



TO BOARDS OF MANAGEMENT, PRINCIPAL TEACHERS AND  
TEACHING STAFF IN PRIMARY SCHOOLS

## Staffing arrangements in Primary Schools for the 2013/14 school year

### Introduction

The purpose of this circular is to inform all primary school management and staff of the staffing arrangements for primary schools for the 2013/14 school year.

The allocation of teaching posts to schools is contingent on schools complying with the redeployment arrangements in place for the 2013/14 school year.

It is important to note that a key aspect of the EU/IMF Programme of Support and Ireland's overall budgetary strategy is a requirement to reduce the public sector payroll. It remains the case that redeployment of surplus permanent or CID holding teachers is the mechanism used to fill teaching posts. Boards of Management will not be permitted to commence a recruitment process to fill a teaching vacancy until the Department is satisfied that vacant positions are not required for the redeployment of any remaining surplus permanent or CID holding teachers.

The key points to note are:

- The GAM/EAL allocation has been updated for all schools that had a change in the number of classroom posts in the 2012/13 school year. This is reflected at [Appendix C](#). The resulting re-clustering of hours must be done by Friday 15 March, 2013.
- The vast bulk of base schools for Resource posts are unchanged. These are listed in [Appendix C](#).
- The school led process of redeployment of surplus permanent/CID holding teachers must be completed by Friday 31 May, 2013.  
Panel officers will be appointed after that date. The panel officer process will commence with the school of the same patronage that is located nearest to the school with the surplus teacher.

## **Contents of Circular:**

This circular is structured as follows and contains the following information:

- Section 1: Overview of staffing arrangements for the 2013/14 school year.
- Section 2: Improvements to the operation of the Redeployment Process at Primary Level.
- Section 3: Background detail on the staffing arrangements for the 2013/14 school year.
- Section 4: Primary Staffing Appeals Board

**Appendix A:** Primary Staffing schedule tables for the 2013/14 school year

**Appendix B:** Enrolment thresholds for Administrative Principal and Administrative Deputy Principal posts

**Appendix C:** Updated list of all schools showing the following allocations data for the 2013/14 school year

- GAM/EAL allocation for each school
- Permanent allocation for schools with high concentration of pupils that require language support
- List of circa. 1,700 base schools for full-time permanent resource posts

**Appendix D:** Form GAcluster2013 - Notification of newly clustered GAM/EAL posts for the 2013/14 school year

**Appendix E:** Application form for access to the Main Redeployment Panel for surplus permanent teachers

**Appendix F:** Application form for appeals to Staffing Appeals Board

## **Further information/FAQs**

Any additional information on the teacher allocation process and also regular updates on progress on clearing redeployment panels will be published on the Department's website. The Department will also be publishing a list of **Frequently Asked Questions (FAQs)** and updating them, as appropriate, on the operation of the teacher allocations and redeployment process.

## **Queries**

If, after reading this circular, you have queries in relation to the staffing allocation for your school you may e-mail the queries to [primaryallocations@education.gov.ie](mailto:primaryallocations@education.gov.ie). Please include the school roll number with any email enquiry.

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Principal Officer  
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### Key dates for schools in relation to the teacher allocation and redeployment process

Key action	Date for action to be completed
<p>The staffing schedule enrolment tables at Appendix A enables schools to check their mainstream staffing levels for the 2013/14 school year.</p> <p>The enrolment thresholds in Appendix B enables schools to check if they are entitled to Administrative Principal and/or Administrative Deputy Principal status.</p>	Immediate
<p>Schools must notify their relevant panel operator (e.g. Diocesan Secretary etc) of any impending permanent and fixed term vacancy as a consequence of a) the staffing schedule or b) any other reason known at this stage i.e. retirement, etc.</p> <p>Subsequent permanent and fixed term vacancies must be notified within 5 working days of the vacancy becoming known to the Chairperson or Principal.</p>	Immediate
<p>The GAM/EAL allocation at Appendix C has been updated for all schools that had a change in the number of classroom posts in the 2012/13 school year. This impacts on some of the existing clustering arrangements. Such schools are now required to make appropriate arrangements to re-cluster their GAM/EAL hours into full-time (25 hour) posts with nearby neighbouring schools.</p>	Immediate
<p>Base schools must notify the Department on Form GAcluster2013 (Appendix D) of new clustering arrangements for GAM/EAL hours.</p>	Friday 15 March, 2013
<p>Schools that have surplus permanent/CID holding teachers should arrange for the completed Redeployment Panel Application Form(s) in Appendix E to be returned to the Department.</p>	Friday 15 March, 2013
<p>The Staffing Appeals Board will be holding its meetings in March, June and October. The closing date for submission of completed appeal forms for the March meeting is 15 March 2013.</p>	Friday 15 March, 2013
<p>The Department is aiming to have the redeployment panels published by Mid-April.</p>	Mid April 2013
<p>Schools that are applying for developing posts on the basis of their projected enrolments for September 2013 should do so on or before Friday 3 May 2013.</p>	Friday, 3 May 2013
<p>Schools with vacancies have until 31 May to fill their vacancies from the Redeployment Panels. Thereafter Panel Officers will be appointed to facilitate redeployment of surplus permanent/CID holding teachers.</p>	Friday, 31 May 2013
<p>Schools with base resource posts are listed at Appendix C. NCSE approved allocations should issue in May/June 2013. Schools unable to access surplus teaching capacity in these full-time base posts will be allocated mainly part-time temporary resource hours.</p>	May/June, 2013 onwards

## Section 1

### Overview of staffing arrangements for the 2013/14 school year

The following is an overview of the main elements of the staffing arrangements that will operate in primary schools for the 2013/14 school year:

#### 1. Mainstream Classroom Teaching Posts

The enrolment tables for the operation of the staffing schedule for the 2013/14 school year are listed at [Appendix A](#) of this Circular. This enables schools to now check their **mainstream staffing levels for the 2013/14 school year.**

The second phase of the Budget 2012 measure relating to the pupil threshold for the allocation of classroom teachers in small primary schools is implemented for the 2013/14 school year at Appendix A.

The enrolment tables at Appendix A includes the **staffing schedules for DEIS Urban Band 1 schools.**

Posts allocated on the basis of the staffing schedule are specifically for mainstream classes and should be deployed accordingly. School authorities are requested to ensure that the number of pupils in any class is kept as low as possible, taking all relevant contextual factors into account (e.g. classroom accommodation, fluctuating enrolment etc.). However, school authorities should, where possible, use their autonomy under the staffing schedule to implement smaller class sizes for junior classes.

#### 2. Administrative Principal and Administrative Deputy Principal

The criteria for the appointment of **Administrative Principal and Administrative Deputy Principal** posts are based on pupil numbers.

The relevant enrolment thresholds are outlined in [Appendix B](#) of this Circular.

#### 3. Developing School Criteria for the 2013/14 School Year

**3.1** A developing school is defined as a school where the enrolment on 30 September, 2013 is projected to exceed the enrolment on 30 September, 2012

i) by a minimum numerical increase

and

ii) by having a stipulated excess of 5 pupils above the required appointment figure

Where a school is expanding the number of intake classes which would generate a new stream, the school must have received prior approval for such expansion from both the school patron and from the Planning and Building Unit of the Department.

For primary schools with a Staffing of Principal plus 7 Mainstream Class Teachers or greater the minimum numerical increase referred to at i) above is 25 pupils.

For primary schools with a Staffing of Principal plus 6 Mainstream Class Teachers or fewer, the minimum numerical increase referred to at i) above is 15 pupils. An average class size in excess of 28 pupils must also apply to schools seeking a post under this criterion (see exceptions at 3.2 below). This is calculated by applying the number of mainstream posts anticipated for the 2013/14 school year (excluding developing post) to the number of pupils projected to be enrolled in September 2013.

Schools must qualify under both criteria at i) & ii) above and in the case of such schools, an additional permanent post(s) may be sanctioned provisionally pending the confirmation of the valid enrolment on 30 September, 2013. The staffing will be adjusted in the light of the actual valid enrolments on 30 September, 2013.

### **3.2** Two exceptions exist:

#### a) School seeking the appointment of the 2nd mainstream class teacher (P+2)

In such instances, schools projecting a minimum numerical increase on 30 September 2013 of 15 pupils on 30 September 2012 enrolment are not required to meet either the stipulated excess number of 5 pupils on the appointment figure or the stipulated average class size. However, the minimum projected enrolment of 54 pupils must be achieved to secure a 2nd mainstream class teacher for the 2013/14 school year.

#### b) Schools seeking the appointment of more than one developing school post.

In such instances, schools must meet the requirement of minimum numerical increase and the stipulated excess number of 5 pupils on the appointment figure for the first developing school post. In the case of each post sought thereafter the stipulated excess number of 5 pupils on the appointment figure must be met.

### **3.3** Schools should submit their applications for an additional teaching post(s) on developing grounds to the Primary Allocations Section on or before **Friday, 3 May 2013**. While later applications will also be considered, schools are encouraged to have their applications to the Department on or before Friday, 3 May 2013.

Schools are reminded that in the context of seeking additional resources from the Department on developing school grounds it is very important that the projected enrolment is realistic.

#### **4. GAM/EAL (General Allocation Model and Language Support)**

The GAM/EAL allocation has been updated for the 2013/14 school year to reflect changes in the number of classroom posts in schools in the 2012/13 school year. The GAM/EAL allocation for all schools is listed in [Appendix C](#) (Columns A and B).

Where there has been a change in the GAM/EAL hours for any of the schools involved in a cluster the existing cluster is regarded as ceased and this position is reflected at Appendix C (Column D).

Where there has been no change to the GAM/EAL allocation for any of the schools involved in an existing cluster Appendix C has been compiled on the assumption that cluster remains in place (Column C).

In the event that there is a decision taken locally with the agreement of all schools involved in the cluster to end a cluster arrangement the alternative cluster arrangement must be notified to the Department immediately and in any event not later than 6 March, 2013.

Schools with hours available for clustering now have a period until **15 March, 2013** to enter into a cluster arrangement to achieve a full-time post (25 hours) through sharing arrangements with other neighbouring school(s).

**Following the school led process for clustering GAM/EAL hours a Department led clustering process will be initiated after 15 March, 2013 where appropriate with any remaining hours in schools that have not been clustered.**

##### **Newly established schools:**

Schools that are newly established in the 2013/14 school year (excluding amalgamated schools) will have their GAM/EAL allocation based on their mainstream classroom posts for the 2013/14 school year.

##### **Rapidly developing schools:**

Schools that are rapidly developing (i.e. approved for 2 or more developing posts for the 2013/14 school year) will have their GAM/EAL allocation for the 2013/14 school year adjusted. The GAM/EAL allocation for such schools will be adjusted as appropriate, to take account of the first developing post approved.

Such schools should apply for their developing posts as soon as possible so as to facilitate their GAM clustering arrangements.

#### **5. Clustering Arrangements for shared GAM/EAL posts**

Schools are reminded that once a GAM/EAL cluster has been established, any future change to the cluster combination **can only be made** if:

1. There is a change in the GAM/EAL hours for any one of the schools in the cluster in a subsequent school year, or,
2. All schools in the cluster agree to end the cluster arrangement.

Agreement to end the cluster arrangement must be notified to the Department by 31 December, 2013 for the 2014/15 school year.

### **Form GAcluster2013**

Schools must notify the Department on Form GAcluster2013 in [Appendix D](#) of their new clustering arrangements for GAM/EAL hours for the 2013/14 school year. Completed forms should be returned to Primary Allocations Section of the Department as soon as possible but no later than close of business on **Friday, 15 March 2013**.

GAM/EAL hours that are clustered into new full-time posts and received before this deadline will be automatically approved by the Department. Schools that do not return the completed form within the above timeframe or where all of a school's GAM/EAL hours are not clustered into full-time posts will be processed separately by the Department at a later stage. If necessary and where appropriate, the Department will use the opportunity to do a Department led clustering process of remaining GAM/EAL hours to facilitate the redeployment of any remaining surplus permanent teachers.

It continues to be the case that because of the later timeline for the allocation of resource hours by the NCSE, schools will not be permitted to combine GAM/EAL and NCSE approved resource hours together into full-time posts.

## **6. Additional Allocations for Schools with High Concentrations of Pupils that require Language Support**

Schools that were allocated a permanent language support post(s) in the 2012/13 school year will retain this post(s) for the 2013/14 school year. The relevant schools are listed at [Appendix C](#) (Column F).

The continued requirement for the above additional permanent language support posts will be reviewed on a regular basis by the Department having regard to enrolment trends and the number of pupils requiring language support.

### Appeal Process:

See Section 4 for the appeal criterion for further additional temporary language support post(s) provided on the basis of appeals to the Staffing Appeals Board.

The number of available language support posts for allocation through the appeals process will be adjusted down in line with reductions announced in Budget 2010.

## **7. Resource Posts**

85% of all NCSE approved hours in the 2012/13 school year were allocated to schools with resource base posts. There are some slight changes to the location of these base posts for the 2013/14 school year to further improve the efficiency of these arrangements.

These changes are reflected in the list published at [Appendix C](#) and the criteria applied is set out as follows:

Base post(s) will be suppressed in:

- Schools with 2 hours or more of surplus capacity in the resource base post which have not been utilised for resource hours approved by the NCSE on or before 31 December, 2012
- Schools with a base post which is delivering 20 or more hours of resource teaching to other neighbouring schools

Additional base post(s) will be allocated to

- Schools with no base post for the 2012/13 school year that have 25 or more hours that were approved by the NCSE on or before 31 December 2012
- Schools with a base post(s) also have 25 or more hours in excess of their current base post hours that were approved by the NCSE on or before 31 December 2012

All other base posts will remain in place for the 2013/14 school year.

The full list of circa 1,700 base schools is published in [Appendix C](#) (Column E) of this Circular. Base schools will be required to co-operate with their neighbouring schools to ensure that any surplus capacity in the (25 hour) resource posts is made available to neighbouring schools to meet their NCSE approved resource hour requirements. Failure to do so may result in the post being re-based in another neighbouring school instead.

## **8. Local Arrangements in relation to Teachers in Shared Posts**

Because of the later timeline for the allocation of resource hours by the NCSE, schools **will not be permitted to combine GAM/EAL and NCSE approved resource hours** together into full-time posts.

When the allocations and redeployment process is completed later in the Summer schools that have complied with the arrangements outlined in this Circular will be given some discretion to operate, where possible, their own **temporary local arrangements in relation to the day to day work arrangements of teachers in full-time shared posts**. These arrangements are aimed at minimising any time lost in travelling between schools.

## Section 2

### **Improvements to the Operation of the Redeployment Process at Primary Level**

The following improvements are being made to the operation of the redeployment process at primary level:

1. Schools with vacancies will have a more clearly defined and published timeframe to interact with redeployment panels. Thereafter, Panel Officers to be appointed to facilitate the redeployment of any remaining surplus permanent teachers.
2. Clarity and transparency on how Panel Officers operate will be improved by publishing guidelines for same.
3. The existing redeployment panel booklet will be updated and published on the Department's website. The update will reflect changes in recent years in the redeployment procedures. The update should also reflect some shortening of timeframes as a result of use of e-mail communications.

#### **1. Published Timeframe for Schools to interact with the Main Redeployment Panels**

The school led process of redeployment of surplus permanent/CID holding teachers must be completed by **Friday 31 May, 2013**. Panel officers will be appointed after that date. The panel officer process will commence with the school of the same patronage that is located nearest to the school with the surplus teacher.

#### **2. Published Guidelines on how Panel Officers Operate**

The appointment of teachers from redeployment panels is a school led process. The existing redeployment panel arrangements provide for a Panel Officer to be appointed to deal with difficulties with the operation of a redeployment panel. If the redeployment process operates well then the requirement for Panel Officers should be minimal.

It is important to note that the school system and Panel Officers operate in the context that the redeployment of all surplus permanent teachers is key to the ability of the Department to manage within its payroll budget and ceiling on teacher numbers.

The following guidance will be issued to Panel Officers to give greater clarity and transparency to the process used for identifying a school for the redeployment of a teacher. It is hoped that by publishing this guidance that all schools will have greater certainty and clarity on how the Panel Officer process operates.

**(a) Guidance for Panel Officers in relation to the redeployment of a surplus permanent teacher:**

**The Teacher:** The first step is to check if the teacher on the panel is the most junior teacher from his/her own school. If he/she is not the most junior teacher, the Panel Officer will determine if the relevant teacher was given the approval of the Patron to be put on the redeployment panel.

**The School:** The next step is to commence the process of identifying a school to facilitate the redeployment of a teacher. This process will commence with the school of the same patronage that is located nearest to the school with the surplus teacher. The Department's Geographic Information System (GIS) will be used to identify the nearest school.

Schools with a permanent vacancy will be considered first and then, if necessary, schools with a fixed-term vacancy.

The Panel Officer will engage with the panel operator and with the school in his/her decision making process. As part of this process the school will be given an opportunity to provide any relevant information to the Panel Officer. The school will be requested to provide the following information:

1. Written evidence of all vacancies notified to panel operator within the required time-frame?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
2. Number of vacancies notified to panel operator:	
Permanent	<input type="checkbox"/>
Fixed-term	<input type="checkbox"/>
3. Number of offers made to permanent teachers on Main Panel in a timely manner:	
Number of offers	<input type="checkbox"/>
4. Number of vacancies filled by redeployment of a permanent teacher from Main Panel:	
Permanent	<input type="checkbox"/>
Fixed-term	<input type="checkbox"/>
5. Number of permanent vacancies in the school in the previous 2 school years (2012/13 and 2011/12) and the number of these vacancies that were filled by a permanent teacher from the main panel:	
Number of Permanent Vacancies	<input type="checkbox"/>
Number filled from Main Panel	<input type="checkbox"/>

The Panel Officer having considered the matter will determine if the surplus permanent teacher should be redeployed to the nearest school.

If the Panel Officer determines that there are valid reasons for not redeploying the teacher to the nearest school then the above process will commence with the next nearest school etc. until the Panel Officer has identified the school for the redeployment of the teacher.

The report, conclusions and determination of the Panel Officer will be communicated to the Patron and is binding on all parties.

**(b) Guidance for Panel Officers in relation to the redeployment of a teacher from a supplementary panel:**

The guidance for Panel Officers will be the same as that outlined at (a) above with the exception that the supplementary panel applies only to permanent vacancies.

### **3. Updating the Panel Booklet**

The redeployment panel booklet was last updated in 2005. An updated version will be published on the Department's website in advance of the publication of the redeployment panels in 2013. The update will also reflect some shortening of timeframes as a result of use of e-mail communications. The relevant education partners will be consulted as part of this process.

## Section 3

### 1. Background detail in relation to Staffing Arrangements for the 2013/14 school year

- (i) It is important for schools to note that permanent and fixed term teaching vacancies can be filled only by permanent or CID holding teachers from the relevant main redeployment panel.

Boards of Management are not permitted to commence a recruitment process to fill a permanent or fixed term teaching vacancy in any other manner until the Department is satisfied that vacant positions are not required for redeployment of any remaining permanent and CID holding teachers on a main panel.

The timing of when teaching vacancies can be filled in any other manner will depend on how quickly permanent and CID holding teachers are redeployed into vacancies. The Department will publish regular panel updates on its website which will inform schools and teachers of progress being made on the redeployment of permanent and CID holding teachers.

- (ii) **Holding open a vacancy**

Schools that are given provisional approval for a permanent teaching post(s) on the basis of projected enrolments in September 2013 must keep open one vacancy (which can be either a permanent or a fixed-term vacancy) to cater for the redeployment of any surplus permanent teachers that arise later in 2013 (either in the school with the provisionally approved post or in a neighbouring school).

Typically this applies to schools provisionally approved for

- a developing school post
- a post approved under the staffing appeals criteria for small schools
- a post approved under the staffing appeals criterion for EAL support

Only one vacancy in each of these schools is required to be kept open. The requirement to keep open a vacancy does not arise if all the permanent and fixed-term vacancies in the relevant schools are filled by surplus permanent teachers from the redeployment panel.

A vacancy that is being kept open can only be filled on a fixed-term basis to Friday 25 October 2013. As early as possible in October the Department will inform the school(s) whether this vacancy is required to facilitate the redeployment of a surplus permanent/CID holding teacher either from the school or from a neighbouring school. If the post is required for the redeployment of a surplus permanent/CID holding teacher then the fixed-term contract must cease on 25 October 2013. If the post is not required for the redeployment of a surplus permanent teacher then it can be filled at that stage in the normal manner. It is important that these arrangements are reflected in the contract for the fixed-term post.

- (iii) **The latest date for filling a permanent post on a permanent basis (and in accordance with the terms of this circular) is the first working day of November, 2013.** Thereafter, a permanent post may be filled only on a fixed-term basis (and in accordance with the terms of this circular) unless the appointee is a permanent or CID holding teacher from a redeployment panel. These arrangements do not apply to Principal posts which will continue to be filled in the normal manner on a permanent basis.

## **2. Notification to School Authorities of Retirement Date**

Teaching staff that plan to retire in 2013 should notify their Board of Management as early as possible of their intention to retire. In addition a teacher, who satisfies the age and service thresholds for pension, is requested to make application for pension to the Pension Unit of the Department three months prior to retirement date (excluding summer holiday period) in order to facilitate timely payment of pension.

Attention is drawn to [Circular 0045/2011 Minimum Notice Period for Retirement](#) which sets out a three month minimum notice period for retirement introduced for the Public Service.

## **3. Valid Enrolments**

The number of mainstream class teachers appropriate to a school shall be determined by reference to the school's valid enrolment on 30 September, 2012. The schedule of enrolment of pupils required for the appointment and retention of mainstream class teachers for the 2013/14 school year is attached at [Appendix A](#).

Only pupils who were **validly** enrolled on 30 September 2012 should be taken into account for the purpose of determining staff numbers. In this regard the terms of [Department Circulars 24/02 - Determination of Valid Enrolment in Primary Schools](#) and [32/03 – Retention of Pupils in Primary Schools](#) must be adhered to. **Pupils retained on the school register on 30 September, 2012 for the purpose of compliance with the Education and Welfare Act, 2000 should not be counted towards valid enrolment for the purpose of determining staff numbers.**

Boards of Management 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.

## **4. Appointment of the 1st Mainstream Teacher in New Schools**

The enrolment required for the 2013/14 school year for the appointment of a Principal and 1 mainstream class teacher to a school opening in September, 2013 is 20 pupils. This enrolment must be achieved by 30 September, 2013.

## **5. Island Schools**

In the event that a reduction in the pupil numbers of an island school will result in the loss of the second or third mainstream teaching post in the school, the posts may be retained, subject to:

- in the case of the second mainstream post the total number of pupils in the school being 8 or above and the school being the only primary school remaining on the island
- or
- in the case of the third mainstream post the total number of pupils in the school being 45 or above.

## Section 4

### Primary Staffing Appeals Board

#### 1. Arrangements for 2013/14 School Year

The Appeals Board, which operates independently of the Minister and the Department, will review appeals for the 2013/14 school year. The appeal criteria are set out at 4 below.

It is proposed that the first meeting of the Staffing Appeal Board to deal with appeals for the 2013/14 school year will be held in March, 2013. Further meetings will be held as required in June and October 2013.

The closing dates for submission of staffing appeals for the first meeting of the Staffing Appeals Board is **Friday 15 March 2013**.

The closing dates for submission of staffing appeals and dates of future meetings will be posted on the Department website in due course.

**Please note that closing dates will be strictly adhered to and accordingly, appeals received after a particular closing date will not be considered by the Board at that meeting.**

Appeals must be submitted to Primary Allocations Section, Schools Division, Department of Education and Skills, Athlone, on the standard application form, clearly stating the criterion under which the appeal is being made. Please mark the envelope "Staffing Appeal".

The standard application form is available at [Appendix F](#).

The DEIS status of a school will be taken into account in any appeal application.

#### 2. Ombudsman

In the light of amendments to the Ombudsman Act any school taking the view that the Primary Staffing Appeals Board has not applied the appeal criteria fairly to its appeal may submit a complaint to the Ombudsman.

The role of the Ombudsman in relation to any appeal is to review that the Appeal Board dealt with it fairly and in accordance with the appeal criteria. It is not therefore an avenue for schools to seek additional resources.

The Office of the Ombudsman can be contacted [here](#).

### **3. A Board of Management may appeal only once in a particular case**

The Appeals Board's adjudication will be regarded as a final determination in relation to the post(s) and no further appeal in respect of the 2013/14 school year shall be considered.

### **4. Appeal Criteria**

The Appeals Board may determine that a departure from the staffing schedule is necessary in the circumstances outlined at (a) to (f) below

**a) Exceptional accommodation difficulty:**

Where a departure from the staffing schedule is warranted to meet exceptional accommodation difficulties such as schools operating on a split site for a period following amalgamation or prior to the provision of a permanent building. The school must demonstrate to the Board's satisfaction why an additional teaching post is warranted to meet the exceptional accommodation difficulty.

**b) October 2012 enrolment:**

Where the Appeals Board is satisfied, on the basis of verifiable evidence, that the required pupil numbers were enrolled in September\* or October 2012, but due to circumstances outside the control of the school were not enrolled on the 30th September, 2012. However, for staffing purposes, a pupil can be included in the enrolment of only one school in any school year.\*\*

\*A pupil who leaves the school before 30 September and does not return to the school in the school year will not be eligible for consideration under this criterion.

\*\* In the event that the school in which the pupil was enrolled on 30 September can verify that the pupil did not need to be counted for the appointment or retention of a teacher in that school, the Appeals Board will consider allowing the pupil to be counted as part of the enrolment for staffing purposes in the school to which s/he has transferred.

**c) Developing school criteria:**

Where the Appeals Board considers that in relation to the granting of a post under the developing school criterion:

- the projected pupil numbers required to retain the post were enrolled or are likely to be enrolled by December, 2013, but due to circumstances outside the control of the school, were not enrolled as expected on 30 September, 2013. A post allocated by the Appeals Board under this criterion will be sanctioned on a provisional basis subject to confirmation of the required enrolment being achieved before 31 December, 2013.

As with (b) above, for staffing purposes, a pupil can be included in the enrolment of just one school in any school year.

**d) EAL support:**

Where the Appeal Board is satisfied that having considered the circumstances outlined by a school where at least 20% of their total enrolment is made up of pupils that require EAL support (pupils with less than B1 (Level 3) proficiency) **and** having regard to the high number of pupils requiring EAL support, an additional post(s) on a temporary basis may be approved to support the educational needs of such pupils. Schools should note that decisions by the Board based on projected enrolments of EAL pupils are subject to review after 30 September, 2013. This decision may be revised if projected enrolments do not materialise.

**e) Small schools:**

Where, a school with four classroom teachers or less which is losing a mainstream classroom post for the 2013/14 school year as a result of the budget 2012 measures, provides supported evidence that the enrolment will increase sufficiently by 30 September, 2013 to retain the post for the subsequent (2014/15) school year the Appeals Board can allow the school to retain the mainstream classroom post. The relevant thresholds are set out in [Appendix A](#).

For example to remain as a 2 classroom teacher school, the school must provide supported evidence that its 30 September 2013 enrolment will be at least 20 pupils. Schools should show how their enrolment increase will be maintained in the longer term.

or

Where a school with four classroom teachers or less fails to gain an additional post as a result of the implementation of the 2012 budget measures and

- the school is projecting an average class size greater than the general average of 28:1 for the 2013/14 school year and
- can provide evidence that it will gain the additional post for the subsequent (2014/15) school year

the Appeals Board can allow the school to gain a post for the 2013/14 school year.

**f) School losing 3 or more posts:**

If a school is losing 3 or more 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 2014/15 school year on the basis that it is impacting in a particularly adverse manner on a schools' overall allocation.