



**Circular Number: 0017/2021**

**To: The Management Authorities of Recognised Primary Schools and  
Chief Executives of Education and Training Boards (ETBs)**

## **Revision of Grant Rates in 2021 for Boards of Management of Recognised Primary Schools or by ETBs in Community National Schools using Ancillary Services Grant funding**

### **1. Introduction**

The purpose of this circular is to inform management authorities of the revised per capita rate applicable to the Ancillary Services Grant allocated to recognised Primary Schools including Community National Schools for 2021.

### **2. Rate applicable in 2021**

In accordance with the Financial Emergency Measures in the Public Interest Act (unwinding of FEMPI – Public Service Stability Agreement 2018 – 2020), annualised salaries were increased by 2% with effect from 1 October 2020 as outlined in Part A of Circular 0074/2019.

The Ancillary Services per capita grant rate was increased in 2020 to cater for this additional three month cost and is being increased further to provide for the twelve months of this pay increase in 2021.

**Appendix A** of this Circular sets out the revised rates of the Ancillary Services Grant

### **3. The Purpose of the Ancillary Services Grant**

The Ancillary Services Grant is intended to cater for the cost of employing Secretarial and Caretaking staff. This grant is paid to those schools that have not been provided with secretarial and/or caretaking assistance under the 1978/1979 schemes.

If a school has a full-time secretary under the 1978/1979 schemes who is paid directly through the Non-Teaching Staff Payroll operated by the Department, but does not have a caretaker employed under the terms of these schemes, the school is entitled to receive reduced grant assistance in respect of caretaking services.

The same arrangement applies if a school has a full-time caretaker employed under the terms of the 1978/1979 schemes who is paid directly through the Non-Teaching Staff Payroll operated by the Department, but does not have a secretary under these schemes, the school is entitled to receive reduced grant assistance in respect of secretarial services.



The Capitation Grant provided for general running costs and the Ancillary Services Grant provided for Secretarial and Caretaking services may be regarded as a common grant from which the Board of Management can allocate according to its own priorities. Please see Circular 0040/2009 for more information which is available at [Active Circulars - Department of Education](#)

#### **4. Clustering of schools**

In certain areas it may be that schools would wish to cluster with other schools in their locality and use the grant money received by all those schools to employ a person or persons who could undertake secretarial, caretaking or other ancillary work on behalf of all schools in the cluster. The Department would have no difficulty with schools adopting such an approach and it is a matter for schools, in consultation with neighbouring schools, to decide if such a policy is feasible in their own particular circumstances.

The Board of Management of schools who wish to cluster with other schools as outlined above should note the following in relation to ancillary staff working in a number of different schools:

- There must be individual contracts for each school that they are employed in as the Board of Management of each individual school with be the employer.
- There must be individual payslips for each employment.
- The ancillary staff should be paid out of the individual schools bank account. Schools should not share bank accounts in order to pay shared staff.

#### **5. Circulation and Queries**

Please ensure that the contents of this Circular are brought to the attention of all members of the Board of Management and all relevant staff in the school.

This Circular can be accessed on the Department's website at <http://www.education.ie>.

Queries regarding the implementation of this Circular should be addressed to the relevant school management body in the first instance.

**Issued by:** Tom Deegan, Schools Division Financial

**Date issued:** 10 March 2021

## Appendix A

### Revised Rates of Ancillary Services Grant funding to Schools (For payment in March 2021)

#### 1. Mainstream Schools

The Ancillary Services Grant is based on the enrolment figure on 30<sup>th</sup> September in the current school year. The grant paid to a school with an enrolment of equal to or less than 60 pupils is based on a minimum enrolment of 60 pupils, while the maximum grant paid is based on an enrolment figure of 500 pupils.

The standard full rate Ancillary Services Grant is increased by €2.00 from €171 to €173 per pupil.

The standard reduced rate grant is increased by €1.50 from €88 to €89.50 per pupil. (Applicable for schools that have either a secretary or caretaker under the 1978/79 scheme and paid via the payroll operated by the Department.)

#### 2. Special Schools

Special schools are paid the Ancillary Services Grant based on the number of authorised fulltime teaching staff approved by the Department for the school as outlined below.

The maximum grant is paid based on a ceiling of 16 teachers.

No of Teachers	Full Grant	Reduced Grant
1	€12,660	€6,510.00
2	€13,082	€6,727.00
3	€20,256	€10,416.00
4	€27,430	€14,105.00
5	€34,604	€17,794.00
6	€41,567	€21,374.50
7	€48,108	€24,738.00
8	€54,438	€27,993.00
9	€57,392	€29,512.00
10	€64,355	€33,092.50
11	€71,318	€36,673.00
12	€78,281	€40,253.50
13	€85,244	€43,834.00
14	€92,207	€47,414.50
15	€99,170	€50,995.00
16	€105,500	€54,250.00

The revised rates include provision for Employer's PRSI.