Polasaí Cláraithe Chnoc na Labhras Coláiste FCJ.

1. Réamhrá

Tá an Beartas Cláraithe seo á leagan amach ag an mBord Bainistíochta faoi réir fhorálacha an Achta Oideachais 1998, an Achta Oideachais (Leas) 2000 agus an Achta um Stádas Comhionann 2000, agus creideann an Bord Bainistíochta trí a leithéid a dhéanamh, go mbeidh siad ag cabhrú le tuismitheoirí maidir le nithe a bhaineann le clárú. Beidh an Príomhoide nó an Leas-Phríomhoide sásta nithe ar bith a thagann chun cinn ón mbeartas seo a shoiléiriú.

2. An Scoil

Is scoil dheonach, Chaitliceach, dara leibhéal do chailíní amháin í Cnoc na Labhras Coláiste FCJ, faoi iontaobhaíocht Le Chéile. Scoil Lán-Ghaeilge is ea í, agus is trí mheán na Gaeilge a dhéantar an teagasc. Leanann an scoil na cláir churaclaim atá leagtha amach ag an Roinn Oideachais agus Scileanna. Feidhmíonn an scoil laistigh de na rialacháin atá leagtha síos ag an Roinn Oideachais agus Scileanna, agus tá seans ann go ndéanfar leasú orthu sin ó thráth go chéile. Tá srian ar an scoil mar gheall ar an leibhéal deontas agus acmhainní a chuireann an Roinn Oideachais agus Scileanna ar fáil. I measc na bhfoinsí breise de mhaoiniú atá ann tá ranníocaíocht teaghlaigh, bronntanais agus gníomhaíochtaí bailiú airgid.

3. Fealsúnacht an Oideachais

I spriorad na mná a bhunaigh an FCJ, Marie Madeleine d'Houet, is mian leis an scoil atmaisféar cineálta a chruthú ina bhfuil meas ar an sainiúlacht a bhaineann leis an uile dhuine agus atmaisféar ina dtugtar deis don uile dhuine a mbuanna a úsáid chun cabhrú le daoine eile, d'fhonn an tsochaí a athrú agus freastal ar theacht réimeas Dhia.

Cuireann na cláir agus na gníomhaíochtaí oideachais ar fad béim ar fhoirmiú an duine trí chéile. Teastaíonn ó Cnoc na Labhras Coláiste FCJ timpeallacht spreagthach agus tacúil a chur ar fáil, timpeallacht a thugann spreagadh don uile dhuine a bpoitéinseal iomlán a bhaint amach, agus tugtar cúram speisialta dóibh siúd atá faoi mhíbhuntáiste de chineál ar bith. Bunphrionsabail d'fhealsúnacht oideachais FCJ is ea saoránacht fhreagrach, féiniúlacht chultúrtha, cúram don timpeallacht agus síocháin atá cóir.

4. Éiteas na Scoile

Tá na rudaí seo a leanas i gceist leis an éiteas scoile atá againn:

* Tá fíorthábhacht ag baint le luachanna Críostaí
* Tuiscint láidir ar an bpobal le brath
* Baintear féinmheas agus féinluach an uile dhuine amach
* Cuirtear oideachas ar na daltaí ionas go mbeidh siad ina saoránaigh freagracha
* Príomhimní is ea meas a bheith ar an timpeallacht
* Spreagtar an eitic a bhaineann le hobair chrua.
* Cuirtear béim ar ár dteanga, ár gcultúr agus ár n-oidhreacht.
* Cuirtear béim ar éacht acadúil agus oiliúna.

5. Clár na Scoile.

Anseo i gCnoc na Labhras Coláiste FCJ déantar gach iarracht taithí oideachais leathan agus shaibhir a chuir ar fáil do na daltaí trí na cláir éagsúla a chuirtear ar fáil sa scoil. Cinntíonn an bhainistíocht agus an fhoireann go mbíonn siad ar an eolas maidir le forbairtí oideachais reatha ar son leasa na ndaltaí. Príomhchuid d'fhorbairt gach dalta is ea na cláir Oideachais Fhisiciúil, Oideachais Ríomhaireachta, Oideachais Reiligiúnach agus Treoirghairm, agus é mar aidhm ag gach ceann de na cláir sin scileanna fisiciúla, sóisialta agus idirghníomhacha na ndaltaí a chur chun cinn. Tugtar spreagadh do dhaltaí a bheith páirteach i ngníomhaíochtaí éagsúla lasmuigh den churaclam, cosúil le spóirt, ceol, díospóireacht, drámaíocht, óráidíocht, beiriste, tionscadail agus comórtais, bailiú airgid do charthanachtaí agus turais oideachais.

6. Bainistíocht

Is iad na hIontaobhaithe a cheapann Bord Bainistíochta na Scoile. Tagann na comhaltaí ó na grúpaí seo a leanas

Iontaobhaithe:	4 ainmnitheach
Tuismitheoirí:	2 ainmnitheach tofa
Múinteoirí:	2 ainmnitheach tofa

Is iad na hIontaobhaithe a cheapann Cathaoirleach an Bhoird Bainistíochta. Is í an Phríomhoide Rúnaí an Bhoird Bhainistíochta.

7. Foireann

Tá Príomhoide, Phríomhoide Tánaisteach agus 26 múinteoir sa scoil, Comhairleoir Gairmthreorach san áireamh. I measc na bhfoirne freisin tá Rúnaí agus Airíoch lánaimseartha chomh maith le Séiplíneach, Cléireach cuntas agus Teicneoir Saotharlainne páirtaimseartha. Tá triúr fostaithe go páirtaimseartha i mbun glantacháin. Is í Aedín Ní Bhriain, Uasal, Príomhoide na scoile agus is í Norma Ní Luinneacháin, Uasal, Príomhoide Tánaisteach.

8. Comhlachais Ionadaíocha

Tá comhchomhairle tuismitheoirí ag Cnoc na Labhras Coláiste FCJ agus Cnoc na Labhras Meánscoil FCJ, ar a dtugtar Comhairle Comhairleach Tuismitheoirí Chnoc na Labhras. Déantar ionadaíocht ar na bliainghrúpaí ar fad sa dá scoil agus is iondúil go reáchtáltar cruinnithe ar bhonn míosúil. Freastalaíonn Príomhoidí na Scoileanna ar na cruinnithe.
Déanann Coiste na nDaltaí ionadaíocht ar na daltaí agus tagann na baill le chéile go rialta i rith na bliana, agus bíonn ball foirne i láthair ag na cruinnithe ar fad.

9. Nósanna Imeachta a bhaineann le Clárú.

Tá na nósanna imeachta ar fad atá againn maidir le hiarratas a dhéanamh ar áit a bhaint amach sa scoil ag dul de réir fhealsúnacht reiligiúnach agus oideachais ord an FCJ agus comhlíonann siad an reachtaíocht atá ann i láthair na huaire. Tacaíonn an Bord Bainistíochta leis na prionsabail seo a leanas

- Uilechuimsitheacht. Fáiltítear roimh dhaltaí le riachtanais oideachais speisialta, chomh fada agus atá an scoil in ann freastal go feiliúnach ar na riachtanais sin, faoi réir na teorainneacha a chuireann maoiniú agus acmhainní na Roinne Oideachais agus Eolaíochta i bhfeidhm.
- Cothromas rochtana agus rannpháirtíochta sa scoil.

- Rogha tuistithe maidir le clárú sa scoil.
- Meas ar éagsúlacht thraidisiún, luachanna, creideamh, teangacha agus na bealaí saoil atá le fáil sa tsochaí Éireannach.

Tá 75 áit le leithdháileadh ag an scoil ag clárú do scoilbhliain 2017/2018. Ní chuireann sé seo cosc ar an scoil an figiúr seo a athrú sa todhchaí má thagann athrú ar chúinsí.

Is trí mheán na Gaeilge a dhéantar an teagasc i gCnoc na Labhras Coláiste FCJ agus glactar leis go mbeadh a dóthain líofachta ag páiste ar bith a bheadh ag clárú sa scoil.

Nósanna Imeachta maidir le hIarratas a dhéanamh

- Tá aontaithe ag na scoileanna dara leibhéal i gceantar chathair Luimnigh, mar a shainmhínítear in Aguisín A iad, feidhmiú ar bhonn Nós Imeachta Coiteann maidir le hIarratais do 2017/2018.
- Beidh iarratas á dhéanamh ar áit i gCnoc na Labhras Coláiste FCJ faoi réir na Foirme Iarratais Choiteann atá leis an mbeartas seo.
- Tabharfar Foirmeacha Iarratais do na scoileanna friothálacha ar fad i rith an chéad téarma. Ní mór foirmeacha iarratais chomhlánaithe a chur ar ais chuig an scoil den chéad rogha ar an dáta atá luaite ar an bhfoirm nó roimhe sin. Ní féidir le daltaí foirmeacha a sheoladh ar ais chuig níos mó ná scoil amháin.
- Chomh maith leis sin is féidir foirmeacha iarratais a fháil ó oifig na scoile.

Ní mór go mbeadh daltaí meánscoile dhá bhliain déag d'aois ar an 1 Eanáir sa bhliain féilire i ndiaidh don pháiste dul isteach sa chéad bhliain.

Eagraíonn an scoil Lá Oscailte do na daltaí ar fad a d'fhéadfadh a bheith ag freastal ar an scoil.
Mar chuirtéis, tugtar cuireadh do thuismitheoirí iarratasóirí ó theaghlaigh nua teacht ag seisiún eolais.

Leithdháiltear áiteanna i gCnoc na Labhras Coláiste FCJ de réir an chritéir seo a leanas agus san órd seo a leanas:

1. Tugtar tús áite do dheirfiúracha páistí atá nó a bhí sa scoil.
2. Tugtar tús áite d'iníonacha agus gaolta den fhoireann nó gaolta le siúracha FCJ.
3. Tugtar tús áite d'iníonacha iardhaltaí Laurel Hill Coláiste FCJ.
4. Is ar bhonn randamach a leithdháiltear na háiteanna atá fágtha.

Tabhair faoi deara: Laistigh de cheann ar bith de na catagóirí 1,2,3 beidh leithdháileadh randamach más gá agus tugtar tús áite do chailíní i gcatagóirí 1,2,3, nuair a roghnaíonn siad Laurel Hill Coláiste FCJ mar chéad rogha.
Cuirfidh na scoileanna dara leibhéal ar fad i Luimneach fráma ama comhaontaithe i bhfeidhm (Aguisín B) maidir le leithdháileadh áiteanna, ag comhlíonadh an riachtanais a bhaineann le leithdháileadh a dhéanamh laistigh de 21 lá ó dháta deiridh an iarratais. Tar éis do na háiteanna a bheith leathdháilte déanfar measúnú sa scoil. Ní mór do na cailiní go léir ar tairgeadh áit dóibh an measúnú sin a dhéanamh. Is tar éis na hoíche chlárúcháin a bheidh an measúnú ar siúl. Bainfear úsáid as na torthaí chun dáileadh na mac léinn i ranganna cumais mheasctha a shocrú.

10. Cód Smachta

Tá Cód Smachta ag Cnoc na Labhras Coláiste FCJ atá curtha le chéile ag na comhpháirtithe ar fad sa scoil. Ní mór do chailiní a d'fhéadfadh a bheith ag freastal ar an scoil agus a dtuismitheoirí/caomhnóirí a bheith ar an eolas faoi Chód Smachta na scoile. Ní mór dóibh glacadh leis an gCód Smachta sin agus é a shíniú nuair a chláraíonn siad. Chomh maith leis sin glactar leis go dtacóidh siad go leanúnach leis an scoil maidir leis an gCód Smachta seo a chur i bhfeidhm.

11. Aistriú Daltaí ó scoileanna eile.

I gcás gur mian le cailiní aistriú chuig Cnoc na Labhras Coláiste FCJ ó scoil eile agus i gcás go mbíonn spás ar fáil i rang feiliúnach, beidh eolas a bhaineann le taifid tinrimh scoile, dul chun cinn oideachais go dtí seo agus taifid iompair an dalta ag teastáil. Déanfar teagmháil leis an scoil óna bhfuil an cailín ag teacht maidir leis an eolas seo. Cuirfear na fachtóirí seo san áireamh maidir le leithdháileadh áite.

12. Ról an Bhoird Bainistíochta.

- Is é an Bord Bainistíochta a dhéanann an cinneadh deiridh maidir le clárú daltaí i gCnoc na Labhras Coláiste FCJ agus maidir leis na nithe ar fad a chlúdaíonn an Beartas Cláraithe.
- Tá ceart ag an mBord iarratas ar áit a bhaint amach sa scoil a dhiúltú, i gcásanna eisceachtúla.
- Déanfaidh an Bord Bainistíochta athbhreithniú ar an mBeartas Cláraithe seo ó am go ham.

De réir míreanna 28 agus 29 den Acht Oideachais, 1998, féadfaidh tuismitheoirí iarratasóirí nach bhfuil cláraithe sa scoil an cinneadh a achomharc leis an mBord Bainistíochta ar dtús, agus ina dhiaidh sin, más gá, leis an Roinn Oideachais agus Scileanna.

Aguisín A.

<u>Scoileanna Dara Leibhéal Cheantair Luimnigh.</u>

Ard Scoil Mhuire.
Ard Scoil Rís.
Coláiste Chaladh an Treoigh.
Coláiste Chiaráin, Croom, Co. Limerick.
Coláiste Mhichíl, Sráid Sexton.
Salesian Secondary College, Pallaskenry, Co. Limerick.
Crescent College Comprehensive SJ.
Cnoc na Labhras Coláiste FCJ.
Méanscoil Chnoc na Labhras.
Coláiste Nano Nagle
Coláiste San Clement.
Coláiste Naomh Mainchín.
Coláiste Pobail Tuamhumhan
Gaelcholáiste Luimnigh.
Meánscoil Villiers.
Scoil Nua - Mungairit

Aguisín B. Scála Ama Socraithe do chlárú 2017.

Lá Oscailte Choláiste Chnoc na Labhras FCJ:	**01-10-2016.**
Is é an dáta deiridh a nglacfar le Foirmeacha Iarratais:	**16-01-2017. (ag 12.30p.m.)**
Cuirfear tairiscintí sa phost ar:	**31-01-2017.**
Glacadh le háiteanna faoi:	**08-02-2017. roimh 12 a chlog.**

Clárú: Máirt 28-02-2017.

Enrolment Policy of Laurel Hill Coláiste FCJ.

1. Introduction

The Board of Management is setting out this Enrolment Policy in accordance with the provisions of the Education Act 1998, the Education Welfare Act 2000 and the Equal Status Act 2000 and it trusts that by doing so, parents will be assisted in relation to enrolment matters. The Principal or Deputy Principal will be happy to clarify any further matters arising from this policy.

2. The School

Laurel Hill Coláiste FCJ is a voluntary, second level, Catholic school, for girls only, under the trusteeship of the Le Chéile Trust. It is an all-Irish school (Scoil Lán-Ghaeilge,) where Irish is the medium of instruction. It follows the curricular programmes prescribed by the Department of Education and Skills (DES). It operates within the regulations laid down by the DES, which may be amended from time to time. The school is constrained by the level of grants and resources made available by the DES. Additional sources of funding include voluntary family contribution, gifts, and fundraising activities.

3. Philosophy of Education

In the spirit of the FCJ Foundress, Marie Madeleine d'Houet, the school seeks to create a caring atmosphere where the uniqueness of each person is respected and all are invited to use their gifts for the service of others, for the transformation of society and the coming of the reign of God.

All educational programmes and activities emphasise the formation of the whole person. Laurel Hill Colaiste FCJ seeks to provide a stimulating and supportive environment, encouraging all to develop their full potential, with a special care for those deprived in any way. Responsible citizenship, cultural identity, care for the environment and peace that does justice are fundamental principles in FCJ educational philosophy.

4. School Ethos

Our school ethos is one in which:

- Christian values are of paramount importance
- A strong sense of community prevails
- The self-esteem and self-worth of each person is realised
- Students are educated for responsible citizenship
- Respect for the environment is of primary concern
- The ethic of hard work is encouraged.
- The Irish Language, heritage and culture are promoted.
- Academic and educational excellence are attainable.

5. The School Programme.

Every effort is made at Laurel Hill Coláiste FCJ to offer students a broad and enriching educational experience through the various programmes offered in the school. The management and staff keep themselves informed of current educational developments for the benefit of the students. Physical Education, Computer Education, Religious Education and Career Guidance programmes are an integral part of each student's development with the aim of promoting physical, social and interactive skills. Students are encouraged to become involved in a variety of activities outside the curriculum, such as sport, music, debating, drama, public speaking, bridge, projects and competitions, charitable fund-raising and educational trips.

6. Management

The school's Board of Management is appointed by the Trustees. The members come from the following constituencies

Trustees:	4 nominees
Parents:	2 elected nominees
Teachers:	2 elected nominees

The Chairperson of the Board is appointed by the Trustees. The Principal is Secretary to the Board of Management.

7. Staffing

The school has a Principal, a Deputy Principal and 26 teachers including a Guidance Counsellor. Staff also includes a full time Secretary and Caretaker and a part-time Lay Chaplain, Accounts Clerk and Laboratory Technician. Three part-time cleaning staff are employed. Ms. Aedín Ní Bhriain is Principal of the school, Ms. Norma Ní Luinneacháin is Deputy Principal.

8. Representative Associations

Laurel Hill Coláiste FCJ and Laurel Hill Secondary School FCJ have a joint parent council namely, The Laurel Hill Parent Advisory Council. All year groups in both schools are represented and meetings are normally held monthly. Schools' Principals attend the meetings.
The Student Council, Coiste na nDaltaí represents the student body and the members meet on a regular basis throughout the year, with a member of staff present at all meetings.

9. Enrolment Procedures.

All our procedures for application for admission are in accordance with the religious and educational philosophy of the FCJ order and comply with current legislation. The BOM supports the principles of

- Inclusiveness. Students with special educational needs are welcome, provided the school can meet those needs adequately, subject to the limitations imposed by DES funding and resources.
- Equality of access to and participation in the school.
- Parental choice in relation to enrolment in the school.
- Respect for the diversity of traditions, values, beliefs, languages and the ways of life in Irish society.

The school has 75 places to allocate at enrolment in the 2017/2018 school year. This does not prevent the school from increasing/decreasing this figure in future should circumstances change.

Tuition in Laurel Hill Coláiste FCJ is through the medium of Irish. Proficiency in the Irish language is essential.

Application Procedures.

- Limerick area second level schools as defined in appendix A have agreed to operate a Common Application Procedure for 2017/2018
- Application to Laurel Hill Coláiste FCJ shall be in accordance with the Common application Form as attached to this policy.
- Application Forms shall be given to all feeder schools during the first term. Completed application forms must be returned to the school of first preference on or before closing date as indicated on form. Students may not return forms to more than one school.
- Application forms are also available from the school office.

The school organises an Open Day for all prospective students.

Girls must be aged 12 on 1st January in the calendar year following entry into first year.

As a courtesy, parents of all applicants from new families are invited to an information session.

Places in Laurel Hill Coláiste FCJ are allocated in accordance with the following criteria and in the following order:

1. Priority is given to sisters of children who are or have been in the school.
2. Priority is given to female children and near relatives of staff and to near relatives of FCJ sisters.
3. Priority is given to female children of past pupils of Laurel Hill Coláiste FCJ.
4. Remaining places are allocated randomly.

Note: Within any of the categories 1, 2, 3 allocations will be random if necessary. Priority Categories 1, 2, 3 apply to first preference candidates only.
All Limerick second level schools will implement an agreed timeframe (Appendix B) for allocation of places, complying with the requirement of allocation within 21 days of closing date of application. Following the allocation of places, an assessment test will take place at the school. All girls who have been offered a place must sit the assessment test which is held subsequent to Registration Night. The results are used to determine the distribution of students into mixed ability classes.

10. Code of Discipline

Laurel Hill Coláiste FCJ has a Code of Discipline which is drawn up by all the partners in the school. Prospective female students and their parents/guardians should familiarise themselves with the school's Code of Discipline, which they are required to accept and sign on enrolment. They are further expected to actively support the school in the practice of this Code of Discipline.

11. Transfer of Students from other schools.

In the case of female students wishing to transfer to Laurel Hill Coláiste FCJ from another school and in the event of there being a vacancy in a suitable class, information concerning the prospective student's attendance record, educational progress to date and behaviour record will be required. The school from which the student is transferring will be contacted for this information. These factors will be taken into account in the allocation of a place.

12. Role of Board of Management.

- The final decision with regard to the enrolment of students in Laurel Hill Coláiste FCJ and with regard to all matters covered by the Admissions Policy lies with the Board of Management.
- The Board reserves the right to refuse an application for admission in exceptional circumstances.
- The Board of Management will review this Admissions Policy from time to time.

In accordance with sections 28 and 29 of the Education Act 1998, parents of applicants who are not enrolled in the school may appeal the decision to the Board of Management in the first instance and subsequently, if necessary, to the DES.

Appendix A.

Limerick Area Second Level Schools.

Ard Scoil Mhuire.
Ard Scoil Rís.
Castletroy College.
Coláiste Chiaráin, Croom.
Coláiste Mhichíl, Sexton St.
Salesian Secondary College, Pallaskenry.
Crescent College Comprehensive SJ.
Laurel Hill Coláiste FCJ.
Laurel Hill Secondary School.
Coláiste Nano Nagle
St. Clement's College.
St. Munchin's College.
Thomond Community College,
Gaelcholáiste Luimnigh.
Villiers Secondary School.
New School Mungret

Appendix B. Agreed Time Scale for 2017 enrolment.

Open Day Laurel Hill Coláiste FCJ:	**October 1st 2016**
Closing date for completed Application Forms:	**Monday January 16th 2017 (12.30p.m.)**
Offers will be posted on:	**Tuesday 31st January 2017**
Acceptance of places by:	**Wednesday February 8th 2017 (12.noon)**

Registration Tuesday February 28th 2017.