

## Appendix F (d)

### Application to the Primary Staffing Appeals Board for the 2023/24 School Year

#### Criterion D – English as an Additional Language (EAL) Teaching Posts

The Appeals Board will consider applications for additional EAL support 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 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 to meetings before September

2. State details of staffing posts:

	2022/23	2023/24
<b>Post Type</b>	<b>No of Posts</b>	<b>No of Posts</b>
Total Full-Time Teaching Posts including Principal		
<b>Breakdown of Teaching Posts as follows:</b>		
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)		

3. 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	

4. 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 D – English as an Additional Language (EAL) Teaching Support

#### **New Entrant Pupils**

Schools are reminded to complete **Form NE-EAL 2023/24** in respect of EAL resources for New Entrant pupils. New Entrant pupils are defined as pupils that have entered the country in the past two years, have an English Language Support requirement and have not received more than 2 years EAL support in schools, inclusive of primary and post-primary schools.

#### **Special Education Needs Allocation**

The Special Education Teaching allocation provides a single unified allocation for special educational support based on each school's educational profile and also encompasses an element of Language Support (EAL) allocation. Under this allocation model, schools have been provided with an allocation for Special Education needs and Language Support. The provision of a profiled allocation was designed to give a fairer allocation for each school, recognising that all schools need an allocation for special needs support, including language support. A graduated allocation is provided which takes into account the actual level of need in each school. Under this allocation model, supports are provided immediately, based on each school's profile, to those pupils who need them without delay.

Further additional temporary Language Support may also be provided, as necessary, to schools that have a **high concentration of pupils enrolled who have received less than 3 years EAL support but currently have less than B1 (level 3) proficiency in English.**

*Boards of Management / ETBs and Principal Teachers are reminded about the importance of ensuring the accuracy of enrolment returns to the Department. They have a responsibility to immediately notify the Department of any error or irregularity in their enrolment returns. The Department's standard policy for cases that involve any deliberate overstatement of enrolments is to refer them to An Garda Síochána.*

#### **Pupils requiring EAL support in 2023/24**

##### **Details required:**

- Number of New Entrant pupils in each class
- Number of pupils (excluding New Entrants) in each class with less than B1 (level 3) proficiency in English

*Please note the data provided in this form will be supplied to the Inspectorate when inspections are due to take place in schools.*

<b>School Roll No:</b>											
<b>Pupils requiring EAL support in the 23/24 school year</b>	<b>Junior Infants</b>	<b>Senior Infants</b>	<b>First Class</b>	<b>Second Class</b>	<b>Third Class</b>	<b>Fourth Class</b>	<b>Fifth Class</b>	<b>Sixth Class</b>	<b>Special Class(es)</b>	<b>Total</b>	
<b>New Entrants Year 1 (September 2023 intake)</b>											
<b>New Entrants Year 2 (received EAL support in 2022/23)</b>											
<b>Non-New Entrant Pupils that have received less than 3 years EAL support but have less than B1 (Level 3) proficiency</b>											

**Please outline the reason(s) for your school’s appeal**

Note: In line with General Data Protection Regulations, personal data of pupils should not be submitted. Please include the level of EAL support the pupils received to date and provide details of how any additional EAL resources will be used to help these pupils improve their level of the English language.

- I certify that the details provided in this form are accurate and complete.
  
- I confirm that the pupils referred to above have been entered on POD
  
- I understand that if pupils referred to in this application leave the school, the temporary part-time allocation will be reviewed and the school’s EAL allocation may be reduced
  
- I undertake to notify Teacher Allocations if pupils referred to in this application leave the school

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