

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

Criterion E – Small Schools

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)		

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 E – Small Schools

This appeals criterion is applicable to schools with four teachers or less and they may submit an appeal in either of two instances:

1. Where a school with four classroom teachers or less which is losing a classroom post for the 2025/26 school year provides confirmation that the enrolment will increase sufficiently by 30 September 2025 to retain the post for the subsequent school year (i.e. the 2026/27 school year) the Appeals Board can allow the school to retain the classroom post.

or

2. Where a school with three classroom teachers or less is not gaining a classroom post for the 2025/26 school year but can provide confirmation that it will gain the additional classroom post for the subsequent school year (i.e. the 2026/27 school year), the Appeals Board can allow the school to gain a post for the 2025/26 school year.

or

3. Where a school that is due to have 1 classroom teacher for the 2025/26 school year based on the current staffing schedule but is projecting an enrolment of at least 11 pupils for 30 September 2025 and has at least 6 class groupings, the Appeals Board can allow the school to gain a post for the 2025/26 school year.

Total (projected) enrolment 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