

Appendix F (b)
Application to the Primary Staffing Appeals Board for the 2025/26
School Year

Criterion B – Additional Enrolments in October 2024

The Appeals Board will consider applications for mainstream staffing as outlined in Circular 0011/2025, Staffing Arrangements in Primary Schools for the 2025/26 school year.

Part 1 School staffing details.

Part 2 Information specific to the particular appeal criterion.

Part 3 allows for any further information relevant to the appeal to be submitted.

Part 1

Roll No: _____

School Name: _____

School Address: _____

Contact No: _____

Email address: _____

School Category:

- Ordinary
- Gaeltacht
- Gaelscoil
- DEIS Urban Band 1
- Other

If "Other" please specify _____

1. Please state the valid enrolment on:

30 September 2023 _____

30 September 2024 _____

30 September 2025* _____

* Use projected figure if submitting appeal prior to this date

2. State details of staffing posts:

	2024/25	2025/26
Post Type	No of Posts	No of Posts
Total Full-Time Teaching Posts including Principal		
Breakdown of Teaching Posts as follows:		
Principal		
Mainstream Class Teacher(s) including developing post(s)		
S.E.T. post		
Special Class Teacher (exact category)		
EAL Language Support Post		
Other Teaching Posts (give details)		

Part 2

Criterion B – Additional Enrolments in October 2024

Where the Board is satisfied, on the basis of verifiable evidence, that the required pupil numbers were enrolled in September or October 2024, but due to circumstances outside the control of the school were not enrolled on the 30 September 2024*. For staffing purposes, a pupil can be included in the enrolment of only one school in any school year**.

The school making the appeal must enclose:

1. copies of the school enrolment records showing the precise date of enrolment and date of birth of the pupil(s) in question
2. copy of the school enrolment record showing the date on which the required enrolment was achieved
3. letter(s) from the school(s) where the pupil(s) was enrolled on 30 September 2024 stating that the pupil(s) concerned were not required to be counted as part of the school's valid enrolment for the appointment or retention of a teaching post and/or
4. where the pupil(s) concerned was not enrolled in any other school on 30 September 2024, a letter from the child's parent/guardian stating this

1. Valid enrolment for 30 September 2023 _____

2. Valid enrolment for 30 September 2024 _____

3. Is this less than the number of pupils enrolled earlier in September 2024?

Yes No

If yes, please state the reasons why

4. Number of pupils who enrolled in October 2024 (if any): _____

Please state the reasons for pupil enrolment in October 2024 (if any):

5. Were all children enrolled over 4 years of age?

- Yes
- No

6. Were any pupils retained to repeat classes?

- Yes If yes, please state number retained: _____
- No

If "Yes" in respect of 6 above, the terms of Section 5.1 of Primary Circular 11/01 (Retention of Pupils in Primary Schools) may apply in that some or all of the pupils may be discounted for determining eligibility towards valid enrolment.

(5.1 Circular 11/01 - In the event that a school were to continue the practice of enrolling pupils in a repeat class after the 1 September 2001 the Department will discount the pupils in such classes for the purpose of determining the valid enrolment of the school. Capitation and other grants in respect of such pupils shall not be paid.)

**A pupil who leaves the school before 30 September and does not return to the school in the school year will not be eligible for consideration under this criterion.*

***In the event that the school in which the pupil was enrolled on the 30 September 2024 can verify that the pupil did not need to be counted for the appointment or retention of a teacher in that school, the Appeals Board will consider allowing the pupil to be counted as part of the enrolment for staffing purposes in the school to which s/he transferred.*

