

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

Criterion F – School losing 3 or more Posts

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) | | |

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 |
|--------------|--------------|
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| Total | |

Part 2

Criterion F – School losing 3 or more Posts

Where a school is losing 3 or more permanent posts, an application can be made to the Staffing Appeals Board with a view to seeking to have a portion of the loss in posts deferred to the 2024/25 school year on the basis that it is impacting in a particularly adverse manner on a school's overall allocation.

Briefly outline how your school meets the above criterion.

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