

ENROLMENT POLICY

GAELCHOLÁISTE REACHRANN

2019 – 2020 ¹

Ratified by the Board Of Management on 10/10/17.

¹ The Policy is available in Irish. If there are any differences in Irish and English version, the Irish version will take precedence.

General Introduction

Gaelcholáiste Reachrann is an all-Irish secondary school under the auspices of Dublin and Dún Laoghaire Education and Training Board. Gaelcholáiste Reachrann was established in 2001 to provide second level education through the medium of Irish in North East Dublin.

The school is situated on Grange Abbey Road, sharing a site and classrooms with Grange Community College. We look forward to moving into our permanent school building on the same site in 2018/2019. At present there are more than 380 students on the roll as the school continues to grow and develop.

Mission Statement.

Solas an Léinn

Gaelcholáiste Reachrann is a learning community aspiring to achieve the highest level of education through Irish for its pupils. This journey is undertaken in an environment that encourages self-esteem and mutual respect.

The challenge of education is undertaken in a supportive way that develops all the gifts of the students through sport, music and more. Our identity as an Irish people is encouraged. Respect for our language and for the diversity of our traditional culture is paramount.

In the spirit of educational partnership with parents and community, the role and dignity of every person is recognised. Our students' spiritual and intrapersonal development along with communication skills is nurtured in a positive, open atmosphere. Students are encouraged to take part in all activities and every achievement is honoured.

1 The Scope of the Policy

This enrolment policy is directed at providing a school place for students. Applications for Gaelcholáiste Reachrann are subject to the following conditions:

- Students who apply for a place in First Year.
- Students who apply for a place in any other year.

2 The aim of the Policy

The aim of this policy is to ensure that there are appropriate procedures in place so that Gaelcholáiste Reachrann may:

- Make an open transparent decision in relation to every application.
- Assess the ability of the Coláiste to attend to the needs of the applicants, based on the resources available to the Coláiste.

3 Legal Framework

3.1 This policy complies with the appropriate sections of the following acts:

- The Education Act (1998)
- The Education (Welfare) Act (2000)
- The Equal Status Act (2000)
- Education for Persons with Special Educational Needs Act (2004)

3.2 Gaelcholáiste Reachrann operates using the financial and teaching resources provided by the Department of Education and Skills and the financial resources provided through collection of voluntary contributions and fundraising activities. The plans and policies implemented by the Coláiste depend on the available resources and funding and on the curricular programme laid down by the Department of Education and Skills.

3.3 Students with Special Needs

3.3.1 Students with special needs are welcomed in Gaelcholáiste Reachrann. When a student with special educational needs applies for a place in Gaelcholáiste Reachrann, the Coláiste will seek an up-to-date medical / psychological report and a copy of their individual learning plan if he/she has one.

3.3.2 Gaelcholáiste Reachrann will make every effort to meet student's educational requirements, taking into account the resources the Department of Education and Skills provide to the Coláiste.

- 3.3.3 When the relevant information has been collected, the Coláiste will assess how best to meet the educational needs of the student. The Coláiste will meet the parents/guardians and discuss how the Coláiste can meet the needs of the student.

4. Data Protection

All data that is provided to Gaelcholáiste Reachrann regarding enrolment applications is protected by the Data Protection Act (1988) and by the Data Protection Act (Revised) (2003).

Enrolment Procedures

5. Procedures regarding Entry to First Year:

5.1 Applications

- 5.1.1 Application forms are available from the office of the Coláiste and must be completed in full.
- 5.1.2 Application forms for the Howth Deanery Second Level Schools are available to pupils in 6th class, in Primary schools which are part of the Howth Deanery (i.e. Scoil Neasáin and Gaelscoil Míde) and must be completed in full.
- 5.1.3 Applications will only be accepted on the **official** application form of Gaelcholáiste Reachrann or the official application form of the Howth Deanery. Application forms sent by fax or e-mail will not be accepted.
- 5.1.4 All applications for 2019/2020 will be accepted up until **Friday 28th September, 2018 at 5:00pm**, with the exception of applications that come through the Howth Deanery.
- 5.1.5 It is the responsibility of the parent/guardian to ensure that the form has been completed correctly.
- 5.1.6 Late applications will be kept on file and they will not be considered until after the applications received on time are considered.

5.2 Priority Categories for Enrolment

5.2.1 The number of places available in First Year will be decided upon by the Board of Management each year, depending on the capacity of the school and resources.

5.2.2 Enrolment will be reviewed each year by the Board of Management.

5.2.3 Places will be offered to students in the following order:

1. Any student who has a brother or sister who is currently attending Gaelcholáiste Reachrann.
2. Students attending the following Gaelscoileanna (in no order of preference):
 - Gaelscoil Míde
 - Scoil Neasáin
 - Gaelscoil Bhrian Boróimhe
 - Gaelscoil Cholmcille
 - Scoil an Duinnínigh
3. Students from other all-Irish primary schools.
4. Students from other primary schools which operate through the medium of English and are part of the Howth Deanery.
5. Students from other primary schools which operate through the medium of English.
6. Students from all other Primary schools.

5.2.4 In the event of any one of these categories being oversubscribed a random lottery will take place.

5.2.5 Students from English medium primary schools must be interviewed by the Príomhoide and a member of the Board of Management to assess his/her ability in Irish after he/she is offered a place. This will be done to ensure that the student will be able to access the curriculum which is taught through Irish. The Príomhoide will have the final word regarding this decision.

5.2.6 The student should have completed Sixth Class before commencing 1st year.

5.3 Offers of Places

- 5.3.1 Offers will be made in writing to the parent/guardian in early November on behalf of the Board of Management.
- 5.3.2 The parent/guardian will be asked to accept the offer in writing and this acceptance must reach the office of the Coláiste by the closing date indicated in the letter.
- 5.3.3 The Board of Management reserves the right to withdraw the offer of a place.

5.4 Registration

- 5.4.1 Parent/guardians of the students who have accepted the offer of a place in First Year will be invited to attend an information evening in the Coláiste in which the ethos, policies and procedures will be explained to them.
- 5.4.2 Parents/guardians will be asked to complete additional information forms about the student.
- 5.4.3 Parents/guardian of students with special educational or other needs will be asked to identify their student so that appropriate arrangements can be made for them.
- 5.4.4 A copy of the Behaviour Code and Riail na Gaeilge, Gaelcholáiste Reachrann, will be provided to parents/guardians. No student will be registered in Gaelcholáiste Reachrann without these Codes being accepted by him/her and without a signature of the parent/guardian on them. These documents are available on the school website at www.gcreachrann.ie.
- 5.4.5 Students will be asked to sit an Entrance Assessment Test.

6. Enrolment Procedures for any year apart from First Year:

6.1 Applications

- 6.1.1 Application forms are available from the office of the Coláiste and must be completed in full.
- 6.1.2 Applications will accepted throughout the school year.
- 6.1.3 It is the responsibility of the parent/guardian to ensure that the form has been completed correctly.
- 6.1.4 Information regarding special educational needs and educational history of the applicant must be provided.
- 6.1.5 If the applicant fails to provide complete and appropriate information, it is possible that their application will be rejected.

6.2 Registration Criteria

- 6.2.1 The applicant must provide a birth certificate.
- 6.2.2 A student will not be registered in the Coláiste unless there is a space available in the year group for which they have applied as well as space in the appropriate optional subjects.
- 6.2.3 Applicants are asked to supply details regarding their second level education to date as well as copies of two recent school reports and the results of any state examinations. The Principal of the school from which the student is moving will be contacted.
- 6.2.4 Every applicant will be interviewed to assess their ability in Irish. In cases where it is felt the student does not have the appropriate ability in Irish, they will be refused a place. The final word regarding this decision will rest with the Board of Management in consultation with the Príomhoide.
- 6.2.5 A copy of the Behaviour Code and Riail na Gaeilge, Gaelcholáiste Reachrann, will be provided to parents/guardians. No student will be registered in Gaelcholáiste Reachrann without these Codes being accepted by him/her and without a signature of the parent/guardian on them.
- 6.2.6 The Board of Management must be satisfied that the transfer of the student is to the benefit of the student and of the Coláiste. The Board of Management have the right to refuse to register a student.
- 6.2.7 The student must fulfil the conditions laid down by the Department of Education and Skills.

Appeals

- 7.1 If an application is not successful, parents/guardians will be notified of this in writing and the reasons for this.
- 7.2 The parents/guardians will be informed that they have the right to lodge an appeal utilising the following procedure:
 - 1. An appeal can be made in writing to the **Board of Management** regarding this decision to be received within 10 days from the time they were informed of the decision.
 - 2. An appeal can be made in writing to **Dublin and Dún Laoghaire Education and Training Board** to be received within 14 days of 1 above being exhausted.

3. An appeal can be made in writing to the **Department of Education and Skills**.

Ratification and Review of Policy

This policy was ratified by the Board of Management at its meeting on 24 January, 2017. and it is operational from this date forward.

The policy will be reviewed annually.

This policy was reviewed on the following dates:

1. 10 October, 2017.