**2023/24 School year**

**Application for Language support for New Entrant pupils for the 2023/24 school year**

1. **School details**

|  |  |
| --- | --- |
| **Roll Number** |  |
| **Name and Address**  |  |
| **Name of ETB** **(if applicable)** |  |
| **Contact phone number** |  | **Email****address** |  |

1. **Application for English as an additional Language (EAL) Support for New Entrant Pupils**

 **2023/24 school year only**

An allocation of temporary part-time EAL hours will be provided to schools who have enrolled New Entrant pupils as per **Table 1** below.

(*Note: In line with General Data Protection Regulations personal data of pupils should not be submitted.)*

|  |  |
| --- | --- |
| Number of New Entrant pupils requiring EAL support to which this application refers |  |
| Total New Entrant pupils in the 2023/24 school year currently enrolled in the school |  |

*Boards of Management / ETBs 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.*

1. **Certification of school management**

New Entrant pupils are defined as pupils that have entered the country in the past two years, have an English Language Support requirement and have not received more than 2 years EAL support in schools, inclusive of primary and post-primary schools.

* I certify that the pupils referred to in this form meet the definition of a New Entrant. 
* I certify that the details provided in this form are accurate and complete. 
* I confirm that the pupils referred to above have been entered on POD/PPOD 
* I understand that if pupils referred to in this application leave the school, the temporary part-time allocation will be reviewed and the school’s allocation for EAL may be reduced. 
* I undertake to notify Teacher Allocations if pupils referred to in this application leave the school. 

**Signature of Principal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of**

**Chairperson of BoM / CEO of ETB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_**

Completed application forms to be emailed to:

 Primary Schools - **primarystaffingappeals@education.gov.ie**

Post Primary Schools **- allocations@education.gov.ie**

**Table 1**

Allocation of additional hours for schools to support EAL provision for New Entrant pupils have been enrolled in the school:

|  |  |
| --- | --- |
| **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**  |

Schools may experience short term fluctuations to enrolments of new entrant children that may be impacted by accommodation provision etc.

Notwithstanding this, it is important that schools notify the Department of changes in respect of these pupils without delay. The school’s temporary part-time EAL allocation will be reviewed and, where appropriate, the allocation will be reduced.

Failure to notify the Department of changes in respect of these pupils will result in hours being deducted from your allocation in the current school year.