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AN ROINN
Oideachais

MÁNNYSTRIE O
Lear

AISTRIÚ 2010

BILEOG UIMHIR 2

TRANSFER 2010

LEAFLET NUMBER 2



**AG ROGHNÚ
IARBHUNSCOILE**

**TREOIR LE HAGHAIDH
TUISMITHEOIRÍ
(NOLLAIG 2009)**

**CHOOSING A
POST-PRIMARY SCHOOL**

**A GUIDE FOR PARENTS
(DECEMBER 2009)**

RÉAMHRÁ

Tá tábhacht le gach céim d'oidreachas páiste. Tá an tábhacht chéanna ag baint leis an dóigh a n-aistríonn páistí ó chéim amháin dá gcuid oidreachais chuig an chuid eile.

Is é Aistriú 2010 polasaí mo Roinne le páistí a aistriú chuig oidreachas dara leibhéal. Cruthóidh An Treoir um Aistriú 2010 córas éifeachtach agus cothrom maidir le haistriú chuig iarbhunscoil. Moltar go láidir sa Treoir nach mbaineann na scoileanna úsáid as critéar acadúil. Mhol mé go láidir do scoileanna gramadaí an moladh seo a leanúint ar bhonn cothromaíochta agus mar gheall ar na rioscaí mífheidhmithe. Tá díomá orm gur ob bunús na scoileanna gramadaí don mholadh seo agus gur roghnaigh siad ar thabhairt ar pháistí óga an tástáil neamhriachtanach seo a dhéanamh. Shocraigh siad ar a bhféinleas institiúide a chur roimh leas a gcuid páistí.

Tá roghnúchán acadúil lochtach. Ní chomhlíonann sé riachtanais sochaí nua-aimseartha. Cruthaíonn sé agus cothaíonn sí éagothroime. Níl áit ann dó inár gcóras oidreachais. Tá mo Roinn ag obair, mar chuid de chlár leasaithe níos leithne, le cinnte a dhéanamh de go gcuireann gach scoil ar fáil an t-ardchaighdeán céanna oidreachais agus go mbíonn rochtain chothrom ag gach páiste ar an ardchaighdeán oidreachais atá tuillte acu, gan tástáil a dhéanamh.

Is tábhachtaí go mbíonn do pháiste i gcoilár an phróisis maidir le haistriú chuig iarbhunscoil. Tá an t-eolas ar fáil sa bhileog seo a bheidh de dhíth ort le cuidiú le do pháiste tríd an phróiseas sin, atá go fóill ar go leor bealaí mar a gcéanna le blianta a chuaigh thart. Molaim go mór duit é a léamh.

FOREWORD

Every stage in a child's education is important. How children move from one phase of their education to another is equally important.

Transfer 2010 is my Department's policy for the transfer of children to second level education. The Transfer 2010 Guidance will deliver an effective and fair system of post-primary transfer. The Guidance strongly recommends that schools do not use academic criteria. I have urged grammar schools to follow this recommendation both on equality grounds and because of the risks of dysfunction. I am disappointed that most grammar schools have rejected this recommendation and have chosen to subject very young children to unnecessary testing. They have chosen to put their institutional self-interest before the interests of children.

Academic selection is educationally unsound. It does not meet the needs of a modern society. It sustains and generates inequality. It has no place in our education system. My Department is working, as part of a wider reform programme, to ensure that every school delivers the same high standard of education and that every child has equal access to the high quality education to which they are entitled, without having to sit a test.

What is important is that your child should be at the centre of the process for moving to post-primary school. This leaflet provides the information you will need to help your child through that process, which remains in many respects much the same as in previous years. I urge you to read it carefully.

Tá súil agam go mbíonn an bhileog seo ina cuidiú agat agus tú á threorú tríd an phróiseas, agus cibé áit a dtosaíonn do pháiste ar iarbhunscolaíocht i Meán Fómhair 2010, guím gach rath air/uirthi.



CAITRÍONA RUANE
Aire Oideachais

I hope you find this leaflet helpful in guiding you through the process, and wherever your child begins their post-primary career in September 2010, I wish them every success.



CAITRÍONA RUANE
Minister of Education

1. RÉAMHRÁ

Is é seo an dara cuid de dhá bhileog le haghaidh tuismitheoirí páistí Rang 7 faoi na socruithe maidir le haistriú páistí ó bhunscoil chuig iarbhunscoil i Meán Fómhair 2010 (próiseas ar a dtugtar Aistriú 2010). Fuair tú cheana féin bileog i Meán Fómhair 2009 dar teideal "**Ag Ullmhú don Aistriú ón Bhunscoil go dtí an Iarbhunscoil**". Leagtar amach ann na príomhchéimeanna sa phróiseas Aistriú 2010. Is féidir go mbeidh sé ina chuidiú agat é seo a léamh arís. Is féidir rochtain a fháil air ar láithreán gréasáin na Roinne Oideachais ag www.deni.gov.uk.

Leagtar amach sa bhileog seo na príomhchéimeanna sa phróiseas Aistriú 2010, atá a bheag nó a mhór mar a gcéanna leis an phróiseas aistrithe a bhí ann sna blianta roimhe. Mínítear ann:

- ❑ Ról na dtuismitheoirí: an méid a thig leat a dhéanamh le cuidiú le do pháiste aistriú chuig iarbhunscoil.
- ❑ An dóigh ar féidir le tuismitheoirí ullmhú le haghaidh an róil seo: na rudaí a bhféadfá do mhachnamh a dhéanamh orthu agus scoil á roghnú agat le haghaidh do pháiste.
- ❑ Go gcomhlánóidh tuismitheoirí iarratas a bpáistí (an **Fhoirm Aistrithe**) chuig iarbhunscoil le linn cruinnithe le príomhoide nó le hainmní bhunscoil a bpáistí, i bhFeabhra 2010.
- ❑ An **Fhoirm Aistrithe** go mion: an t-eolas a bheidh ort a chur ar fáil nuair a chomhlánaíonn tú Foirm Aistrithe do pháiste.

Tá an bhileog ar fáil fosta sa Pholainnis, sa tSínis, sa Phortaingéilis, sa Liotuáinis, sa Tuircis agus sa Laitvis. Is féidir cóipeanna a fháil ó do Bhord Oideachais agus Leabharlaine (ELB)/ an tÚdarás um Oideachas agus Scileanna (ESA).

1. INTRODUCTION

This is the second of two leaflets for parents of P7 children about arrangements for the transfer of children from primary to post-primary school in September 2010 (a process called Transfer 2010). You will already have received a leaflet in September 2009 entitled "**Getting Ready to Move from Primary to Post-Primary School**". It sets out the main steps in the Transfer 2010 process. You may find it helpful to read this again. It can also be accessed on the Department of Education website at www.deni.gov.uk.

This leaflet sets out the main steps in the Transfer 2010 process, which is largely the same as the transfer process in previous years. It then explains:

- ❑ The role of parents: what you can do to help your child transfer to post-primary school.
- ❑ How parents can prepare for this role: what things you can think about in choosing a school for your child.
- ❑ That parents will complete their child's application (the **Transfer Form**) to post-primary school at a meeting with their child's primary school principal or nominee, in February 2010.
- ❑ The **Transfer Form** in detail: what information you will need to provide when you complete your child's Transfer Form.

This leaflet is also available in Polish, Chinese, Portuguese, Lithuanian, Turkish and Latvian. Copies can be obtained from your Education and Library Board (ELB)/ the Education and Skills Authority (ESA).

2. PRÍOMHCHÉIMEANNA SA PHRÓISEAS AISTRITHE 2010

Nollaig 2009	Seo an dara ceann de dhá bhileog ón Roinn Oideachais faoin phróiseas aistrithe. Cuirfear comhairle ar fáil duit ann faoin dóigh le dul i mbun iarbhunscóil a roghnú agus le foirm iarratais a chomhlánú (ar a dtugtar An Fhoirm Aistrithe).
Eanáir 2010	Gheobhaidh tú, ó bhunscóil do pháiste, Leabhrán Aistrithe. Beidh eolas istigh ann faoi gach iarbhunscóil i do cheantar, go háirithe: <ul style="list-style-type: none"> Líon na n-áiteanna atá ar fáil i ngach scoil; An critéar iontrála a mbainfidh gach scoil úsáid as le cinneadh a dhéanamh faoi na páistí a ligfear isteach chuig an scoil má fhaigheann an scoil níos mó iarratas ná na háiteanna atá ar fáil aige.
Eanáir 2010	Is féidir leat iarraidh ar iarbhunscóil ar bith cóip saor in aisce dá réamheolaire a sholáthar duit. Beidh eolas breise istigh ann. Beidh deis agat chomh maith cuairt a thabhairt ar scoileanna le linn a Laethanta/Oícheanta Oscailte. Bíonn na hócáidí seo ann go hiondúil i scoileanna roimh dheireadh na chéad seachtaine i mí Feabhra. Is féidir sonraí faoi dhátaí agus uaireanta a aimsiú i nuachtáin áitiúla, Leabhráin Aistrithe nó go díreach ó scoileanna.
Feabhra 2010	Tabharfar cuireadh duit freastal ar chruinniú le príomhoide bhunscóil do pháiste. Ag an chruinniú sin iarrfar ort Foirm Aistrithe iarbhunscóile a chomhlánú. Iarrfar ort na hiarbhunscóileanna a liostú, de réir oird (trí cinn ar a laghad), ar mhaith leat do pháiste freastal a dhéanamh orthu. <ul style="list-style-type: none"> Is é seo an dóigh agus an uair a ndéanfaidh gach tuismitheoir iarratas ar iarbhunscóileanna arb iad a bpríomhrogha iad. Cuirfidh príomhoideí bunscóile Foirmeacha Aistrithe comhlánaithe chuig an ELB/ESA. Idir an dáta sin agus an 28 Bealtaine 2010 déanfaidh na scoileanna atá liostaithe ar Fhoirmeacha Aistrithe measúnacht ar iarratais agus déanfaidh cinneadh ar na daltaí a ligfear isteach. Ní féidir barántas a thabhairt go mbeidh áit ag páiste sa scoil arb í a phríomhrogha í, agus ní féidir barántas a thabhairt go mbeidh áit in aon chineál faoi leith scoile, is cuma meánscoil, coláiste, scoil imeasctha, scoil ghramadaí, scoil aonghnéis, srl, í.
28 Bealtaine 2010	Cuirfear litir amach chugat ó do ELB/ón ESA lena chur in iúl duit an iarbhunscóil inar cuireadh do pháiste. Is é seo an dóigh agus an uair a gcuirfear socrúcháin i ngach iarbhunscóil in iúl do gach tuismitheoir. Murar ghlac scoil ar bith atá liostaithe ar an Fhoirm Aistrithe le do pháiste, iarrfar ort scoileanna eile a tharraingeofar as liosta scoileanna a bhfuil áiteanna go fóill iontu a ainmniú.
28 Bealtaine 2010 go 9 Meitheamh 2010	Is féidir leat achomharc a chur isteach in aghaidh iarratais nár éirigh leis le linn na tréimhse seo. Ní féidir seasamh le hachomhairc ach amháin sa chás inar féidir a léiriú nár ligeadh páiste isteach toisc nár cuireadh critéar iontrála i bhfeidhm mar is ceart.
28 Bealtaine 2010 ar aghaidh	Má shíleann tú go bhfuil imthosca eisceachtúla láidre ann gur chóir do do pháiste áit a fháil in iarbhunscóil faoi leith ach nach raibh tú in ann áit a fháil sa scoil áirithe seo trí mheán an ghnáthphróisis iontrála, beidh an deis agat, ón dáta seo ar aghaidh, iarratas a dhéanamh go ndéanfar cás do pháiste a mheas mar chuid den Phróiseas um Imthosca Eisceachtúla. Ní mór gur diúltaíodh iontráil do do pháiste san iarbhunscóil trí mheán an ghnáthphróisis iontrála sular féidir éileamh ar imthosca eisceachtúla a mheas. Is féidir éilimh le haghaidh Imthosca Eisceachtúla a mheas ag an am chéanna, ach go leithleach, ó achomhairc iontrála.

2. MAIN STEPS IN THE TRANSFER 2010 PROCESS

December 2009	This is the second of two leaflets from the Department of Education about the transfer process. This will provide you with advice on how to go about choosing a post-primary school and completing an application form (known as the Transfer Form).
January 2010	You will receive, from your child's primary school, a Transfer Booklet. This will contain information about each post primary school in your area, in particular: <ul style="list-style-type: none"> • How many places are available at each school; • The admissions criteria that will be used by each school to decide which children are admitted if the school receives more applications than it has places available.
January 2010	You can ask any post-primary school to supply you with a free copy of its prospectus. This will contain additional information. You will also be able to visit schools on their Open Days/Nights. Schools normally hold these before the end of the first week in February. Details of dates and times may be found in local newspapers, Transfer Booklets or directly from schools.
February 2010	You will be invited to a meeting with your child's primary school principal. At that meeting you will be asked to complete a post-primary Transfer Form . On this form you will be asked to list, in order of preference, the post-primary schools (at least three) which you would like your child to attend. <ul style="list-style-type: none"> • This is how and when all parents will apply to the post-primary schools of their choice. • Primary principals will send completed Transfer Forms to the ELB/ESA. Between then and 28 May 2010 schools listed on Transfer Forms will consider applications and determine which pupils to admit. • No pupil can be guaranteed a place at their first choice school, and no pupil can be guaranteed a place at any particular type of school, be that a secondary school, college, integrated school, grammar school, single sex school etc.
28 May 2010	Your ELB/the ESA will send you a letter informing you which post-primary school your child has been placed at. This is how and when placements in all post-primary schools will be communicated to all parents. If your child has not been accepted by any of the schools listed on the Transfer Form, you will be asked to nominate other schools drawn from a list of schools with places still available.
28 May 2010 to 9 June 2010	This is the period during which you can submit an appeal against an unsuccessful application. Appeals can only be upheld if it can be shown that a child has not been admitted because admissions criteria have been applied incorrectly.
28 May 2010 onwards	If you feel that there are compelling and exceptional circumstances why your child must attend a particular post-primary school but you have not been able to obtain a place at that school through the normal admissions process, you will have the opportunity, from this date, to apply to have your child's case considered as part of an Exceptional Circumstances process. Your child must have been refused admission to the post-primary school through the normal admissions process before a claim of exceptional circumstances can be considered. Claims for Exceptional Circumstances can be considered at the same time, though separately, from admissions appeals.

3. RÓL TUISMITHEOIRÍ SA PHRÓISEAS AISTRITHE

Tá ról an-tábhachtach agat féin sa phróiseas aistrithe:

- ❑ Cuideoidh tú le do pháiste cinneadh a dhéanamh faoi na hiarbhunscoileanna ina lorgóidh sé/sí áit.
- ❑ Comhlánóidh tú iarratas do pháiste chuig na scoileanna seo. Tabharfar cuireadh duit freastal ar chruinniú le príomhoide bhunscoil do pháiste idir 8 agus 19 Feabhra 2010. Ag an chruinniú sin iarrfar ort Foirm Aistrithe iarbhunscoile a chomhlánú ag an chruinniú sin agus cuideoidh príomhoide bhunscoil do pháiste leat é seo a dhéanamh.

Is trí mheán na **Foirme Aistrithe** seo a chuirfidh tú isteach ar áit do do pháiste sna hiarbhunscoileanna arb iad a bpríomhrogha iad. Tá cead ag tuismitheoirí príomhroghanna na scoileanna ar mhaith leo go bhfreastalóidh a pháiste orthu a chur in iúl, ach **ní féidir barántas a thabhairt do pháiste faoi áit i scoil ar bith.**

4. AN DÓIGH AR FÉIDIR LE TUISMITHEOIRÍ ULLMHÚ LE HAGHAIDH AN RÓIL SEO

Cuideoidh tú le do pháiste cinneadh a dhéanamh faoi na hiarbhunscoileanna ina lorgóidh sé/sí áit. Nuair a bhíonn na cinntí seo á ndéanamh agat b'fhéidir gur chóir duit agus do do pháiste machnamh a dhéanamh air:

- ❑ Dearcaí do pháiste faoin áit a mbeadh sé/sí is mó ar a s(h)áimhín só.

3. THE ROLE OF PARENTS IN THE TRANSFER PROCESS

You have a very important role to play in the transfer process:

- ❑ You will help your child decide at which post-primary schools he/she will seek a place.
- ❑ You will then complete your child's application to these schools. You will be invited to meet your child's primary school principal between 8 and 19 February 2010. You will be asked to complete a post-primary Transfer Form at that meeting and your primary school principal will help you to do this.

This **Transfer Form** will be how you will apply for your child to be admitted to the post-primary schools of your choice. Parents have the right to express preferences for the schools they would like their child to attend, but **no child can be guaranteed a place in any school.**

4. HOW PARENTS CAN PREPARE FOR THIS ROLE

You will help your child decide at which post-primary schools he/she will seek a place. In making these decisions it may be helpful for you and your child to think about:

- ❑ Your child's views on where he/she would be happiest.

- ❑ Láidreachtaí do pháiste agus an scoil a sholathróidh an t-oideachas is oiriúnaí do do pháiste.
- ❑ Do bharúil féin agus barúil do pháiste faoi scoileanna.
- ❑ Taisteal ar scoil agus na socruithe maidir le soláthar iompair ón bhaile go scoil.

Is féidir go mbeidh sé ina chuidiú agat chomh maith eolas a bheith agat faoi:

- ❑ Phatrún na n-iarratas agus na n-iontrálacha chuig scoil sna blianta roimhe – is é sin, líon na n-iarratas a fuarthas i ngach bliain den chúpla bliain a chuaigh roimhe, agus líon na n-iarratasóirí a ligeadh isteach sna blianta sin. Cuimhnigh gur féidir go dtiocfaidh athrú ar phatrún na n-iarratas ó bhliain go bliain. **Ní mór do scoil a fhaigheann níos lú iarratas ná na háiteanna atá inti gach iarratasóirí a ligean isteach.**
- ❑ An dóigh a roghnóidh scoileanna páistí le haghaidh iontrála má bhíonn barraíocht iarratasóirí acu. Sa chás seo beidh ar scoileanna **critéar iontrála** a úsáid leis na páistí atá le ligean isteach a roghnú. Agus cinneadh á dhéanamh agat faoinar chóir iarratas a chur isteach chuig scoil nó nár chóir, is féidir go mbeidh sé ina chuidiú tuiscint mhaith a bheith agat ar **chritéar iontrála** na scoile.
- ❑ Réimse na scrúduithe poiblí a dhéantar sa scoil (msh. TGM) agus gnóthachtálacha a gcuid daltaí sna scrúduithe seo.

- ❑ Your child's strengths and which school will provide the education best suited to your child.
- ❑ Your own, and your child's, impressions of schools.
- ❑ Travel to school and the arrangements for the provision of home to school transport.

It may also be helpful for you to have important information about:

- ❑ The pattern of applications and admissions to a school in previous years – that is, the number of applications received in each of the previous few years, and the number of applicants actually admitted in those years. Remember that the pattern of applications may change from year to year. **A school that receives fewer applications than it has places available must admit all of those applicants.**
- ❑ How schools will select children for admission if they have too many applicants. In this situation schools have to use **admissions criteria** to choose which children to admit. In deciding whether or not to apply to a school, it may be very helpful to have a good understanding of that school's **admissions criteria**.
- ❑ The range of public examinations taken at schools (e.g. GCSEs) and their pupils' success in these exams.

- ❑ Na socruithe a dhéanann scoileanna faoi dhaltaí a bhféadfadh cuidiú faoi leith a bheith de dhíth orthu.
- ❑ Polasaithe scoileanna ar obair bhaile, éide scoile, cúrsaí smachta, srl.
- ❑ Réimse na ngníomhaíochtaí seach-churaclaim atá ar fáil i scoileanna.
- ❑ Táillí na scoile (más ábhartha).

Tá roinnt dóigheanna inar féidir leat an cineál seo eolais a fháil agus tá siad seo leagtha amach thíos.

5. LEABHRÁIN AISTRITHE

Foilseofar Leabhráin Aistrithe na mBord Oideachais agus Leabharlainne/ an ESA ar oideachas iarbhunscoile in Eanáir 2010. Ba chóir duit an leabhrán cuí do do cheantar a léamh go han-chúramach mar:

- ❑ Tá eolas sa leabhrán seo a chuideoidh leat cinneadh a dhéanamh faoi na hiarbhunscoileanna a bheidh le liostú ar **Fhoirm Aistrithe** do pháiste.
- ❑ Inseofar duit sa leabhrán seo faoi líon na bpáistí is féidir le scoil ligean isteach. Inseofar duit ann chomh maith faoin mhóréileamh a bhí ar scoil sna blianta deiridh agus má bhí níos mó iarratasóirí aici ná áiteanna a bhí ar fáil. **Ní mór do scoil a fhaigheann níos lú iarratas ná na háiteanna atá inti gach iarratasóir a ligean isteach.**
- ❑ Leagfar amach sa leabhrán seo **critéar iontrála** gach scoile agus faoin dóigh a gcuirfear iad seo i bhfeidhm. Is tríd an chritéar iontrála seo a roghnóidh

- ❑ The arrangements schools make for pupils who may require special help.
- ❑ Schools' policies on homework, uniform, discipline, etc.
- ❑ The range of extra curricular activities available in schools.
- ❑ School fees (if relevant).

There are a number of ways you can get this kind of information and these are set out below.

5. TRANSFER BOOKLETS

Education and Library Board/ESA Transfer Booklets on post-primary education will be published in January 2010. You should read the relevant booklet for your area very carefully because:

- ❑ This booklet contains information that will help you decide which post-primary schools to list on your child's **Transfer Form**.
- ❑ The booklet will tell you how many children a school can admit. It will also tell you how popular a school has been in recent years and whether it has had more applicants than places available. **A school that receives fewer applications than it has places available must admit all of those applicants.**
- ❑ The booklet will set out all schools' **admissions criteria** and how these will be applied. These admissions criteria will be how a post-primary school will select

iarbhunscoil páistí le haghaidh iontrála má bhíonn níos mó iarratasóirí ná áiteanna aige.

- ❑ Má thuigean tú critéar iontrála na n-iarbhunscoileanna a bhfuil spéis agat iontu is amhlaidh go gcuideoidh sé seo leat barúil a thabhairt ar an dóigh a rachaidh iarratas do pháiste. Is féidir go gcuideoidh sé leat fosta an t-eolas a mbeidh sé tábhachtach agat a sholáthar agus **Foirm Aistrithe** do pháiste á comhlánú agat.

Is fearr, mar sin, barrúsáid a bhaint as an Leabhrán Aistrithe:

- ❑ Amharc ar na rannáin a bhíonn ag plé leis na scoileanna a bhfuil spéis agat iontu.
- ❑ Seiceáil faoin mhóréileamh a bhí ar scoil sna blianta deiridh: an raibh níos mó iarratasóirí aici ná áiteanna a bhí ar fáil?
- ❑ Léigh go cúramach an critéar iontrála le haghaidh gach scoile a bhfuil tú ag smaoiniamh uirthi.
- ❑ Smaoinigh faoin dóigh a bhféadfadh baint a bheith ag an chritéar le do pháiste.
- ❑ Smaoinigh faoin eolas ba chóir duit a chur ar fáil agus **Foirm Aistrithe** do pháiste á comhlánú agat.

6. SCOILEANNA I GCEANTAIR ELB/ESA EILE

Más áil leat do mhachnamh a dhéanamh ar iarratas a chur isteach chuig scoil i gCeantar ELB/ESA eile, ba chóir duit teagmháil a dhéanamh le do bhunscoil faoi shonraí faoin dóigh le rochtain a fháil ar Leabhráin Aistrithe a bhaineann le ceantair eile.

children for admission if it has more applicants than places.

- ❑ Understanding the admissions criteria of the post-primary schools in which you are interested can help you see how your child's application might fare. It can also help you understand what information it will be important for you to provide when completing your child's **Transfer Form**.

So, to make best use of the Transfer Booklet:

- ❑ Look at the sections dealing with the schools in which you are interested.
- ❑ Check how popular these schools have been in recent years: has it had more applicants than places available?
- ❑ Carefully read the admissions criteria for each school you are considering.
- ❑ Think about how these criteria might apply to your child.
- ❑ Think about what information you should provide when completing your child's **Transfer Form**.

6. SCHOOLS IN OTHER ELB/ESA AREAS

If you wish to consider applying to a school in another ELB/ESA area you should contact your primary school for details of how to access Transfer Booklets relating to other areas.

7. RÉAMHEOLAIRÍ SCOILE

Ní mór do gach iarbhunscoil réamheolaire a chur le chéile. Is leabhrán é seo a:

- ❑ Chuireann eolas ar fáil faoin scoil agus faoi na deiseanna fostaíochta is féidir léi a sholáthar do do pháiste; agus
- ❑ Tá eolas istigh ann faoi roghanna ábhar atá ar fáil sa scoil, torthaí scrúduithe poiblí, líon na n-iarratas a fuarthas agus líon na n-áiteanna a tugadh sna blianta deiridh seo.

Tá réamheolairí ar fáil saor in aisce ó scoileanna. Ba chóir duit réamheolairí a fháil ó gach scoil a bhfuil tú ag smaoineamh orthu trí theagmháil a dhéanamh leis na scoileanna sin go díreach. Tá sonraí teagmhála na scoileanna le fáil sna Leabhráin Aistrithe.

8. LAETHANTA/OÍCHEANTA OSCAILTE

Ba chóir duit an deis a thapú agus cuairt a thabhairt ar gach iarbhunscoil a bhfuil tú ag smaoineamh uirthi trí fhreastal ar a laethanta/oícheanta oscailte. Bíonn siad ann go hiondúil roimh an 8 Feabhra 2010. Le linn an lae/na hoíche oscailte is iondúil go míneoidh an príomhoide an dóigh a bhfeidhmítear critéar iontrála na scoile. Beidh an deis agat amharc thart ar an scoil, samplaí d'obair na ndaltaí a fheiceáil agus labhairt le múinteoirí agus le cuid de na daltaí.

9. SOCRUITHE IOMPAIR

Is féidir gur fachtóir mór a bheidh i gcostas agus i bpraiticiúlacht do pháiste a iompar chuig na

7. SCHOOL PROSPECTUSES

Every post-primary school is required to produce a prospectus. This is a booklet that:

- ❑ Provides details about the school and the educational opportunities it can provide for your child; and
- ❑ Contains information about subject choices available at the school, public examination results, the numbers of applications received and the number of places granted in past years.

Prospectuses are available from schools free on request. You should obtain prospectuses from all the schools you are considering by contacting those schools directly. Contact details for schools are found in the Transfer Booklets.

8. OPEN DAYS/NIGHTS

You should also take the opportunity to visit each of the post-primary schools you are considering by attending their open days/nights. These usually take place before 8 February 2010. During the open day/night the principal will normally explain how their school's admissions criteria operate. You will have the opportunity to see around the school, see examples of pupils' work and talk to teachers and some pupils.

9. TRANSPORT ARRANGEMENTS

The expense and practicality of transporting your child to the schools you are considering

scoileanna a bhfuil tú ag smaoineamh orthu agus cinneadh á dhéanamh faoi na scoileanna le liostú ar an Fhoirm Aistrithe. Ba chóir duit dianmhachnamh a dhéanamh ar an cheist seo agus cinnte a dhéanamh de go dtuigeann tú na rialacha a rialaíonn cáilitheacht cúitimh iompair.

Beidh do pháiste incháilithe le haghaidh cúitimh iompair sna cásanna seo amháin:

- Má chláraíonn sé/sí ar scoil atá níos faide ná 3 mhíle óna b(h)aile; **agus**
- Murar éirigh leis/léi áit a fháil i **ngach** scoil den chatagóir chéanna taobh istigh den limistéar sin 3 mhíle. Áirítear leis seo iarratas a chur isteach ar agus diúltú a fháil ó scoileanna taobh istigh den limistéar 3 mhíle nach gcomhlíonann do pháiste go soiléir a gcritéir iontrála (msh., níor cuireadh do pháiste isteach ná ní dhearna do pháiste scrúdú iontrála nuair a bhíonn critéar iontrála acadúla in úsáid ag scoil), sula gcuirtear isteach ar scoileanna eile den chatagóir chéanna atá thar an limistéar 3 mhíle.

Áirítear sé chatagóir scoile maidir le cáilitheacht le haghaidh cúitimh iompair:

- Meánscoileanna faoi rialú;
- Meánscoileanna faoi Chothabháil (i. Caitliceach);
- Scoileanna imeasctha (lena n-áirítear Scoileanna Imeasctha faoi Rialú);
- Gaelscoileanna;
- Scoileanna gramadaí sainchreidmheacha (i. Caitliceach); agus
- Scoileanna gramadaí neamh-shainchreidmheacha.

may be a major factor in deciding which schools to list on the Transfer Form. You should give this matter careful consideration and ensure that you understand the rules governing eligibility for transport assistance.

Your child will only be eligible for transport assistance in circumstances where he or she:

- Enrols at a school which is further than 3 miles from their home; **and**
- He or she has been unsuccessful in gaining a place at **all** schools of the same category within that 3 mile limit. This includes applying to, and being turned down by, schools within the 3 mile limit where your child clearly does not meet their admissions criteria (e.g. your child has not entered for or sat an entrance test where a school is using academic admissions criteria), before applying to schools of the same category beyond the 3 mile limit.

For the purposes of qualifying for transport assistance there are six categories of school:

- Controlled secondary schools;
- Maintained (i.e. Catholic) secondary schools;
- Integrated schools (including Controlled Integrated Schools);
- Irish-medium schools;
- Denominational (i.e. Catholic) grammar schools; and
- Non-denominational grammar schools.

Is féidir go mbeidh scoileanna déthaobhacha - i. scoileanna ina mbíonn iontógáil faoi leith meánscoile iontu - sa chatagóir seo, ach ar mhaithe le cúiteamh iompair:

- ❑ caithfear le hiarratas chuig sruth na meánscoile de scoil dhéthaobhach mar iarratas chuig ceann de na meánscoileanna i gceann de na catagóirí eile; agus
- ❑ caithfear le hiarratas chuig sruth gramadaí de scoil dhéthaobhach mar iarratas chuig ceann den dá chatagóir de scoil ghramadaí.

Bi-lateral schools - i.e. schools with separate secondary and grammar intakes - may fall into any of these categories, but for the purposes of transport assistance:

- ❑ an application to the secondary stream will be treated as an application to a secondary school in one of the other categories; and
- ❑ an application to the grammar stream of a bi-lateral school will be treated as an application to one of the two grammar school categories.

SAMPLA

- ❑ Ba mhaith leat go ndéanfaidh do pháiste freastal ar mheánscoil neamhshainchreidmheach faoi leith (scoil A) atá níos mó ná 3 mhíle ó theach do pháiste.
- ❑ Tá meánscoil eile neamhshainchreidmheach (scoil B) níos lú ná 3 mhíle ó theach do pháiste.
- ❑ Má chuireann tú isteach ar scoil A mar phríomhrogha agat ní bheidh do pháiste incháilithe le haghaidh cúitimh iompair toisc nár iarr sé/sí iontráil chuig an scoil taobh istigh den teorainn 3 mhíle.
- ❑ Má chuireann tú isteach ar scoil B mar phríomhrogha agat, mura bhfaigheann tú áit sa scoil sin agus ina dhiaidh sin go bhfaigheann tú áit sa scoil arb í an rogha thánaisteach agat í, scoil A, beidh go pháiste incháilithe le haghaidh cúitimh iompair chuig scoil A.

EXAMPLE

- ❑ You want your child to attend a particular non-denominational secondary school (school A) that is more than 3 miles from your child's house.
- ❑ There is another non-denominational secondary school (school B) less than 3 miles from your child's house.
- ❑ If you apply to school A as your first preference your child will not be eligible for transport assistance as he/she did not seek admission to the school within the 3 mile limit.
- ❑ If you apply to school B as your first preference, do not obtain a place at that school and subsequently obtain a place at your second preference, school A, your child will be eligible for transport assistance to school A.

Luafar in iontrálacha gach scoile sna Leabhráin Aistrithe catagóir na scoile. Ba chóir duit staidéar

The entry for each school in the Transfer Booklets will state the category of school.

cúramach a dhéanamh ar na sainsonraí faoi shocruithe iompair atá leagtha amach i Leabhrán Aistrithe an ELB/ESA.

10. IARRATAS DO PHÁISTE CHUIG IARBHUNSCOIL A CHOMHLÁNÚ

- Tugtar an **Fhoirm Aistrithe** ar an fhoirm iarratais le haghaidh gach iarbhunscóile;
- Cuirtear **Foirmeacha Aistrithe** chuig príomhoide bhunscóil do pháiste agus coinníonn sé iad;
- Comhlánóidh tú an **Fhoirm Aistrithe** ar chruinniú le príomhoide bhunscóil do pháiste;
- Beidh gach cruinniú le príomhoidí bunscóile ann idir an 8 agus an 19 Feabhra 2010. Is í an scoil a eagraíonn na cruinnithe seo le tuismitheoirí.

11. DO CHRUINNIÚ LE PRÍOMHOIDE BHUNSCOIL DO PHÁISTE

Tabharfar cuireadh duit freastal ar chruinniú le príomhoide bhunscóil do pháiste idir 8 agus 19 Feabhra 2010. Ag an chruinniú seo:

- Deimhneoidh tú roghanna do pháiste maidir le hiarbhunscóileanna;
- Comhlánóidh tú iarratas do pháiste – an **Fhoirm Aistrithe** – chuig na scoileanna seo.

Roimhe seo, féadfaidh bunscóil do pháiste cóip den **Fhoirm Aistrithe** a chur chugat, agus is féidir go mbeidh an buneolas pearsanta sa chéad rannán comhlánaithe. Ní gá do scoileanna é

You should study very carefully the detailed information about transport arrangements set out in the ELB/ESA Transfer Booklet.

10. COMPLETING YOUR CHILD'S APPLICATION TO POST-PRIMARY SCHOOL

- The application form for all post-primary schools is known as the **Transfer Form**;
- Transfer Forms** are sent to and held by your child's primary school principal;
- You will complete the **Transfer Form** at a meeting with your child's primary school principal;
- All meetings with primary school principals will be held between 8 and 19 February 2010. The school arranges these meetings with parents.

11. YOUR MEETING WITH YOUR CHILD'S PRIMARY SCHOOL PRINCIPAL

You will be invited to meet your child's primary school principal between 8 and 19 February 2010. At this meeting:

- Your child's choices of post-primary schools will be confirmed by you;
- Your child's application to these schools – the **Transfer Form** – will be completed by you.

In advance of this, your child's primary school may send you a copy of the **Transfer Form**, and the basic personal information in the first section may have been completed. Schools

seo a dhéanamh. Is chun eolas a ligfidh duit na bunsonraí atá ag an scoil a sheiceáil atá an chóip den Fhoirm Aistrithe (sonraí ar nós ainm agus seoladh). Ní gá duit aon eolas ar an chóip seo den fhoirm a chomhlánú. Ag an chruinniú le príomhoide bhunscoil do pháiste is féidir gur mhaith leat an méid a leanas a phlé:

- láidreachtaí do pháiste;
- Na scoileanna agus an soláthar ba mhó a bheadh oiriúnach do do pháiste; agus
- Na scoileanna ba mhaith leat a dhéanfadh measúnacht ar do pháiste le haghaidh iontrála.

Ba chóir duit teacht chuig an chruinniú ullmhaithe chun an **Fhoirm Aistrithe** a chomhlánú.

12. AN FHOIRM AISTRITHE

Is leabhrán an-tábhachtach é seo. Is trí mheán na **Foirme Aistrithe** a chuirfidh tú isteach ar áit do do pháiste sna hiarbhunscoileanna arb iad a bpríomhrogha iad. Beidh an t-eolas istigh ann a mbainfidh na hiarbhunscoileanna atá roghnaithe agat úsáid as chun measúnacht a dhéanamh ar iarratas do pháiste.

DO ROGHA IARBHUNSCOILE A CHUR IN IÚL

Iarrfar ort na hiarbhunscoileanna a liostú, de réir oird, ar mhaith leat do pháiste freastal a dhéanamh orthu:

- Ba chóir duit 3 scoil ar a laghad a liostú ar an Fhoirm Aistrithe.** I gcásanna áirithe bheadh sé le ciall níos mó ná 3 a liostú - mar shampla, nuair a bhíonn claonadh i scoil níos mó iarratas ná áiteanna a fháil

are not required to do this. The copy of the Transfer Form is only for information to allow you to check the basic details (such as full name and address) held by the school. You are not required to complete any information on this copy of the form. At the meeting with your child's primary school principal you may wish to discuss:

- Your child's strengths;
- The schools and provision to which your child would be best suited; and
- The schools where you would like your child to be considered for admission.

You should come to the meeting prepared to complete the **Transfer Form**.

12. THE TRANSFER FORM

This is a very important document. The **Transfer Form** will be how you will apply for your child to be admitted to the post-primary schools of your choice. It will contain all the information which your chosen post-primary schools will use to consider your child's application.

EXPRESSING YOUR PREFERENCE FOR POST-PRIMARY SCHOOLS

You will be asked to list in order of preference the schools which you would like your child to attend:

- You should list at least 3 schools on the Transfer Form.** In some circumstances it would be wise to list more than 3 - for example, where schools tend to get more applications

agus i gceantair ina bhfuil cuid mhór scoileanna.

- ❑ Mura bhfaigheann tú 3 scoil ar a laghad, d'fhéadfadh sé seo na seansanna atá ann go bhfaighidh do pháiste a rogha de scoil a laghdú.
- ❑ Níor chóir duit aon scoil a iontráil níos mó ná uair amháin.
- ❑ Fiú dá mba mhaith leat áit i scoil ghradaí **tá sé iontach tábhachtach** go mbíonn ar a laghad catagóir scoile amháin eile ar do liosta. Mura ndéanann tú é seo, d'fhéadfadh sé seo na seansanna atá ann go bhfaighidh do pháiste a rogha de scoil a laghdú.

Is féidir go n-iarrfaidh tú comhairle ar an príomhoide faoi na ceistanna seo ach **is tú féin amháin a dhéanfaidh an cinneadh.**

AN TÁBHACHT A BHAINNEANN HEOLAS ÁBHARTHA A CHUR AR FÁIL FAOI IARRATAS DO PHÁISTE

Iarrfar ort bunolas a chur ar fáil faoi do pháiste agus an **Fhoirm Iarratais** á comhlánú. Tá sé seo an-tábhachtach mar:

- ❑ Má bhíonn níos mó iarratasóirí ná áiteanna atá ar fáil ag ceann de na scoileanna a roghnaigh tú beidh ar an scoil rogha a dhéanamh faoi pháiste le ligean isteach.
- ❑ Déanfaidh an scoil é seo trína critéar iontrála a chur i bhfeidhm maidir lena hiarratasóirí.
- ❑ **Bainfidh an scoil úsáid as an eolas faoi do pháiste a chuireann tú ar fáil ar an Fhoirm Aistrithe leis an dóigh a gcomhlíonann do pháiste a critéar iontrála a mheas.**

than they have places available and in areas where there are many schools.

- ❑ If you do not list at least 3 schools, this could reduce the possibility of your child being admitted to a school of your preference.
- ❑ You should not enter one school more than once.
- ❑ Even if you want a place in a grammar school **it is very important** to include at least one other category of school in your list. If you do not do this it could reduce the possibility of your child being admitted to a school of your preference.

You may ask the principal for advice on these matters **but the decisions will be yours alone.**

THE IMPORTANCE OF PROVIDING RELEVANT INFORMATION ABOUT YOUR CHILD'S APPLICATION

You will also be asked to provide information about your child when completing the **Transfer Form**. This is very important because:

- ❑ If one of your chosen schools has more applicants than places available it will have to choose which children to admit.
- ❑ A school will do this by applying its admissions criteria to its applicants.
- ❑ **The information about your child that you provide when completing the Transfer Form will be what a school will use to see how your child meets its admissions criteria.**

Beidh difríochtaí ó scoil go scoil idir an cineál eolais a mbeidh sé tábhachtach agat a chur ar fáil. Is minic gurb é seo an cineál eolais a bheidh i gceist:

- go bhfuil deartháireacha nó deirfiúracha ag do pháiste atá ag freastal ar an scoil cheana féin a bhfuil tú ag cur isteach uirthi. Tá áit faoi leith ar an **Fhoirm Aistrithe** le haghaidh an eolais seo. Ba chóir duit ainmneacha na siblíne seo a chur ar fáil.
- An bhfuil an páiste ar an pháiste is sine, ar an aon pháiste nó ar an bhuachaill/chailín is sine sa chlann.
- An bhfuil do pháiste cláraithe, leis an ELB/ESA, go bhfuil sé incháilithe chun Béilí Scoile Saor in Aisce a fháil.

Tá sé riachtanach, mar sin, go léann tú go cúramach an Leabhrán Aistrithe atá curtha ar fáil ag an ELB/ESA le cinnte a dhéanamh de go dtuigeann tú an t-eolas atá de dhíth ar gach scoil a liostaíonn tú agus go mbíonn sé ar do chumas agat an t-eolas seo a chur ar fáil agus an **Fhoirm Aistrithe** á comhlánú agat.

INCHÁILITHEACHT LE HAGHAIDH BÉILÍ SCOILE SAOR IN AISCE

Tá sé molta ag an Roinn go mbaineann scoileanna úsáid as an chritéar iontrála s'acu le cinnte a dhéanamh de go ligeann siad isteach go leor páistí atá cláraithe mar incháilithe le haghaidh Béilí Scoile Saor in Aisce.

- Ionas gur féidir é seo a dhéanamh, iarrfar ort ar an **Fhoirm Aistrithe** má tá do pháiste liostaithe faoi láthair ar chlár an ELB/ESA de pháistí atá incháilithe le haghaidh Béilí Scoile Saor in Aisce.

The sort of information that it will be important for you to provide will vary from school to school. It will often be information like:

- Whether your child has any brothers or sisters already attending the school to which you are applying. The **Transfer Form** contains a specific place for this information. You should also provide the names of any such siblings.
- Whether the child is the eldest child, only child or the eldest boy/girl in the family.
- Whether your child is registered, with the ELB/ESA, as being entitled to Free School Meals.

It is therefore vital that you read very carefully the Transfer Booklet provided by the ELB/ESA to ensure that you understand what information is needed by all the schools you list and are in a position to provide this information when completing the **Transfer Form**.

FREE SCHOOL MEAL ENTITLEMENT

The Department has recommended that schools use their admissions criteria to make sure that they admit a fair number of children registered as entitled to Free School Meals.

- To make this possible, the **Transfer Form** will ask you if your child is currently listed on the ELB/ESA register of children entitled to Free School Meals.

- ❑ Má bhaineann sé seo le do pháiste ba chóir duit é seo a thaifeadadh i Rannán C den **Fhoirm Aistrithe**.
- ❑ Seiceálfar d'éileamh ar chlárú Incháilitheacht le haghaidh Béilí Scoile Saor in Aisce.

Cad é a tharlóidh:

- ❑ **Murar mbíonn mo pháiste cláraithe mar incháilithe le haghaidh Béilí Scoile Saor in Aisce i ndiaidh dom an Fhoirm Aistrithe a chomhlánú?** Sa chás seo, beidh deis agat an t-eolas a uasdátú a fhad leis agus an 12 Bealtaine 2010 – féach an rannán "Athrú Cúinsí" thíos.

AN FHOIRM AISTRITHE A SHEICEÁIL AGUS A SHÍNIÚ

Tabharfar an **Fhoirm Aistrithe** chun críche ag an chruinniú le príomhoide bhunscoil do pháiste. Ar dheireadh an chruinnithe sin iarrfar ort **Foirm Aistrithe** iarbhunscoile a chomhlánú. Sula ndéantar an **Fhoirm Aistrithe** a shíniú, tabhair faoi deara, le do thoil:

- ❑ Gur chóir duit an t-eolas uile a sheiceáil go cúramach sula ndéantar an fhoirm a shíniú. Ba chóir duit cinnte a dhéanamh de go gcuirtear gach eolas ar fáil agus **an Fhoirm Aistrithe** á comhlánú agat ionas go mbeidh scoileanna in ann iarratas do pháiste a mheas. **Is tú féin agus tú féin amháin atá freagrach as cinnte a dhéanamh de go gcuirtear gach eolas ábhartha ar fáil.**
- ❑ Mura gcuireann tú an t-eolas ábhartha ar fáil is féidir go laghdóidh tú an seans go ligfead do pháiste isteach chuig scoil ar rogha de do chuid í.

- ❑ If this applies to your child you should record this in Section C on the **Transfer Form**.
- ❑ Your claim of Free School Meal Entitlement registration will be checked.

What happens if:

- ❑ **My child only becomes registered as entitled to Free School Meals after I have completed their Transfer Form?** In this case, you will have the opportunity to update this information up to and including 12 May 2010 – see the "Change of Circumstances" section below.

CHECKING AND SIGNING THE TRANSFER FORM

The **Transfer Form** will be finalised at the meeting with your child's primary school principal. At the end of the meeting you will be asked to sign the **Transfer Form**. Before signing the **Transfer Form**, please note:

- ❑ That you should check all the information carefully before signing the form. You should ensure that all relevant information is provided when completing the **Transfer Form** to enable schools to consider your child's application. **You and you alone are responsible for ensuring that all relevant information is provided.**
- ❑ That if you do not provide relevant information you may reduce the chance of your child being admitted to a school of your preference.

- ❑ Tá sé mar fhreagracht ort féin fosta cinnte a dhéanamh de go mbíonn an t-eolas a chuireann tú ar fáil ceart. Is féidir go dtabharfar ar iarbhunscoileanna an t-eolas atá curtha ar fáil mar chuid d'fhoirm aistrithe do pháiste a fhíorú agus má tharlaíonn eolas bréagach a bheith ann is féidir nach ligfear isteach do pháiste. Beidh an rabhadh seo a leanas ar an **Fhoirm Aistrithe 'má ofráiltear áit mar gheall ar an eolas ar an fhoirm seo, is féidir go mbainfear an ofráil siar má fhaightear amach ina dhiaidh go bhfuil an t-eolas sin bréagach.'**

Cuirfidh príomhoide bhunscoil do pháiste **Foirmeacha Aistrithe** comhlánaithe chuig an ELB/ESA. Tabharfar cóip duit.

ATHRÚ CÚINSÍ I NDIAIDH AN FHOIRM AISTRITHE A CHOMHLÁNÚ

Is féidir go dtiocfaidh athrú ar do chúinsí pearsanta nuair a bhíonn an **Fhoirm Aistrithe** comhlánaithe agus sínithe agat. Mar shampla:

- ❑ Is féidir go n-athrófar do sheoladh; nó
- ❑ Is féidir go mbeidh do pháiste incháilithe le haghaidh Béilí Scoile Saor in Aisce.

Má thagann athrú ar bith ar do chúinsí ar bhealach a d'fhéadfadh a bheith tábhachtach maidir leis an phróiseas aistrithe, ba chóir duit teagmháil a dhéanamh le hOifigeach Aistrithe an ELB/ESA chun an t-eolas nua seo a chur ar fáil. Tá sonraí teagmhála ann ag deireadh na bileoige seo. Is féidir glacadh le heolas breise a fhad leis agus an **12 Bealtaine 2010** san áireamh.

- ❑ **That it is also your responsibility to ensure that the information you provide is correct.** Post-primary schools may be required to verify information provided as part of your child's application and information found to be false can lead to non-admission. The **Transfer Form** will contain the warning that **"WHERE INFORMATION ON THIS FORM LEADS TO THE OFFER OF A PLACE, THE OFFER WILL BE WITHDRAWN IF SUCH INFORMATION IS SUBSEQUENTLY FOUND TO BE FALSE."**

The completed **Transfer Form** will be sent by your child's primary school principal to the ELB/ESA. You will be given a copy.

CHANGE OF CIRCUMSTANCES AFTER COMPLETION OF THE TRANSFER FORM

Your personal circumstances may change after you have completed and signed the **Transfer Form**. For example:

- ❑ Your address may change; or
- ❑ Your child may become registered as entitled to Free School Meals.

If your circumstances do change in a way that may be important for the transfer process, you should contact the ELB/ESA Transfer Officer to provide this new information. Contact details are at the end of this leaflet. Additional information can only be accepted up to and including **12 May 2010**.

13. LITREACHA SOCRÚCHÁIN AGUS BINSÍ NA nACHOMHARC UM IONTRÁLACHA NEAMHSPLEÁCHA

Ar an 28 Bealtaine 2010 scríobhfaidh do ELB/ an ESA chugat le toradh d'iarratais iarbhunscoile a chur in iúl duit. Inseofar duit sa **Litir Shocrúcháin** seo an iarbhunscoil inar cuireadh do pháiste.

Mura bhfaigheann do pháiste áit i scoil ar rogha de do chuid í agus má shileann tú gur tharla sé seo as siocair nár chuir an scoil/na scoileanna a critéar/gcritéar iontrála i bhfeidhm mar is ceart, is féidir leat achomharc a chur isteach chuig Binse Neamhspleách na nAchomharc um Iontráil. Beidh eolas faoi do chearta chun achomharc a chur isteach sa **Litir Shocrúcháin** a gheobhaidh tú i mBealtaine 2010 agus faoinar chóir duit teagmháil a dhéanamh leis más mian leat achomharc a chur isteach.

14. IMTHOSCA EISCEACTÚLA

Is féidir go gcreideann tú go gcaithfidh do pháiste freastal ar iarbhunscoil faoi leith ar chúiseanna eile seachas gur fearr leat féin an iarbhunscoil sin. Is féidir go mbeidh cúiseanna eisceachtúla agus láidre gur chóir de do pháiste freastal a dhéanamh ar iarbhunscoil faoi leith. Ar an 18 Meán Fómhair 2009 d'fhoilsigh an Roinn moltaí le haghaidh an Phróisis um Imthosca Eisceachtúla. Tá siad seo ar fáil ar láithreán gréasáin na Roinne ag <http://www.deni.gov.uk> Tá an próiseas á fhorbairt go fóill, ach beidh sé i bhfeidhm chun glacadh le hiarratais ón 28 Bealtaine 2010 ar aghaidh. Ionas go ndéanfar cinnte de go bhfuil na himthosca a chuirtear i láthair san iarratas eisceachtúil is amhlaidh go mbainfear úsáid as an sainmhíniú seo

13. PLACEMENT LETTERS AND THE INDEPENDENT ADMISSIONS APPEAL TRIBUNALS

On 28 May 2010 your ELB/ the ESA will write to you to tell you the outcome of your post-primary application. This **Placement Letter** will tell you the post-primary school in which your child has been placed.

If your child does not get a place in a school of your choice and you feel that this is because the school(s) did not apply their admissions criteria correctly, you can appeal to an Independent Admissions Appeal Tribunal. The **Placement Letter** you will receive in May 2010 will contain information about your right to appeal and who you should contact if you wish to make an appeal.

14. EXCEPTIONAL CIRCUMSTANCES

It may be that you believe your child needs to attend a particular post-primary school for reasons other than simply because you prefer that post-primary school. There may be compelling and exceptional reasons why your child should attend a specific post-primary school. On 18 September 2009 the Department published proposals for an Exceptional Circumstances process. These are available on the Department's website at www.deni.gov.uk. This process is still in development, but it will be in place to accept applications from 28 May 2010 onwards. In order to determine whether or not the circumstances presented in an application

a leanas: "imthosca atá idir eisceachtúil agus pearsanta maidir leis an pháiste atá i gceist agus a bhaineann le hiontrálacha chuig scoil ainmnithe amháin."

Má shíleann tú go mbaineann sé seo le cás do pháiste, ba chóir duit an méid a leanas a thabhairt faoi deara:

- Cuirfear in iúl duit i **Litir Shocrúcháin** a d'eisigh an ELB/ESA duit ar an 28 Bealtaine 2010 an iarbhunscoil inar cuireadh do pháiste.
- Murab** í seo an iarbhunscoil ar ghá do do pháiste freastal a dhéanamh uirthi mar gheall ar imthosca eisceachtúla agus láidre; ansin,
- Beidh an deis agat iarratas a dhéanamh go ndéanfar cás do pháiste a mheas mar chuid den Phróiseas um Imthosca Eisceachtúla.
- Ní féidir éileamh ar Imthosca Eisceachtúla a mheas **i ndiaidh** duit iarratas a chur chuig an iarbhunscoil tríd an ghnáthphróiseas iontrála agus gur diúltaíodh áit duit.
- Beidh comhairle faoin dóigh le saineolas a fháil faoin próiseas um Imthosca Eisceachtúla, lena n-áirítear an dóigh le hiarratas a dhéanamh le go n-éistfear le do chás, sa **Litir Shocrúcháin** a eisíodh duit ar an 28 Bealtaine 2010. Roimh an dáta seo, déanfar an t-eolas ar an próiseas a uasdátú go minic ar láithreán gréasáin na Roinne <http://www.deni.gov.uk/>

are exceptional the following definition will be used: "circumstances which are both exceptional and personal to the child in question and relate to admissions to a specified school only".

If you feel that this applies in your child's case, you should note that:

- The **Placement Letter** issued to you by the ELB/ESA on 28 May 2010 will tell you in which post-primary school your child has been placed.
- If this post-primary school is **not** the post-primary school that your child needs to attend for compelling and exceptional reasons; then,
- You will have the opportunity to apply to have your child's case considered as part of an Exceptional Circumstances process.
- A claim of Exceptional Circumstances can only be considered after you have applied to the post-primary school through the normal admissions process and been refused a place.**
- Advice about how to obtain detailed information about the Exceptional Circumstances process, including how to apply to have your case considered, will be included in the **Placement Letter** issued to you on 28 May 2010. Prior to this date, information on the process will be regularly updated on the Department's website www.deni.gov.uk.

15. SEOLTAÍ AGUS UIMHREACHA GUTHÁIN ÚSÁIDEACHA

Cé go bhfuil na Boird Oideachais agus Leabharlainne le lánscoir agus an tÚdarás um Oideachas agus Scileanna a bhunú, beidh na hOifigigh Aistrithe ag feidhmiú i seancheantair an Bhoird le aghaidh an phróisis aistrithe seo, agus beifear in ann teagmháil a dhéanamh leo ag na huimhreacha seo thíos.

Bord Oideachais agus Leabharlainne Bhéal Feirste
40 Sráid an Acadaimh
BÉAL FEIRSTE
BT1 2NQ
Teil: 028 9056 4000

Bord Oideachais agus Leabharlainne an Iarthuaiscirt
Halla an Chontae
182 Bóthar Galgorm
AN BAILE MEÁNACH
Co. Aontroma
BT42 IHN
Teil: 028 2565 3333

Bord Oideachais agus Leabharlainne an Oirdheiscirt
Bóthar Grahamsbridge
Dún Dónaill
BÉAL FEIRSTE
BT16 2HS
Teil: 028 9056 6200

Bord Oideachais agus Leabharlainne an Deiscirt
3 Plás Charlemont
ARD MHACHA
BT61 9AZ
Teil: 028 3751 2200

15. USEFUL ADDRESSES AND TELEPHONE NUMBERS

Although the Education and Library Boards are due to be dissolved and replaced with the Education and Skills Authority, the Transfer Officers will continue to operate within the former Board areas for this transfer process, and will continue to be contactable at the numbers below.

Belfast Education and Library Board
40 Academy Street
BELFAST
BT1 2NQ
Tel: 028 9056 4000

North-Eastern Education and Library Board
County Hall
182 Galgorm Road
BALLYMENA
Co Antrim
BT42 1HN
Tel: 028 2565 3333

South-Eastern Education and Library Board
Grahamsbridge Road
Dundonald
BELFAST
BT16 2HS
Tel: 028 9056 6200

Southern Education and Library Board
3 Charlemont Place
ARMAGH
BT61 9AZ
Tel: 028 3751 2200

Bord Oideachais agus Leabharlainne an Iarthair
Teach Campsie
1 Bóthar an Ospidéal
AN ÓMAIGH
Co. Thír Eoghain
BT79 0AW
Teil: 028 8241 1411

Roinn Oideachais
Teach Ráth Gael
Bóthar Balloo
BEANNCHAR
Co. an Dúin
BT19 7PR
Teil: 028 9127 9279

Láithreán Gréasáin Roinn an Oideachais:
www.deni.gov.uk

Western Education and Library Board
Campsie House
1 Hospital Road
OMAGH
Co Tyrone
BT79 0AW
Tel: 028 8241 1411

Department of Education
Rathgael House
Balloo Road
BANGOR
Co Down
BT19 7PR
Tel: 028 9127 9279

Department of Education Website:
www.deni.gov.uk

Nollaig 2009

December 2009