Appendix F (a)

Application to the Primary Staffing Appeals Board for the 2024/25 School Year

Criterion A – Exceptional Accommodation Difficulties

The Appeals Board will consider applications for mainstream staffing as outlined in Circular 0011/2024, Staffing Arrangements in Primary Schools for the 2024/25 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 Addre	ss: _			
Contact No:				
Email address	S:		 	
School Categ	ory:			
Į	_	Ordinary		
Į	_	Gaeltacht		
Į	_	Gaelscoil		
Į	_	DEIS Urban Band 1		
Į	_	Other		
If "Other" plea	ıse sp	pecify		

1.	Please state the valid enrolment on:				
	30 September 2022				
	30 September 2023				
	30 September 2024*				
	* Use projected figure for appeals submitte	ed to prior to this	date		
_					
2.	State details of staffing posts:				
		2023/24	2024/25		
	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 2024/25
	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 2024/25 school year

Do not include any expected appeal post.

Class Groups	No of Pupils
Total	

Part 2

Criterion A – Exceptional Accommodation Difficulties

Where the Appeals Board is satisfied that the required pupil numbers will be achieved in September 2024 and that, without the allocation of an additional classroom post, the school would find itself in an exceptional accommodation difficulty.

The school must demonstrate to the Board's satisfaction why an additional teaching post is warranted to meet the exceptional accommodation difficulty. All questions below must be completed.

1.	Total (projected) number of pupils on 30 September 2024			
2.	Is the existing accommodation adequate for an additional teacher and class? □ Yes			
	□ No			
3.	Has the Department's Planning and Building Unit in Tullamore, Co Offaly beer contacted by the Board of Management / ETB regarding exceptiona accommodation difficulties? □ Yes			
	□ No			
	If yes please give details:			
4.	Are there any special circumstances pertaining to your school? If so, please give details below together with any other relevant evidence or comments supporting your application. The details should include issues as appropriate such as classroom size, information on split sites e.g. the distance between split sites if any, what activities require pupils to travel between sites and what route intersects the two sites. Maps and/or building plans may be provided to support the application.			

5.	How will the allocation of an additional teaching post improve any of the above exceptional accommodation difficulties?				

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	