

Application for temporary English as an Additional Language (EAL) support for the 2024/25 School Year

A school's overall EAL profile and current English as an Additional Language (EAL) allocation will be taken into account when considering an application for temporary EAL support.

Schools are advised to refer to **Section 1.6 of Circular 0011/2024** and also to consider the following before submitting an application for further EAL support:

1. Permanent language support post(s) in 2024/25:

Alleviation measures in the form of permanent EAL posts were put in place in the 2012/13 school year for schools with a high concentration of Language (EAL) support pupils. These schools will continue to receive this allocation in the 2024/25 school year. This allocation will be taken into account when considering an application for temporary EAL support.

2. Special Education Teaching (SET) allocation:

The Special Education Teaching (SET) allocation provides a unified allocation for special education support teaching needs to each school based on each school's educational profile and also encompasses an element of Language (EAL) support allocation. Under this SET model, schools are frontloaded with resources to provide support immediately to those pupils who need it without delay.

Please Note: The temporary EAL allocation provided based on the information supplied will be sanctioned on a provisional basis, subject to confirmation of the enrolment of all eligible pupils on 30 September 2024.

Table 1

Additional EAL support for New Entrant pupils will be provided in line with the table below. New-Entrant Pupils are defined as pupils that have entered the country in the past two years, require English as an additional Language (EAL) support and have not received more than 2 years EAL support in the Irish school system.

No of EAL pupils	No. of Teaching hours per week
1 – 4	5
5 – 8	10
9 – 13	15
14 – 20	20
21 – 30	25
31 – 40	35
>40	50

Part 1 - Application for New-Entrant pupils requiring EAL Support to be submitted by Thursday 29 February 2024.

Part 2 - Application for Non New-Entrant pupils requiring EAL Support to be submitted by Thursday 29 February 2024.

Part 3 - Notification of revised New-Entrant enrolments to be submitted if enrolments of New-Entrant pupils change after Part 1 has been submitted.

Primary Staffing Appeals Board:

An allocation in respect of EAL support may be provided to schools based on the information supplied in the attached forms. If a school authority is not satisfied with the Department's decision on its application for EAL support, an appeal may be submitted to the Primary Staffing Appeals Boards on Appendix F (D). The Appeals Board operates independently of the Minister and the Department. The decision of the Appeals Board is final.

The completed application form should be emailed to primarystaffingappeals@education.gov.ie

Part 1

Application for New-Entrant pupils requiring EAL support

New-Entrant Pupils are defined as pupils that have entered the country in the past two years, **require English as an additional Language (EAL) support** and have not received more than 2 years EAL support in the Irish school system.

School Details:

Roll Number		Email address	
Name		Phone Number	
Address			

Total Enrolment 30 September 2023		Total Projected Enrolment on 30 September 2024	
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Number of permanent EAL posts in your school (if applicable)	
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Primary Online Database (POD) Returns:

Schools can refer to their September 2023 POD returns when completing this form. The number of New-Entrant pupils entered on the attached forms should insofar as possible be reflected in the school's September 2024 POD returns.

Criteria A: New-Entrant pupils

Pupils must meet ALL 4 of the criteria listed below.

1. First arrived in Ireland since August 2022
2. Require English as an additional Language (EAL) support
3. Will have received **less than 2 years** language (EAL) support in the Irish school system by 31 August 2024
4. Enrolled for the 2024/25 school year

Number of New - Entrant Pupils requiring language support that satisfy conditions 1-4 above.	Junior Infants	Senior Infants	First Class	Second Class	Third Class	Fourth Class	Fifth Class	Sixth Class	Total
Record pupils in the class in which they are enrolled for the 2024/25 school year.									

Certification of School Management:

- I certify that the pupils referred to in this application meet the definition for English as an Additional Language (EAL) support as provided in Criteria A.
- I undertake to notify the Department immediately if pupils included in this application leave the school.
- I understand that where pupils included in this application leave the school, the temporary EAL allocation will be reviewed and may be reduced.

Signature of Principal _____

Date _____

Signature of Chairperson of BOM / CEO of ETB _____

Date _____

The completed application form should be emailed to primarystaffingappeals@education.gov.ie

Application for Non New-Entrant pupils requiring EAL support

Where at least 20% of the total enrolment of the school is made up of eligible EAL pupils under Criteria A and/or Criteria B, the school may apply for EAL support for Non New-entrant pupils.

Having considered the circumstances outlined by the school and having regard to the high number of pupils requiring EAL support, an additional allocation may be approved to meet the educational needs of such pupils.

School Details:

Roll Number		Email address	
Name		Phone Number	
Address			

Total Enrolment 30 September 2023		Total Projected Enrolment on 30 September 2024	
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Number of permanent EAL posts in your school (if applicable)	
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Primary Online Database (POD) Returns:

Schools can refer to their September 2023 POD returns when completing this form. The number of Non New-Entrant pupils entered on the attached forms should insofar as possible be reflected in the school's September 2024 POD returns.

Provide the number of recognised pupils (excluding New-Entrants) with less than B1 (level 3) proficiency and who will have received **less than 3 years EAL support** in the Irish school system by 31 August 2024.

Criteria B: Non New-Entrants (do not meet Criteria A)
Pupils <u>must meet ALL 4</u> of the criteria listed below
<ol style="list-style-type: none"> 1. Require English as an additional language (EAL) support 2. Currently have less than B1 (level 3) proficiency in English 3. Will have received less than 3 years language (EAL) support in the Irish school system by 31 August 2024 4. Enrolled for the 2024/25 school year

Number of non-New-Entrant Pupils requiring language support that satisfy conditions 1-4 above.	Junior Infants	Senior Infants	First Class	Second Class	Third Class	Fourth Class	Fifth Class	Sixth Class	Total
Record pupils in the class in which they are enrolled for the 2024/25 school year.									

Retention of records:

Schools should retain a copy of this application form which may be requested during the course of a school inspection. Results of EAL testing should also be retained in instances where schools are applying for EAL support in respect of pupils that have received 2 years or more EAL support but currently have less than B1 (level 3) proficiency in English. A copy of this application form may also be required during the course of a school inspection.

The completed application form should be emailed to primarystaffingappeals@education.gov.ie

Part 2 – page 2

Complete the table below for each Non New-Entrant pupil with less than B1 (level 3) proficiency in English who **will have received less than 3 years EAL support** in the Irish school system by 31 August 2024.

Pupil Number	Nationality	First language	Class group 2024/25	Number of years EAL support received up to 31 August 2024	Number of years enrolled in the school	Number of years in the Irish school system
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

***additional copies of this table can be submitted if the number of eligible pupils is > 25**

Certification of School Management:

- I certify that the pupils referred to in this form meet the definition for English as an Additional Language (EAL) support as provided in Criteria B.
- I undertake to notify the Department immediately if pupils included in this application leave the school.
- I understand that where pupils included in this application leave the school the temporary EAL allocation will be reviewed and may be reduced.

Signature of Principal _____

Date _____

Signature of Chairperson of
BOM / CEO of ETB _____

Date _____

A copy of this application form may also be required during the course of a school inspection.

The completed application form should be emailed to primarystaffingappeals@education.gov.ie

Part 3

Notification of revised New-Entrant enrolments during the 2024/25 school year

Schools may experience short-term fluctuations to enrolments of New-Entrant pupils. It is important that schools notify Teacher Allocation Section of changes in respect of these pupils. Schools may be entitled to additional EAL resources where eligible New-Entrant pupils enroll during the school year. Where New-Entrant pupils in receipt of EAL support leave the school, the schools allocation will be reviewed and may be reduced.

School Details:

Roll Number		Email address	
Name		Phone Number	
Address			

1. I wish to notify Teacher Allocations of changes to the New-Entrant enrolments:

Date change is effective from	
Number of additional New-Entrant pupils enrolled	
Number of New-Entrant pupils that have left	

2. The most up-to-date position in relation to New-Entrant enrolments is as follows:**Criteria A: New-Entrant pupils**

Pupils must meet ALL 4 of the criteria listed below.

1. First arrived in Ireland since August 2022
2. Require English as an additional Language (EAL) support
3. Have received **less than 2 years** language (EAL) support in the Irish school system
4. Enrolled for the 2024/25 school year

Number of New - Entrant Pupils requiring language support that satisfy conditions 1-4 above.	Junior Infants	Senior Infants	First Class	Second Class	Third Class	Fourth Class	Fifth Class	Sixth Class	Total
Record pupils in the class in which they are enrolled for the 2024/25 school year.									

Total Enrolment September 2023		Total Enrolment 2024/25	
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Certification of School Management:

- I certify that the pupils referred to in this form meet the definition(s) for English as an Additional Language (EAL) support as provided in Criteria A.
- I undertake to notify the Department immediately if pupils included in this application leave the school.
- I understand that where pupils included in this application leave the school the temporary EAL allocation will be reviewed and may be reduced.
- I understand that where applicable, the revised EAL allocation will apply from the date the application is received.

Signature of Principal _____

Date _____

Signature of Chairperson

BOM / CEO of ETB _____

Date _____

The completed application form should be emailed to primarystaffingappeals@education.gov.ie