

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

Criterion G – Alleviating some of the pressure on class sizes at
infants level

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
Total	

Part 2

Criterion G – Alleviating some of the pressure on class sizes at infants level

This appeals criteria is targeted at schools that are not gaining an additional teaching post under the projected enrolments application process but nevertheless make a significant contribution to the provision of school places which assists the response to demographic growth within their area and as a result are under significant pressure on their class sizes at infants level. A key indicator in relation to these schools is a significant increase in junior infants enrolments.

No. of Junior Infants enrolled on 30th September 2021 (must be a minimum of 30 junior infants)	<input style="width: 90%; height: 20px;" type="text"/>
No. of Junior Infants enrolled on 30th September 2022 (must be higher than the 30th September 2021 enrolment)	<input style="width: 90%; height: 20px;" type="text"/>
Projected no. of Junior Infants enrolled on 30th September 2023 (must be higher than the 30th September 2022 enrolment)	<input style="width: 90%; height: 20px;" type="text"/>

If an additional post is sanctioned by the Appeals Board please state the (projected) breakdown of class groups per teacher for the 2023/24 school year:

Class Groups	No of Pupils
Total	

Schools are reminded that in the context of seeking additional resources from the Department under this criteria it is very important that the projected enrolment is realistic.

Schools are required to ensure that the number of pupils in any class is kept as low as possible and to use their autonomy, where possible, to implement smaller class sizes for infant classes.

Please state below the key steps your school is taking, in particular for infant classes, in order to comply with this requirement for the 2023/24 school year:

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