

User Guide – Post Primary School Registration

Iar-bhunscoil a Chlárú - Treoir Úsáideora

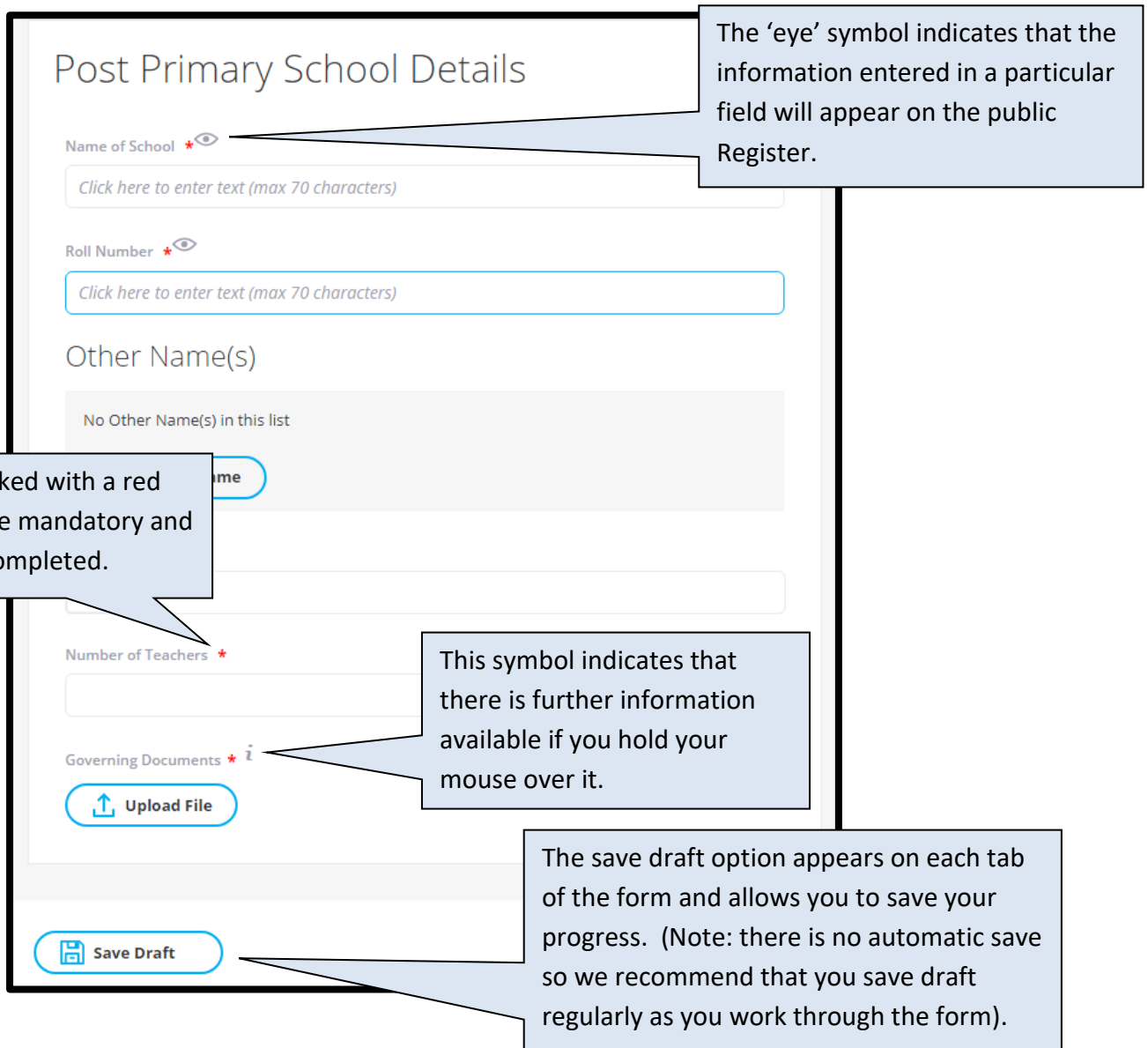
[Gaeilge](#)

[English](#)


Gaeilge


User Guide – Post Primary School Registration

Use this form to apply to register a post primary school which holds a roll number assigned by the Department of Education and Skills. Post primary schools come within the terms of the Charities Act 2009, as they fall within the definition of an ‘education body’ in the Act and, as such, are legally required to apply for inclusion on the Register of Charities. In this form (image below) there are six tabs to complete: Details, Purpose, Address, Board, Further Info and Declaration which are explained below in detail.




Post Primary School Details

Name of School * 

Roll Number * 

Other Name(s)

Number of Teachers *

Governing Documents * 

The ‘eye’ symbol indicates that the information entered in a particular field will appear on the public Register.

Fields marked with a red asterisk are mandatory and must be completed.

This symbol indicates that there is further information available if you hold your mouse over it.

The save draft option appears on each tab of the form and allows you to save your progress. (Note: there is no automatic save so we recommend that you save draft regularly as you work through the form).

1. Details

Here you must enter the official name of your school, as well as its roll number. If your school is known by any other name, please add it.

You must also enter the date that your school was established and the number of teachers employed by the school (include full and part-time, and both permanent and temporary).

You are also required to upload a copy of your school's governing document. Your school's governing document will set out the objectives of the school and determines how the school is governed. The type of governing document that your school has will depend on the structure and ethos of the school and could include one of the following examples;

- Constitution
- Articles of Management
- Deed of Trust
- Memorandum and Articles of Association

In order to upload this document to your charity account please ensure the document is in PDF (Portable Document Format) with a maximum file size of 10mb.

2. Purpose

The charitable purpose 'Advancement of education' and your main objects, section 9 of the Education Act 1998, have been pre-populated. If your school has a different main object, you can edit the pre-populated information by clicking in the body of the text.

3. Address

Please enter your school's physical address in this tab. This must be a physical address and cannot be a PO Box address.

You can enter the full address or the Eircode in the Search Address box and it will auto-populate with your details. If your school is in an area with many non-unique addresses (such as a rural townland) you may need to enter your full address manually, including your Eircode.

If your correspondence address is different to your school's physical address please add it here. If not, there is no need to add another address.

You must also enter your school's telephone number and email address in this section. If your school has a website you can also add it here.

4. Board

The members of the Board of Management are the charity trustees for the school.

The minimum number of board members is set to one (1) by default. However enter the number relevant to your school – for example for the *Association of Community and Comprehensive Schools* and *Educate Together* schools the minimum required is eleven (11), while for *Joint Managerial Body for School Management in Voluntary Secondary Schools* and *Association of Management of Catholic Secondary Schools* the minimum is eight (8).

Please enter the details, start date on the Board and residential addresses of all the members of the Board of Management, by clicking on 'Add Board Member'. It is a mandatory requirement under section 39(5)(d) of the Charities Act 2009 that residential addresses are provided, however they will not be made public on the Register. Phone number and email addresses may be entered, but are not mandatory, and will not be made public on the public Register of Charities. You are also required to indicate which board member is the chairperson.

Please note that each member of the Board of Management must not be disqualified, under section 55 of the Charities Act 2009, from being a trustee of a charitable organisation.

This includes, but is not limited to:

- a) is adjudicated bankrupt;
- b) makes a composition or arrangement with creditors;
- c) is convicted on indictment of an offence;
- d) is sentenced to a term of imprisonment by a court of competent jurisdiction;


The name, position type and start date of members of the Board of Management will be published on the public Register of Charities.

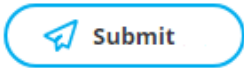
5. Further information

Any other documentation which you feel may be relevant or in support of your application can be uploaded (in PDF format only) in this section.

6. Declaration

This section allows you to review and certify the information you have provided. If you are satisfied that it is correct, and it has been approved by the trustees for submission, you should submit your changes. The privacy terms and Statement of Information Practices should be read and accepted.

Once you are satisfied with this you can click on  **Preview** button to

download a PDF of your information, and then click on  button to submit your application to the Charities Regulator.

English

Iar-bhunscoil a Chlárú - Treoir Úsáideora

Bain úsáid as an bhfoirm seo chun iar-bhunscoil a bhfuil uimhir rolla ón Roinn Oideachais agus Scileanna aici a chlárú. Tá iar-bhunscoileanna faoi raon feidhme théarmaí an Achta Carthanas 2009 mar go dtagann siad faoin sainmhíniú ar ‘comhlacht oideachais’ san Acht. Dá bhrí sin, tá ceangal dlí orthu iarratas a dhéanamh ar a gcur ar áireamh sa Chlár Carthanas. Tá sé tháb le comhlánú san fhoirm seo (an íomhá thíos): Sonraí, Cuspóir, Seoladh, Bord, Tuilleadh Faisnéise agus Dearbhú. Mínítear iad go mion thíos.

Sonraí Iar-bhunscoile

Ainm na Scoile * 

Uimhir Rolla * 

Ainmneacha Eile

Uimh Ainmneacha Eile ar an liosta seo

Cuir Ainm Eile

Dáta Bunaithe *

 DD/MM/YYYY

An Líon Múinteoirí *

Doiciméid Rialaithe * 

 **Uaslódáil Comhad**

Is réimsí éigeantacha iad na réimsí atá marcáilte le réitín dearg agus ní mór iad a chomhlánú.

Tugann an tsiombail ‘súile’ le fios go mbeidh an fhaisnéis a iontráiltear i réimse ar leith le feiceáil ar an gClár poiblí.

Tugann an tsiombail seo le fios gur féidir leat tuilleadh faisnéise a fháil má choinníonn tú do luchóg uirthi.

Tá an rogha ‘sábháil dréacht’ le feiceáil ar gach táb den fhoirm agus cumasaítear leis an rogha sin duit do dhul chun cinn a shábháil. (Tabhair faoi deara: toisc nach sábháiltear aon obair go huathoibríoch, molaimid duit do dhréacht a shábháil go rialta le linn duit dul tríd an bhfoirm).

1. Sonraí

Ní mór duit ainm oifigiúil do scoile agus a huimhir rolla a iontráil anseo. Má thugtar aon ainm eile ar do scoil, tabhair an t-ainm sin anseo.

Ní mór duit freisin an dáta a bunaíodh do scoil agus an líon múinteoirí a fhostaíonn an scoil (lena n-áirítear múinteoirí lánaimseartha, páirtaimseartha, buana agus sealadacha) a iontráil freisin.

Ceanglaítear ort cóip de dhoiciméad rialaithe do scoile a uaslódáil freisin. I ndoiciméad rialaithe do scoile, leagtar cuspóirí na scoile amach agus socraítear conas a rialaítear an scoil. Beidh an cineál doiciméad rialaithe a bheidh ag do scoil ag brath ar struchtúr agus éiteas na scoile agus d'fhéadfadh go n-áireofaí leis ceann ar bith de na samplaí seo a leanas:

- Bunreacht
- Airteagail Bhainistíochta
- Gníomhas Iontaobhais
- Meabhrán agus Airteagail Chomhlachais

Chun an doiciméad sin a uaslódáil chuig cuntas do charthanais, déan deimhin de go bhfuil an doiciméad ina chomhad PDF (Formáid Doiciméad Iniompartha) a bhfuil 10 MB ar a mhéad ann.

2. Cuspóir

Líonadh isteach cheana féin an cuspóir carthanúil 'Oideachas a chur ar aghaidh' agus do phríomhchuspóirí de réir alt 9 den Acht Oideachais, 1998. Má tá príomhchuspóir difriúil ag do scoil, is féidir leat an fhaisnéis atá líonta isteach cheana féin a chur in eagar ach cliceáil ar chorp an téacs.

3. Seoladh

Iontráil seoladh fisiciúil do scoile sa táb seo. Ní féidir Bosca Oifig Phoist a thabhairt mar sheoladh fisiciúil – ní mór gur seoladh fisiciúil é.

Is féidir leat an seoladh iomlán nó an tÉirchód a iontráil sa bhosca ‘Cuardaigh Seoladh’ agus líonfar isteach é go huathoibríoch le do shonraí. Má tá do scoil lonnaithe i limistéar ina bhfuil a lán seoltaí neamhuathúla (amhail baile fearainn tuaithe), is féidir go mbeidh ort do sheoladh iomlán, lena n-áirítear d’Éirchód, a iontráil de láimh.

Má tá do sheoladh comhfhreagrais difriúil le seoladh fisiciúil do scoile, cuir an seoladh sin leis anseo. Mura bhfuil, ní gá seoladh eile a chur leis.

Ní mór duit uimhir theileafóin agus seoladh ríomhphoist do scoile a iontráil sa rannán seo freisin. Má tá suíomh Gréasáin ag do scoil, is féidir leat é a chur leis anseo.

4. Bord

Is iad na comhaltaí den Bhord Bainistíochta na hiontaobhaithe carthanais don scoil.

Tá an líon íosta comhaltaí boird socraithe mar dhuine amháin (1) mar réamhshocrú. Mar sin féin, iontráil an líon atá ábhartha do do scoil. Mar shampla, is é aon chomhalta dhéag (11) an líon íosta a éilítear i gcás *Chumann na Scoileanna Pobail is Cuimsitheacha agus scoileanna Oideachas Le Chéile*, agus is é ochtar (8) an líon íosta a éilítear i gcás *Chomhchoiste na mBainisteoirí don Lucht Bainistíochta Scoileanna i Meánscoileanna Deonacha agus Chumann Bainistíochta na Meánscoileanna Caitliceacha*.

Iontráil na sonraí, an dáta tosaigh ar an mBord agus na seoltaí cónaithe do gach comhalta den Bhord Bainistíochta ach cliceáil ar ‘Cuir Comhalta Boird Leis’. Tá sé ina cheanglas éigeantach faoi alt 39(5)(d) den Acht Carthanas 2009 go gcuirtear seoltaí cónaithe ar fáil. Mar sin féin, ní fhoilseofar iad go poiblí ar an gClár. Is féidir uimhir theileafóin agus seoltaí ríomhphoist a chur isteach. Mar sin féin, níl siad éigeantach agus ní fhoilseofar iad go poiblí ar an gClár poiblí Carthanas. Ceanglaítear ort a chur in iúl freisin cén comhalta boird atá ar an gcathaoirleach.

Tabhair faoi deara nach mór do chomhalta ar bith den Bhord Bainistíochta gan a bheith dícháilithe, faoi alt 55 den Acht Carthanas 2009, chun bheith ina (h)iontaobhaí de chuid eagraíochta carthanúla.

Folaíonn sé sin na nithe seo, ach gan a bheith teoranta dóibh:

- e) go mbreithneofar ina fhéimheach nó ina féimheach é nó í;
- f) go ndéanfaidh sé nó sí imshocraíocht nó comhshocraíocht le creidiúnaithe;
- g) go gciontófar é ar díotáil i gcion;
- h) go gcuirfidh cúirt dlínse inniúla téarma príosúnachta air nó uirthi.

Déanfar an t-ainm, an cineál poist agus an dáta tosaigh do chomhaltaí an Bhoird Bhainistíochta a fhoilsiú ar an gClár poiblí Carthanas.

5. Tuilleadh Faisnéise

Is féidir aon doiciméid eile a mheasann tú a bheith iomchuí nó a bhfuil mar aidhm leo tacú le d'iarratas a uaslódáil (i bhformáid PDF amháin) sa rannán seo.

6. Dearbhú

Sa rannán seo, is féidir leat an fhaisnéis atá tugtha agat a athbhreithniú agus a dheimhniú. Más deimhin leat go bhfuil an fhaisnéis ceart, agus má cheadaigh na hiontaobhaithe í lena cur isteach, ba cheart duit d'athruithe a chur isteach. Ba cheart na téarmaí príobháideachais agus an Ráiteas faoi Chleachtais Faisnéise a léamh agus ba cheart glacadh leo. A luaithe atá tú sásta leis sin, is féidir leat cliceáil ar an gcnaipe



Réamhamharc [p]

chun d'fhaisnéis a íoslódáil i bhformáid PDF. Cliceáil

Cuir isteach [s]

ar an gcnaipe

ansin chun d'iarratas a chur faoi

bhráid an Rialálaí Carthanas.