



Gaelscoil Choráin

Eochail

Polasaí Iontrála/Enrolment Policy

Réamhrá/Introduction

The Board of Management of Gaelscoil Choráin 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 (Cathaoirleach an Bhoird Bhainistíochta) Antóin Ó Laoire or the Principal Teacher (Príomh-Oide) Cairíona Ní Riada will be happy to clarify any matters arising from this policy.

Decisions in relation to applications for enrolment are made by the Board of Management of the school.

Eolas Ginearálta na Scoile/General School Information

Ainm na Scoile: Gaelscoil Choráin

Seoladh na Scoile: Sráid na Trá, Eochail, Co. Chorcaí.

Uimhir Teileafóin: 024 93547

Seoladh Ríomh-Phoist: runaigsc@eircom.net

Sainchreideamh: Roman Catholic

Pátrún: Catholic Bishop of the Diocese of Cloyne

Gaelscoil Choráin is a co-educational, all-Irish primary school providing an education through the medium of the Irish language in a pleasant, friendly and positive atmosphere. Equality of access is the key value that determines the enrolment of children to our school. No child is refused admission for reasons of ethnicity, special needs, disability, language/accent, traveller status, asylum-

seeker/refugee status, religious, political beliefs and values, family or social circumstances.

Prior to granting of an enrolment place to a student of another faith or no faith an agreement between the Parent(s)/Guardian(s) and the Príomh-Oide will be required to ensure that the faith needs/concerns of all and the broader school issues/implications arising are respectfully understood and appropriately accommodated.

At present, the teaching staff is comprised of 13 single class Teachers, 1 Principal Teacher, 2 Learning Support Teachers, 1 Resource Teacher. 1 shared Resource Teacher with Park National School and Kilcredan Natinal School, 2 Classroom Assistants, a full time Secretary, a full time Caretaker and a part time Cleaner. The full range of classes is taught in the school and classes are of mixed gender. There are 13 classrooms in the school (one of which is in a prefab), 5 learning support and resource rooms, a hall, a staff room and 2 offices.

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.

Gaelscoil Choráin follows the curriculum programmes prescribed by An Roinn Oideachais & Scileanna which may be amended from time to time in accordance with Sections 9 and 30 of the Education Act 1998.

Class starts at 9.00 a.m. and finishes at 2.40 p.m. Infant Classes finish at 1.40 p.m.

Aidhmeanna & Réasúáíocht/Aims & Rationale

This enrolment policy is being set out in accordance with and as required by the provisions of the Education Act 1998. The Board of Management trusts that by doing so Parent's/Guardian's will be assisted in relation to enrolment matters as well as setting out clearly to all the relevant school partners the context and rationale underpinning all enrolment decisions.

Tábhachtach / Important : The following are mandatory eligibility criteria that must be satisfied to qualify for enrolment in Gaelscoil Choráin:

- The child being enrolled must be 4 years of age on August 25th of year starting school

- Parents / Guardians must be in favour of education through the medium of Irish and be supportive of this objective
- Due respect must be shown for the Catholic Ethos of the school
- A commitment to and acceptance of the school's code of behaviour and all other core school policies.

Parent(s)/Guardian(s) seeking an enrolment place at Gaelscoil Choráin are advised to obtain an Expression of Enrolment Interest form from the school secretary and to complete and return it to the school. A copy of the school's enrolment policy to be furnished to Parent(s) / Guardian(s) on issue of this form.

On receipt of this completed form, the following enrolment procedure will commence :

- The form will be date-stamped and receipt of same duly acknowledged to Parent(s) / Guardian(s). The form will be filed for the relevant school-year in which the enrolment place is sought.
- On the 2nd Monday of November of the preceding school-year (hereafter referred to as the issue date), all Parent(s) /Guardian(s), who have previously submitted an expression of enrolment interest form for the school-year in question, will be issued with an official enrolment application form- this to be completed, and returned (to School Secretary), along with any relevant professional documentation (medical reports, psychological assessments, etc) and copies of certificates of birth and baptism (if applicable), within 7 days of the issue date,
- Parent(s) / Guardian(s) will receive written confirmation of an enrolment place (or otherwise), within 21 days of the issue date [or within 21 days after receipt of completed application for a mid-year enrolment - see 4 below]. In the event of a refusal to award a school place, a written outline of the reason(s) will be provided along with right of appeal information (see later).
- Enrolment applications after the 2nd Monday of November, benchmark date and pertaining to the same school-year, will be processed in accordance with Step 2 above and determined/confirmed within 21 days of receipt of application.

*Tábhachtach / Important: It must be emphasised that completion and return of either of the aforementioned forms, and acknowledgement of receipt by the school, does not of itself merit or confirm the award of a school place.

Daltaí ag aistriú scoileanna / Pupils transferring:

Such applications will be assessed on a case-by-case basis with a general will to enrol subject to conformity to school policy, available space/resources and, in some cases, the approval of the DES. In circumstances of limited space, order of **preference will be afforded to pupils transferring from Gaelscoileanna**. It is a requirement of the Board of Management that information regarding attendance and the child's educational progress be communicated between schools.

Cinneadh / Decision Making:

In the event that applications for enrolment exceed the number of places available the following **decision-making procedures will apply** in allocating places to children in Junior Infants for the following school year:

The following categories of applicants will all be classified **on an equal-merit basis** and a **lottery system** will be employed for the available number of places:

Children of current staff members, sisters and brothers (incl. step-sisters and step-brothers) of children currently enrolled in the school (this category will also include foster children being cared for by families currently enrolled in the school).

If the total combined number in this **priority category exceeds** the available number of places, places will be allocated on a **first-drawn basis** and the remaining applicants will be afforded **priority ranking on an enrolment waiting list as per the order of the draw**,

If the total combined number in the aforementioned category **does not 'fill'** the available number of enrolment places, all the remaining applications will be pooled **on an equal-merit basis** and a **lottery system** will be employed for the remaining number of available places. All **unsuccessful enrolment applicants** will be placed on a **waiting list as per the order of the draw**.

Tábhachtach / Important: The 'lottery system' process to be conducted in a transparent, accountable manner with external/independent validation.

The Board will have regard for relevant DES guidelines in relation to class size and staffing provisions and/or any other relevant requirements concerning accommodation, including physical space and the health and welfare of children. In this regard the Board of Management has set and hereby defines the **maximum enrolment capacity of Gaelscoil Choráin to be 351 pupils** - this pupil capacity is arrived at by reference to the following:

- The existence of 13 mainstream classrooms with the potential to accommodate an average of 27 students per classroom (27 students x 13 mainstream classrooms = 351 max. capacity),
- The Board of Management's resolve to exclude use of the Halla in its determination to preserve the school's curricular / co-curricular balance and the imperative to foster the holistic development of the pupils,
- Recognition of the reality that the current DES guideline ratio re corridor / toilet /outdoor recreational space per individual pupil is possibly exceeded at the 351 pupil maximum - to extend this further would, in the view of the Board of Management, represent an unacceptable and potentially unsafe development,
- Recognition of the fact that the existing school site offers no possibility for further accommodation provision be it temporary or permanent.
- Recognition that enrolment possibilities do exist, albeit of a non Gaelscoil nature, within the catchment of the town of Youghal.

Furthermore the Board of Management reserves the right to determine the maximum number of pupils in each classroom bearing in mind:

- Size of / available space in each classroom,
- Educational needs of children of a particular age,
- Multi-grade classes,
- Presence of children with special educational / behavioural needs,
- DES maximum class-average directives.

Achomharc / Right of Appeal:

In the case of dissatisfaction with the implementation of the school's enrolment policy, Parent(s) / Guardian(s) can appeal the Board of Management's decision to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act (1998).

Athbhreithniú / Review:

This policy may be reviewed by the Board of Management at any time as **local considerations** or **national policy change** requires but must be reviewed collaboratively by all school partners during the **2017 / 2018 school-year**.

This revised policy was formally ratified at a meeting of the Board of Management on 15.11.2016. It will be reviewed in the 2017/18 school year.

Antóin Ó Laoire
(Cathaoirleach An Bhoird Bhainistíochta)

Dáta: 15.11.2016