Appendix F (e) Application to the Primary Staffing Appeals Board for the 2024/25 School Year

Criterion E – Small Schools

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.

		Roll No:	
School Name:			
School Address: _			
Contact No:			
Email address:			
School Category:			
	Ordinary		
	Gaeltacht		
	Gaelscoil		
	DEIS Urban Band 1		
	Other		

- **1.** Please state the valid enrolment on:
 - 30 September 2022 _____

30 September 2023 _____

30 September 2024*

* Use projected figure for appeals submitted 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	
Total	

Part 2

Criterion E – Small Schools

This appeals criterion is applicable to schools with four teachers or less and they may submit an appeal in either of two instances:

1. Where a school with four classroom teachers or less which is losing a classroom post for the 2024/25 school year provides confirmation that the enrolment will increase sufficiently by 30 September 2024 to retain the post for the subsequent school year (i.e. the 2025/26 school year) the Appeals Board can allow the school to retain the classroom post.

or

2. Where a school with three classroom teachers or less is not gaining a classroom post for the 2024/25 school year but can provide confirmation that it will gain the additional classroom post for the subsequent school year (i.e. the 2025/26 school year), the Appeals Board can allow the school to gain a post for the 2024/25 school year.

or

3. Where a school that is due to have 1 classroom teacher for the 2024/25 school year based on the current staffing schedule but is projecting an enrolment of at least 11 pupils for 30 September 2024 and has at least 6 class groupings, the Appeals Board can allow the school to gain a post for the 2024/25 school year.

Total (projected) enrolment on 30 September 2024:

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