

Polasaí Cláráithe 2014

1. Réamhrá

1.1 Tá an Polasaí Cláráithe seo á leagadh amach de réir fhorálacha Acht Oideachais 1998. Tá an Príomhoide agus Cathaoirleach an Bhord Bainistíochta sásta aon mhí-chinnteacht i leith an Pholasaí seo a shoiléiriú.

1.2 Sa chás nach bhfuil an leagan Gaeilge agus an leagan Béarla ag teacht le chéile is ag an leagan Gaeilge a bheidh forlámhas.

1.3 Bunscoil náisiúnta lán-Ghaelach faoi phátrúnacht Ardeaspag Caitliceach Bhaile Átha Cliath is ea Scoil Lorcáin

1.4 Bunaíodh an scoil sa bhliain 1952 leis na haidhmeanna seo a leanas:

- (i) Bunoidéachas trí mheán na Gaeilge a chur ar fáil do dhaltáí as teaghlaigh gurb í an Ghaeilge an ghnáth-theanga iontu;
- (ii) Bunoidéachas trí mheán na Gaeilge a chur ar fáil do dhaltáí eile agus a chur ar a gcumas bheith ina gcainteoirí líofa Gaeilge;
- (iii) Timpeallacht Ghaelach a chur ar fáil agus dúil sa Ghaeilge agus i saíocht na Gaeilge a chothú i measc na ndaltáí agus na dtuismitheoirí.

Mar sin, is príomhchuspóir de chuid na scoile í an teanga a chothú agus ba chóir go dtuigfeadh na tuismitheoirí é sin agus go gcabhródís leis na hoidí an chuspóir sin a bhaint amach.

1.5 Tá 23 múinteoir lánaimseartha ag Scoil Lorcáin, i. 18 múinteoir ranga, ceathrar Múinteoirí Tacaíochta Foghlama lánaimseartha maille le múinteoirí páirtaimseartha eile agus Príomhoide sa scoil. Is scoil chomhoideachais í agus réimse ranganna ó na Naíonáin Shóisireacha go Rang 6 inntí.

1.6 Braitheann an scoil go príomha ar acmhainní agus deontaisí a chuireann an Roinn Oideachais agus Scileanna ar fáil agus feidhmíonn sí laistigh de rialacha na Roinne sin. Is i gcomhthéacs an tsoláthair a dhéanann an Roinn a chuirtear polasaithe na scoile i bhfeidhm.

1.7 Is iad na cláracha curaclaim mar atá leagtha amach ag an Roinn Oideachais agus Scileanna a leantar sa scoil.

1.8 Cuirtear fáilte roimh gach páiste chuig Scoil Lorcáin cuma cén cúlra teanga, sóisialta nó creidimh atá aige nó aici. Cothaítear meas ar an réimse luachanna, creideamh, traidisiún agus teangacha atá sa tsochaí.

1.9 Aithnítear cearta tuismitheoirí a bpáistí a chlárú in a rogha scoile, ach tá Bord Bainistíochta Scoil Lorcáin freagrach, chomh maith, as cearta phobal na scoile trí chéile, agus go háirithe cearta pháistí na scoile atá cláráithe cheana féin. Éilíonn sé seo breith chóir chothrom faoi réir ag prionsabail an dlí nádúrtha ag cur leas na bpáistí ar fad san áireamh. Ag tacú leis an scoil i gcúinsí den chineál seo, tá sé de cheart ag an mBord Bainistíochta uasmhéid líon na bpáistí in aon rang ar leith agus sa scoil ina hiomláine a leagadh síos.

2. Naíonáin Shóisearacha

1.1 Is gá do na daltaí a bheith ceithre bliana d'aois ar a laghad, roimh an 1 Meitheamh den scoilbhliain ina dtosaíonn siad ar scoil.

1.2 Sa chás go bhfuil áiteanna gan líonadh tar éis do gach páiste san aicme sin tairscint a fháil is féidir áiteanna a thairscint do pháistí atá ceithre bliana d'aois nó níos mó ar an 1ú Meán Fómhair.

1.3 Beidh foirmeacha iarratais ar fáil ón scoil. Is gnách go n-iarrfar ar thuismitheoir/caomhnóir nach bhfuil páiste acu sa scoil cheana féin bualadh leis an bPríomhoide nó le ball eile foirne sula gláráitear a bpáiste ar an Liosta Iarrthóirí. Iarrfar ar na tuismitheoirí / caomhnóirí an Fhoirm Iarratais a líonadh ag an gcruinniú. Clárófar ainm an dalta ansin ar Liosta na nIarrthóirí don bhliain chuí. Is féidir le tuismitheoirí a bhfuil páiste ach ar liosta iarrthóirí nó sa scoil cheana féin foirmeacha a fháil do pháistí eile leo gan freastal ar chruinniú.

- 1.4 Ní hionann foirm iarratais chomhlánaithe agus dearbhú go mbeidh áit ar fáil sa scoil don pháiste sin.
- 1.5 Seolfar admháil chuig na tuismitheoirí / caomhnóirí ag rá leo go bhfuil a bpáiste curtha ar an liosta iarrthóirí don bhliain chuí agus go mbeifear i dteagmháil leo arís i bhfómhar na bliana sula mbíonn sé i gceist go dtosódh a bpáiste ar scoil an chéad uair a chuireann siad páiste ar an Liosta na nIarrthóirí.
- 1.6 Is ins an ord seo a leanas a dháilfear áiteanna gach bliain más mó an líon iarrthóirí ná líon na n-áiteanna atá beartaithe ag an mBord Bainistíochta a chur ar fáil:
- páistí atáthar á dtógáil le Gaeilge
 - deartháir nó deirfiúr le dalta atá ag freastal ar an scoil
 - deartháir nó deirfiúr le páiste a bhí ag freastal ar an scoil ach a d'fhág ag deireadh Rang 6.
 - an dáta ar ar cláraíodh an páiste, i. (Féach nóta thíos).
- 1.7 Aon iarratas a fhaightear do bhliain áirithe tar éis 31 Deireadh Fómhair den bhliain roimhe sin is de réir dáta an iarratais amháin a chuirfear an t-iarratas sin ar an Liosta Iarrthóirí. Ní thabharfar aon tosaíocht bunaithe ar aon cheann de na haicmí a fhaigheann tosaíocht.

Nóta 1: Sa chás gur mian le tuismitheoirí go n-áireofaí a páiste mar pháiste atáthar á t(h)ógáil le Gaeilge is féidir go n-iarrfaí ar an tuismitheoir teacht chun na scoile leis an bpáiste chun a léiriú do ionadaithe an Bhord Bainistíochta gurb í an Ghaeilge an teanga cumarsáide eatarthu. Má dhiúltaítear an páiste a áireamh mar pháiste atá thar á t(h)ógáil le Gaeilge is féidir achomharc i scríbhinn a dhéanamh chuig an mBord Bainistíochta laistigh de sheachtain amháin ón scéal a fháil. Is ag an mBord Bainistíochta a bheidh an cinneadh deireannach.

Nóta 2: Is é an dáta cláraithe a thugtar ná an dáta a ndéantar an coinne chun an páiste a chlárú. I gcás pháiste a uchtáladh tá an Bord sásta aon mhí-bhuntaíste a chur ar ceal trí theacht ar dháta cláraithe ainmniúil trí aois an pháiste nuair a uchtáladh é/í a dhealú ó dháta fíorúil cláraithe an pháiste.

- 1.8 Déanfaidh Bord Bainistíochta na scoile cinneadh maidir leis an líon daltaí a ghlacfar sna Naíonáin Shóisearacha ó bhliain go bliain. Cuirfear clárúchán iomlán na scoile san áireamh agus an cinneadh seo á dhéanamh.
- 1.9 Reachtálfar Cruinniú Eolais Mí na Samhna/Nollag na bliana roimh thús na scoilbhliana áirithe sin. Cuirfear cuireadh chuig an gCruinniú Eolais chuig gach duine ar an Liosta Iarrthóirí.
- 1.10 Tosófar ar na háiteanna sa scoil a thairiscint san ord thuasluaite ag agus tar éis an Chruinniú Eolais.
- 1.11 Má tá páiste ar an Liosta Iarrthóirí ar tairscíodh áit sa scoil do dheartháir nó do dheirfiúr leis/léi roimhe sin agus nár glacadh leis an tairscint cuirfear litir eile leis an gcuireadh chuig an gCruinniú Eolais ag iarradh ar na tuismitheoirí/caomhnóirí a dhearbhu roimh dháta an Chruinniú Eolais gur suim leo go fóill áit a lorg don pháiste seo i Scoil Lorcáin. Muna bhfaighimid an dearbhú seo roimh dháta an Chruinniú Eolais bainfear ainm an pháiste sin den Liosta Iarrthóirí.
- 1.12 Is féidir, sa chás go dtarlaíonn sé seo, ainm an pháiste a chur ar ais ar an Liosta Iarrthóirí de réir an dáta bunaidh ach litir a fháil ó na tuismitheoirí/caomhnóirí roimh 31 Nollaig den bhliain chéanna ag dearbhú gur mian leo é seo a dhéanamh.

1.13 Iarrfar ar na tuismitheoirí / caomhnóirí a chur in iúl don scoil i scríbhinn, an bhfuil sé i gceist acu glacadh leis an áit a tairscíodh. Iarrfar orthu glacadh le rialacha agus sainmheon na scoile agus leis an gCód Araíonachta agus Iompair i scríbhinn.

1.14 Má thairscítear áit agus nach nglactar leis laistigh den tréimhse ama atá luaite leis an tairscint beidh an t-iarratas ar neamhní.

1.15 Nuair a bhíonn na háiteanna ar fad líonta, cuirfear é seo in iúl do na tuismitheoirí / caomhnóirí nach bhfuair áit go fóill agus déarfear leo go bhfuil a bpáistí ar an Liosta na nIarrthóirí go foil.

1.16 Má bhíonn folúntas ann ina dhiaidh sin déanfar an áit a thairscint don pháiste atá ina theideal ar Liosta na nIarrthóirí.

2. Clárúcháin sna Naíonáin Shinsireacha

3.1 Má bhíonn folúntas amháin nó níos mó sna Naíonáin Shinsireacha agus níos mó iarratas ar áiteanna ná mar atá folúntas déanfar na háiteanna sin a dháileadh de réir na gcritéar céanna leis na Naíonáin Shóisireacha.

3.2 Sa chás go bhfuil iarratas do pháiste a bhí ar Liosta na nIarrthóirí do na Naíonáin Shóisireacha don bhliain roimhe sin agus nach bhfuair áit is é an dáta cláraithe a bhí ag an bpáiste do na Naíonáin Shóisireacha an data a úsáidfear do na Naíonáin Shinsireacha.

4. Clárúchán i Ranganna Seachas na Naíonáin Shóisearacha

4.1 Is féidir go nglacfa(r)í le páistí (isteach) i ranganna eile:

má tá spás sa rang

más le Gaeilge atáthar ag tógaint an pháiste agus/nó má bhí an dalta ag freastal ar Ghaelscoil eile agus go bhfuil áit chónaithe á hathrú ag an dalta chuig ionad atá níos gaire do Scoil Lorcáin ná don scoil ina bhfuil siad faoi láthair nó má shíleann an Príomhoide/Bord Bainistíochta cumas Gaeilge an pháiste a bheith sásúil

Is ag an Bord Bainistíochta a bheidh an cinneadh deireannach sna cásanna seo.

4.2 Is gá do thuismitheoirí/caomhnóirí ar mian leo iarratas a dhéanamh ar áit in aon rang seachas Naíonáin Shóisireacha litir iarratais chuige sin a scríobh chuig Cathaoirleach an Bhord Bainistíochta. Is é an Bord Bainistíochta a dhéanfaidh an cinneadh faoi pháistí a ghlacadh in aon rang eile agus is leis an mBord amháin an cinneadh seo.

4.3 Is ag cruinniú den Bhord Bainistíochta a dhéileálfar le hiarratais atá faighte roimhe sin don chéad scoilbhliain eile. Déileálfar le hiarratais a thagann ina dhiaidh sin ag aon chruinniú eile roimh saoire an tSamhraidh. Tabharfaidh an Bord Bainistíochta údaráis don Phríomhoide nó do dhaoine eile déileáil le hiarratais de réir pholasáí na scoile thar a cheann idir cruinniú deireannach na scoilbhliana agus chéad chruinniú na scoilbhliana nua.

5. Páistí le mí-chumas nó riachtanas breise speisialta oideachais

5.1 Cuirfear iarratas ar áit sa scoil do pháistí le mí-chumas nó páistí a bhfuil riachtanas speisialta oideachais acu ar an bhfoirm iarratais chaighdeánach.

5.2 In éineacht leis an bhfoirm ba cheart go mbeadh miontuairisc ar mhí-chumas/riachtanais oideachais an pháiste mar aon le tuairisc leighis, mheasúnaithe nó síceolaíoch de réir mar a oireann.

5.3 Sa chás nach bhfuil a leithéid de thuairisc ar fail, d'fhéadfadh an Bord Bainistíochta a iarradh go ndéanfaí measúnú ar an bpáiste. Ní bheidh aon dualgas maoinithe ar an scoil i leith na dtuairiscí seo.

5.4 Déanfar maoiniú ar pháistí le riachtanais speisialta de réir na n-acmhainní a chuirtear ar fáil don Bhord Bainistíochta ón Roinn Oideachais agus Eolaíochta.

5.5 I gcásanna eisceachtúla amháin a dhéanfar aon scrúdú ar iarratas ar áit sa scoil do pháiste le riachtanas speisialta oideachais, a bheadh ag iarraidh aistriú ó scoil eile.

6.0 Uasmhéid Daltaí

6.1 Leagfaidh an Bord síos an uasmhéid daltaí a bheidh i ngach rang agus sa scoil ina hiomláine. I measc na dtoscaí a thógfaidh an Bord Bainistíochta san áireamh nuair atá uasmhéid daltaí in aon rang agus sa scoil á leagadh síos beidh:

Líon agus méid na seomraí sa scoil

Deiseanna agus dúshláin cur le líon na seomraí

4 sheomra ranga a bheidh go mór faoi bhun an líon spáis molta ag ROsc c. 48 m², agus go bhfuil ar gach rang tréimhse a chaitheamh sna seomraí seo ina gcúrsa 8 mbliana sa scoil

Líon na múinteoirí ranga agus múinteoirí eile (Tacaíocht Foghlama, Acmhainn) atá ceadaithe ag an Roinn dúinn

Gan é a bheith i gceist an scoil a mhéadú ó 2 shruth

Gan fás a bheith ag teacht ar dhaonra an cheantair

Tá éileamh ar áiteanna sa scoil

Gaelscoileanna a bheidh sa cheantar máguaird nach bhfuil lán

Tugaimid isteach 60, 30 faoi 2 gach bliain

Deacracht do pháistí – iad siúd le dúshláin oideachais go speisialta - an dul chun cinn is dual dóibh a dhéanamh i ranganna de bhreis is 30

6.2 Is í an uasmhéid daltaí a cheadófar in aon rang ná 30 i rang Naíonán agus 31 i Rang 1-6.

7. Varia

7.1 Beidh sé de dhualgas ar thuismitheoirí aon athrú san eolas /sna pointí teagmhála a chuireann siad ar fáil don scoil a chur in iúl don scoil i scríbhinn. Ní bheidh aon fhreagracht ar an scoil muna bhfuil an t-eolas cuí ar taifead againn.

7.2 Beidh sé de chead ag an mBord Bainistíochta eisceacht a dhéanamh in aon cheann de na forálacha thuasluaite.

Glactha ag an mBord Bainistíochta 10 Feabhra 2014

REGISTRATION POLICY

INTRODUCTION

1.1 This registration policy has been compiled according to the regulations of the Education Act 1998. The Principal and Chairperson of the Board of Management are happy to clarify any issues with regard to this document.

1.2 Where the Irish and English versions of this policy are at variance with one another the Irish version is deemed to be binding.

1.3 Scoil Lorcáin is a gaelscoil under the patronage of the Catholic Archbishop of Dublin.

1.4 The school was founded in 1952 with the following aims:

1. To provide a primary school education for pupils for whom Irish is the spoken language at home;

2. To provide a primary school education through the medium of Irish for all pupils irrespective of the main language spoken at home and to foster fluency in them in the Irish language;

3. To provide an environment where the desire to learn the Irish language can be fostered among pupils and parents alike.

Parents should understand the school's objective to sustain and nurture the Irish language and should understand and help to achieve this aim.

1.5 There are 23 full time teachers- 18 class teachers, 4 learning support teachers and principal - in Scoil Lorcáin, as well as part-time teachers. It is a co-educational school with classes ranging from junior infants to sixth class.

1.6 The school depends primarily on the resources and grants supplied by the Department of Education and Skills and it functions as a school within the rules, as laid down by the Department. The registration policy of the school is set out within the context of regulations set down the Department of Education and Skills.

1.7 The school follows the curriculum as laid down by the Department.

1.8 Every pupil irrespective of religious, social or linguistic background is welcome at Scoil Lorcáin. We promote respect for the range of traditions, values, beliefs and languages in our society.

1.9 We recognise the right of parents to register their children in their chosen school but the Board of Management at Scoil Lorcáin is also responsible for the rights of the school community and in particular the rights of those children already registered with the school. The welfare of all the children must be taken into account therefore as well as the principles of natural justice when decisions are being taken. In respect of these conditions it is the Board of Management's right to lay down the maximum number of pupils in any given class and in the school as a whole.

2 JUNIOR INFANTS

2.1 Pupils must be four years of age before the 1st June in the year in which they commence school.

2.2 In the event that places are available after all the offers have been accepted, places will be offered to children that are 4 years or more before the 1st of September.

2.3 Application forms are available at the school. It is customary for the Principal or another member of the staff to meet with the parent/guardian of a prospective pupil when he/she is the first child from the family to be placed on the List of Applicants in Scoil Lorcáin. The parent/guardian will be asked to fill in the application form at the meeting. The child's name will then be put on the List of Applicants for the appropriate year.

2.4 The acceptance of an application form by the school does not guarantee a place for your child in the school.

2.5 An acknowledgement will be given to the parent/guardian informing them that their child has been placed on the List of Applicants for the appropriate year. They will be contacted again in November/December before their child is due to start school.

2.6 The application forms will be processed. Places will be allocated in the following order:

- * Children who are being raised as Irish speakers
- * Brothers or sisters of children already attending the school
- * Brothers or sisters of children who attended the school but left on completing sixth class
- * The date on which the child was registered

2.7 *Any application for any particular year which is received after the 31st October of the year before will be placed on the waiting list according to the date of application only. No preference will be given based on any of the categories who are given preference.*

Note 1: Where parents wish their child to be counted in the Children who are being raised as Irish speakers' category may be asked to attend the school with their child to satisfy the Board of Management that Irish is the language of communication between them. If the Board's representatives recommend that the child not be counted in this category the parents may appeal in writing to the Board of Management within one week of receiving the notification. The Board's decision will be final in this matter.

Note 2: The date used for the List of Applicants is the date when the appointment was made to attend the meeting. In the case of adopted children the Board is happy to cancel any disadvantage by allocating a nominal date by deducting the child's age in years and days at the time of adoption from the actual date of appointment.

2.7 The Board of Management will determine the number of children who will be accepted in the Junior Infant classes from year to year. The total pupil registration of the school will be taken into account when deciding this.

2.8 An information meeting will be arranged for the parents/guardians of every child on the waiting list in November/December prior to the starting September. Everybody on the List of Applicants will be given an invitation to attend this meeting.

2.9 After the abovementioned meeting, places will be offered to those on the List of Applicants according to the criteria set out above.

2.10 In the case of a child on the List of Applicants who had an older sibling who was offered a place and didn't accept, a letter will be sent with the invitation to the meeting asking parents to confirm their interest in a place. If this confirmation is not received before the meeting then the child's name will be removed from the List of Applicants.

2.11 In this situation, the child may be placed back on the List of Applicants if a letter to that effect is received before 31st December of that year.

2.12 Parents/guardians will be asked to inform the school in writing if they intend to accept the place given to their child. They will be asked to accept in writing the rules and ethos of the school and also the Code of Behaviour and Discipline.

2.13 If a place is offered and not accepted within the stated timeframe then the application will be deemed to have been withdrawn.

2.14 When all the available places have been filled the parents/guardians of the remaining children who have not yet received places will be informed and their names will remain on the List of Applicants.

2.16 Following this if there is a vacancy remaining the place will be offered according to the criteria above.

3 Applications for Senior Infants

3.1 Where there are one or more vacancies in Senior Infants and more applications than vacancies they will be allocated according to the same criteria as the Junior Infants.

3.2 Where there is an application for a child who was unsuccessful in gaining a place in Junior Infants that child will be placed on the List of Applicants for Senior Infants according to the date on their original application for Junior Infants.

4 Applications for classes other than infants.

4.1 Newly registered children may be accepted in classes other than junior infants:

- * If there is a space available in the class
- * And if the child is being raised through the medium of Irish and/or if the pupil is transferring from an Irish speaking school and is changing address to a location closer to Scoil Lorcáin than his/her current school or if the Principal/Board of Management feel the child's command of the Irish language is satisfactory.

4.2 Applications for places in classes other than Naíonáin Shóisireach must be submitted in writing to An Cathaoirleach. The decision to accept a child in any other class other than Junior Infants is made by the Board of Management and their decision is binding.

4.3 Applications for September are dealt with at a meeting of the Board of Management. Subsequent applications will be dealt with at any meetings before the summer break. Further applications will be dealt with by the principal or another member of the Board, in accordance with the policy.

5 PUPILS WITH DISABILITY OR SPECIAL EDUCATIONAL NEEDS

5.1 Application for registration may be made for pupils with disability or special educational needs on the standard application form.

5.2 Together with the application form you will be asked to complete a form detailing your child's disability/special educational needs accompanied by a detailed medical or psychological assessment.

5.3 In the case where such a report is not available the Board of Management may ask for a detailed assessment to be carried out on the child. The Board will bear no responsibility for funding such an assessment.

5.4 Additional resources for children with special needs are financed by the Department of Education and Science.

5.5 Only in exceptional cases will an application for registration to the school by pupils with disabilities/special educational needs be considered where that pupil wishes to transfer from another school.

6. Maximum numbers of pupils.

6.1 The Board will decide the maximum number of pupils in each class and in the school as a whole. Amongst the factors which will be taken into account will be:

Number and size of rooms in the school

Opportunities and challenges of increasing same

The existence of 4 classrooms very much below the recommended size, which all classes in the school will spend some period in during their 8 years in the school.

The number of classroom teachers, Learning Support and other teachers allowed to us by the Department.

Our policy of maintaining a 2 stream school.

That population in the area is steady.

That there is demand for places in the school.

That there are other gaelscoileanna in the general area which have places available.

That we enroll two classes of 30 children each year in the Junior Infants

The educational challenges for children in classes of 30 or more, especially those with existing difficulties.

6.2 The maximum number of children in any infant class will be 30 and in Rang 1-6 will be 31.

7. Varia

7.1 It will be the responsibility of the parents to inform the school in writing of any change in the contact points they have supplied to the school. The school bears no responsibility for having incorrect information in this regard.

7.2 The Board will have the authority to make exceptions in regard to any measure in this policy.

Accepted by Bord Bainistíochta Scoil Lorcáin 10 Feabhra 2014