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

Criterion C – Projected Enrolment Post based on Additional Enrolments after 30 September 2025 (Note – only considered at October 2025 Appeals Board)

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 s	pecify		

1.	Please state the valid enrolment on:		
	30 September 2023		
	30 September 2024		
	30 September 2025*		
	* Use projected figure for appeals submitte	ed prior to this da	ate
2.	State details of staffing posts:		
۷.	State details of staffing posts:		
			1
		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)		
	Other Teaching Posts (give details)		

3.	Please state the (projected) enrolment breakdown for each grade for the 2025/26
	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	

4. Please state the (projected) breakdown of class groups per teacher for the 2025/26 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 30 September 2025

(For October 2025 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 30 September 2025 to retain the post. As this criterion relates to verification of actual enrolment on 30 September 2025, 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 2025, but due to circumstances outside the control of the school were not enrolled as expected on 30 September 2025, 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 2025.

1.	Required enrolment on 30 September 2025 for retention of projected enrolment post:
2.	Enrolment achieved on 30 September 2025:
3.	Why was the required enrolment as projected not achieved on 30 September 2025?
4.	Provide details of the pupils expected to enrol and reason they were not enrolled in school on 30 September 2025:

- 5. In relation to each pupil who will be enrolled after 30 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 30 September 2025 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 30 September 2025.

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	