnaill

Ríomhphost: gs.ias@eircom.net

Fón : 0749126117

[www.gaelscoiladhamhnain.com](http://www.gaelscoiladhamhnain.com)

## Polasaí Iontrála - Enrolment Policy – Revised 2017

1. Tá an polasaí seo leagtha amach de réir coinníollacha an Acht Oideachais 1998 chun cuidiú le tuismitheoirí maidir le cúrsaí iontrála na scoile. Bheadh Cathaoirleach an Bhoird Bairbre Uí Chathail nó an Príomhoide, Colm Breathnach sásta cuidiú le haon phointe eolais faoin bpolasaí seo a shoiléiriú. This enrolment policy is being set out in accordance with the provisions of the Education Act, 1998. The Board of Management of Gaelscoil Adhamhnáin trusts that by so doing parents will be assisted in relation to enrolment matters. The Chairperson of the Board of Management Bairbre Uí Chathail and the Principal Colm Breathnach, 074 9126117 will be happy to clarify any further matters arising from this policy.

### 2. Ethos na Scoile School Ethos

**Is scoil lán-Ghaeilge Chaitliceach í Gaelscoil Adhamhnáin. Scoil í Gaelscoil Adhamhnáin arb í an Ghaeilge teanga ghnó agus chumarsáide na scoile go hiomlán. Déanfar gach ábhar taobh amuigh den Bhéarla a theagasc tré Ghaeilge.** Gaelscoil Adhamhnáin is a Catholic All-Irish speaking Primary School. As such, all subjects with the exception of English are taught through the medium of Irish. Irish is the language of communication and interaction within the school.

### Ráiteas Misin Mission Statement

**Tá forbairt iomlán achan pháiste lárnach i saol na scoile seo agus is mian leis an scoil seo oideachas a sholáthar a shíolraíonn onár ndúchas creidimh, cultúir agus teanga agus a chothaíonn meas do chearta gach duine.** This school draws its inspiration from our Gaelic, Christian and Cultural heritage and aims to provide a child-centred education which fosters respect for every individual.

### 3. Eolas Ginearálta General Information

**Patrún na Scoile An tEaspag Alan McGuckian, Easpag Rath Bhóth**

School Patron: Alan McGuckian, Bishop of Raphoe Diocese

**Múinfear na ranganna uilig ó Naíonáin go Rang 6 i ranganna meascaithe (buachaillí agus cailíní).** The full range of classes from Junior Infants to Sixth Class are taught in mixed classes.

**Tá 16 múinteoir ranga, 4 mhúinteoir tacaíochta / acmhainne agus 4 chúntóir ranga ar an fhoireann.** There is a staff of 16 mainstream teachers, 4 special education teachers and 4 Special Needs Assistants in our school.

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**Tá an scoil ag braith ar dheontais agus acmhainní múinteoireachta atá ar fáil ón Roinn Oideachais agus Scileanna agus leanann sí na treoirlínte ata leagtha síos ag an Roinn. Glacann polasaithe na scoile acmhainní na Roinne san áireamh.** The school depends on the grants and teacher resources provided by the Department of Education and Skills and it operates within the regulations laid down by the Department. School Policy has regard to the resources and funding available.

**Oibríonn an scoil de réir churaclam na bunscoile mar atá leagtha síos ag an Roinn Oideachais agus Scileanna. Thig seo a athrú ó am go ham de réir Alt 9 agus 30 don Acht Oideachais (1998).** The school follows the curricular programmes prescribed by the Department of Education and Skills, which may be amended from time to time, in accordance with Section 9 and 30 of the Education Act (1998).

**4. Tugtar cothrom na féinne d'achan pháiste atá ag iarraidh áit a fháil inár scoil. Tá forbairt iomlán an duine laistigh de thimpeallacht chruthaitheach shábháilte, a thugann aitheantas don duine, gan a n-aois, gnéas, dath, reiligiún nó ábaltacht a ghlacadh san áireamh, mar chúram againn.**

Equality of access is the key value that determines the enrolment of children to our school. We are committed to the development of the whole person within a secure and creative environment which is supportive of the individual regardless of their age, sex, race, colour, religion or disability.

**5. Tuigeann an Bord Bainistíochta go bhfuil cearta ag tuismitheoirí páiste a chlarú ina rogha scoile, ach tá sé de dhualgas orthu meas a thaispeáint do phobal na scoile, go háirithe dóibh siúd atá ar na rollaí cheana féin. Beidh cinneadh atá bunaithe ar chearta nádúrtha agus ar mhaitheas na bpáistí uilig a dhéanamh anseo. Ag tabhairt achan tacaíocht don scoil anseo, tá sé de cheart ag an mBord Bainistíochta socrú a dhéanamh fá uimhir na bpáistí i ngach seomra ranga ag glacadh na bpointí seo leanas san áireamh:** While recognising the right of parents to enrol their child in the school of their choice, the Board of Management of Gaelscoil Adhamhnáin is also responsible for respecting the rights of the existing school community and in particular, the children already enrolled. This requires balanced judgements, which are guided by the principles of natural justice and acting in the best interest of all children. Assisting the school in such circumstances, the BOM reserves the right to determine the maximum number of children in each separate classroom bearing in mind:

- (a) méid agus spás na seomraí ranga / size of / available space in classrooms.
- (b) riachtanais oideachais agus aois na bpáistí / educational needs of children of a particular age.
- (c) ranganna measctha / multi-grade classes.
- (d) páistí le riachtanais faoi leith/riachtanais speisialta / presence of children with special educational or behavioural needs.

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(e) treoracha na Roinne Oideachais agus Eolaíochta ó thaobh uimhreacha ranga de (27 an uasuímhír a thugtar san am i láthair). DES maximum class average guidelines (currently a maximum average of 27 children).

#### 6. An Próiseas Iarratais do Naíonáin Bheaga Application Procedure for Junior Infants.

- **Glacfar le h-iarratais iontrála do Naíonáin Bheaga go dtí na dátaí iontrála.**  
Application for Enrolment for Junior Infants will be accepted until the Enrolment dates.
- **Beidh laethanta cláraithe i Mí Feabhra. Beidh na dátaí fógraithe i Nuachtlitir na scoile, ar shuíomh idirlíon na scoile, i Nuachtlitir na paróiste agus sa phaipéar áitiúil.**  
Enrolment Days will take place in February. Dates will be advertised in our school newsletter, on [www.gaelscoiladhamhnain.com](http://www.gaelscoiladhamhnain.com) in the parish newsletter and in the local paper.
- **Iarrtar ar thuismitheoirí nach bhfuil páiste acu sa scoil cheana féin agus ar mhian leo a bpáiste(í) a chlarú i nGaelscoil Adhamhnáin coinne a shocrú leis an bpríomhoide agus foirm iarratais iontrála, atá le fáil san oifig nó ar line [www.gaelscoiladhamhnain.com](http://www.gaelscoiladhamhnain.com), chomh maith le teastas breithe agus teastas baistí (más cuí) a thabhairt isteach chuig oifig na scoile. Ní ghlacfar le hiarratais tríd an bpost nó trí ríomhphost.**  
Parents and guardians who do not already have children in Gaelscoil Adhamhnáin and wish to enrol a child in the school are requested to arrange an appointment with the school principal when returning the completed Enrolment Application form, available in school office or on school website with original Birth and Baptismal Certificates (where applicable). Forms will not be accepted by e-mail or by post.
- **Ní hionann Foirm Iarratais chomhlánaithe go mbeidh áit ar fáil sa scoil.**  
Completion of the Enrolment Application Form does not guarantee a place in the school.
- **Tugtar admháil do na thuismitheoirí / caomhnóirí ag dearbhú go bhfuarthas Foirm Iarratais Chomhlánaithe uathu.** A receipt will be issued to parents indicating that Enrolment Application Form is on school files.
- **Cuirfear litir agus Foirm Iontrála Oifigiúil chuig thuismitheoirí ag ofráil áite taobh istigh de 21 lá ón lá deiridh iontrála. Tá sé de dhualgas ar thuismitheoir / caomhnóir glacadh leis an áit agus an Foirm Iontrála a chur ar ais taobh istigh de thréimhse áirithe. Muna nglacfar leis an áit déanfar é a ofráil don chéad pháiste eile ar an liosta.** Offer of places and Official Enrolment form will be sent out within 21 working days of the final date for enrolment. Parents / guardians must

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- accept in writing and return the form by a stipulated date indicated in the letter of offer. Failure to do so will result in the place being offered to another child.
- **Bíonn seisiún do thuismitheoirí na Naíonáin úra i mBealtaine / Meitheamh. Tugann seo seans eolas a fháil fán scoil agus do na páistí iad féin a dhéanamh eolach ar a seomra ranga** There is an Annual Open Afternoon held in May / June when the new Junior Infants can spend one informal period in the classroom to familiarise themselves with their new environment. Parents will be invited, in writing, to attend a meeting on same afternoon where general school procedures and policies will be outlined.

#### 7. Páistí le Riachtanais Speisialta Oideachais Children with Special Needs

- **Cuirfear fáilte roimh iarratas ó pháistí go bhfuil riachtanas speisialta oideachais acu agus déanfar achan iarracht go dtabharfar oideachas cuí dóibh agus go bhfuil páirt iomlán acu i ngach gné den saol scoile.** Children with special educational needs are welcome to enrol in the school and every effort will be made to provide them with an appropriate education as well as to include them in every aspect of school life.
- **Déanfar maoiniú ar pháistí le riachtanais speisialta de réir na h-acmhainní a chuirtear ar fáil don Bhord Bainistíochta ón Roinn Oideachais agus Scileanna.** Children will be resourced in accordance with the level of resources provided by the Department of Education and Skills to the Board of Management.
- **Beidh an Bord Bainistíochta ag lorg cóipeanna de thuairiscí cuí nó ag iarraidh go ndéanfar measúnú láithreach ar an pháiste chun cuidiú leis an scoil riachtanais an pháiste a bhunú is a chur in iúl do na seirbhísí tacaíochta. Déanfaidh an Bord Bainistíochta a dhícheall go mbeidh na h-acmhainní i bhfeidhm sula dtosaíonn an páiste ar scoil. D'fhéadfadh múinteoir ar cuairt, múinteoir acmhainne, cúntóir riachtanais speisialta, trealamh nó troscán speisialta, seirbhísí taistil agus rí a bheith i gceist.** The Board of Management will request copies of relevant reports or request that the child be assessed immediately in order to assist the school in establishing the educational needs of the child and to profile the support services required. The Board of Management will endeavour to have all resources in place before the child is admitted to the school. This may include visiting teacher service, resource teacher, special needs assistants, specialized equipment or furniture, transport services etc.
- **Beidh cruinniú idir thuismitheoirí an phaiste ar a bhfuil riachtanais speisialta agus an scoil chun oiriúnacht an phaiste a phlé. Má tá gá leis, d'fhéadfadh go mbeidh cas-chomhdháil ann, le thuismitheoirí, múinteoirí ranga, múinteoir acmhainne agus síceolaí nó oibrí sóisialta i láthair.** The school will meet with the parents of the special needs child to discuss the school's suitability for the child. If

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considered necessary, a full case conference may be called which will include parents, class teacher, resource teacher and psychologist or social worker as appropriate.

### Cásanna Eisceachtúil Exceptional Circumstances

**Tá sé de cheart ag an scoil diúltú glacadh le páiste i gcásanna áirithe eisceachtúil.**

**D'fhéadfadh cás eisceachtúil tarlú:** The school reserves the right to refuse enrolment to a pupil in exceptional circumstances. Such an exceptional circumstance could arise where:

- **Fiú leis na h-acmhainní breise a chuirfeadh an Roinn Oideachais agus Scileanna ar fáil do pháiste le riachtanais speisialta, nach bhféadfadh an scoil freastal ar riachtanais an pháiste sin nó tabhairt faoi oideachas cuí a thabhairt dó / di.** The pupil has special needs such that, even with additional resources available from the Department of Education and Skills, the school cannot meet such needs / or provide the pupil with the appropriate education.
- **Ma ta sé de thuairim an Bhoird go mbeadh páistí eile, foireann na scoile nó maoin na scoile i gcontúirt dá nglacfaí leis an pháiste seo.** In the opinion of the Board, the pupil poses an unacceptable risk to other pupils, to school staff or to school property.

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## 8. Naíonáin Bheaga Junior Infant Intake

**Beidh spás sa scoil do dhá rang Naíonáin Bheaga, idir 56 agus 60 páiste. Más rud é go bhfuil éileamh ar níos mó áiteacha na mar a thig a chur ar fáil, siocar nach bhfuil spás nó múinteoir le fáil, seo an critéir a mbainfear úsáid as ó thaobh rang na Naíonán de:**

The school can only accommodate two Junior Infant Classes, between 56 and 60 children. In the event of the number of children seeking enrolment in the reception class exceeding the number of places available preceding or during the school year, the following criteria will be used to prioritise children for enrolment:

**Tugtar tús áite do pháistí in ord a - d (thíos) atá 4 bliana roimh an 31ú Márta don scoilbhliain / priority will be given to children in order a – d who are 4 years of age on / before 31<sup>st</sup> March of that year.**

**Tá ceart ag an scoil an dáta seo a athrú de réir riachtanais na scoile maidir le clarú ó bhliain go bliain / The school reserves the right to change the date according to the enrolment needs of the school in any particular year.**

**Laistigh de achan chritéir thíos beidh páistí curtha in ord aoise.** Children will be placed in order of their age within each criteria below.

- (a) **páistí a bhfuil / raibh deartháir nó deirfiúr sa scoil cheana féin /** brothers and sisters (including step-siblings, resident at same address) of children who are / were already enrolled.
- (b) **páiste duine d'fhoireann na scoile /** children of school staff <sup>1</sup>
- (c) **Páistí atá á dtógáil i dteaghlaigh in a bhfuil an Ghaeilge mar phríomhtheanga/** children being raised in a home in which Irish is the primary language
- (d) **páistí a bhfuil a mbliain réamhscolaíochta ar fad caite acu ar Naíonra Gaeilge /** children who have attended a Naíonra for their full preschool year.

**Má tá spás fágtha tugtar áit do pháistí atá taobh amuigh de chatagóir a-d de réir aoise.** If there is room children who do not fall into categories a – d will be allocated places according to age.

## 9. Ranganna eile Other Classes

**Má tá áit sa rang glacfar le páistí taobh amuigh de na Naíonáin Bheaga de réir na critéir thíos /** If there is room children will be accepted in other classes in the following order:

- (a) **má bhí siad ag freastal ar Ghaelscoil / scoil sa Ghaeltacht cheana féin.**  
if they already attended a Gaelscoil / Gaeltacht school.
- (b) **má tá Gaeilge líofa aige/aici /** if he / she is fluent in Irish.

<sup>1</sup>Foireann le Conrad bliara ar a laghad ar an lá iontrála/Staff who hold a contract of at least a year's duration on enrolment day

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### 10. Nós Imeachta Achomhairc Appeals Procedure

Sa chás go ndiúltófaí do pháiste iontrálú i nGaelscoil Adhamhnáin cuirfear in iúl do na tuismitheoirí go bhfuil sé de cheart acu achomharc in aghaidh an chinnidh sin a dhéanamh chuig na Roinne Oideachais agus scileanna , de réir Alt 29 den Acht Oideachais 1998. Caithfear an achomharc seo a dhéanamh taobh istigh de 42 lá ó dháta na litreach a fuarthas ón scoil.

In the event of a child being refused entry to Gaelscoil Adhamhnáin the parents are informed of their right to appeal under Section 29 of the Education Act, 1998 to the Department of Education and Skills. This appeal must be made within 42 days of the date of the letter of refusal from the school.

### Cód Iompair Code of Behavior

Tá ar pháistí cláraithe i nGaelscoil Adhamhnáin comhoibriú leis an scoil agus leis an mBord ó thaobh polasaithe iompair de. Cuireann an Bord an dualgas ar thuismitheoirí / chomheadaithe a chinntiú go ndéanann a bpáistí comhoibriú leis na polasaíthe ar bhealach atá oiriúnach d'aois an pháiste. Beidh cóip d' Chód Iompair na Scoile le Foirm Iontrála. Children enrolled in our school and their parents are required to co-operate with and support the School / Board of Management's code of behaviour . The BOM places Parents / Guardians responsible for ensuring that their child(ren) co-operate with said policies in an age-appropriate way. Copy of Policy will be given with Official Enrolment Form.

**Glactha leis ag cruinniú an Bhoird ar an Luan 10ú Meán Fómhair 2012**

Ratified by the Board of Management on Monday 10<sup>th</sup> September 2012

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Cathaoirleach (Chairperson)

Athbhreathnaithe ar (Reviewed on): **26/5/2014**

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Cathaoirleach (Chairperson)

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**Athbhreathnaithe ar** (Reviewed on): **18/09/2017**

\_\_\_\_\_  
**Cathaoirleach** (Chairperson)

**Athbhreathnaithe ar** (Reviewed on): \_\_\_\_\_

\_\_\_\_\_  
**Cathaoirleach** (Chairperson)