

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 specify _____

1. Please state the valid enrolment on:

30 September 2023 _____

30 September 2024 _____

30 September 2025* _____

* Use projected figure for appeals submitted 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 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.

