

Appendix F (c)
Application to the Primary Staffing Appeals Board for the 2023/24
School Year

Criterion C – Projected Enrolment Post based on Additional
Enrolments after 30th September 2023
(Note – only considered at October 2023 Appeals Board)

The Appeals Board will consider applications for mainstream staffing as outlined in Circular 0006/2023, Staffing Arrangements in Primary Schools for the 2023/24 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:

30th September 2021 _____

30th September 2022 _____

30th September 2023* _____

* Use projected figure for appeals submitted prior to this date

2. State details of staffing posts:

	2022/23	2023/24
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)		

- Please state the (projected) enrolment breakdown for each grade for the 2023/24 school year:

Grade	No of Pupils
Junior Infants	
Senior Infants	
First Class	
Second Class	
Third Class	
Fourth Class	
Fifth Class	
Sixth Class	
Special Class (if any)	
Total	

- Please state the (projected) breakdown of class groups per teacher for the 2023/24 school year

Do not include any expected appeal post:

Class Groups	No of Pupils
Total	

Part 2

Criterion C – Projected Enrolment based on Additional Enrolments after 30th September 2023

(For October 2023 Appeals Board Meeting Only)

This criterion applies only to those schools provisionally sanctioned for a projected enrolment post(s) which did not reach sufficient enrolments on 30th September 2023 to retain the post. As this criterion relates to verification of actual enrolment on 30th September 2023, the Appeals Board can only consider appeals under this criterion at the October Appeals Board meeting.

Where the Board considers that, in relation to the granting of a post under the projected enrolment criterion, the projected pupil numbers required to retain the post were enrolled or are likely to be enrolled by the last day of term in December 2023, but due to circumstances outside the control of the school were not enrolled as expected on 30th September 2023, it may grant an appeal post.

A post allocated by the Board under this criterion will be sanctioned on a provisional basis subject to confirmation of the required enrolment being achieved by the last day of term in December 2023.

1. Required enrolment on 30th September 2023 for retention of projected enrolment post: _____

2. Enrolment achieved on 30th September 2023: _____

3. Why was the required enrolment as projected not achieved on 30th September 2023?

4. Provide details of the pupils expected to enrol and reason they were not enrolled in school on 30th September 2023:

5. In relation to each pupil who will be enrolled after 30th September and who are being counted as part of this appeal, the documents at (a) and (b) below must be provided:

(a) A letter from the parents / enrolment form stating the expecting date of enrolment of the pupil(s).

and

(b) A letter from the school(s) where the pupil(s) was previously enrolled in on 30th September 2023 verifying that he/she is not required to be counted as part of the school's valid enrolment for the appointment or retention of a teacher. For staffing purposes a pupil can be included in the enrolment of just one school in any school year. 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.

or

A letter from each child's parent/guardian stating that the child was not enrolled in any other school on 30th September 2023.

Part 3

Further Information

Please briefly outline any further details that you feel are relevant to your appeal.

I hereby certify that the details provided are true and correct.

Signature of Principal: _____ Date: _____

Signature of Chairperson of BoM / CEO of ETB: _____

Date: _____

Contact Phone No: _____ Email: _____

Please forward the completed form to:

Primary Staffing Appeals Board
Primary Allocations Section
Department of Education
Cornamaddy
Athlone
Co. Westmeath
N37 X659