



Circular 0011/2017

## **COMMUNITY AND COMPREHENSIVE SCHOOLS**

### **APPROVED ALLOCATION OF TEACHING POSTS 2017/18 SCHOOL YEAR**

#### **1. Authorised allocation of teaching posts for the 2017/18 school year**

##### **1.1 Education Act**

For the purposes of Section 24(2) of the Education Act 1998 (as amended by the Education (Amendment) Act, 2012), the allocation of teaching posts for the 2017/18 school year is calculated in accordance with the rules outlined in this circular and is based on recognised pupil enrolment on approved courses on 30 September 2016.

##### **1.2 Budget 2017**

###### **(i) Additional allocation to support school leadership**

With effect from September 2017 the equivalent of 170 additional teaching posts are being provided to second level schools with pupil enrolment of 700 or more to enable Deputy Principals to be freed up from teaching time and be more available to assist the school principal with the leadership of the school.

###### **(ii) Improvements in resource provision for the Whole School Guidance Plan – Partial Restoration of resources removed in Budget 2012**

The equivalent of 300 posts were restored in September 2016 by way of a reduction in the PTR. Budget 2017 provided for the restoration of the equivalent of a further 100 posts. In Budget 2012 schools were required to make provision for guidance from the main staffing allocation. With effect from September 2017, two thirds of the number of posts withdrawn from schools in Budget 2012 will have been restored.

The findings of the 2013 [Review of Guidance Counselling Provision in Second Level Schools 2012-2013](#) carried out by the National Centre for Guidance in Education

(NCGE), and a later National Audit conducted by the Institute of Guidance Counsellors (IGC), revealed that overall weekly mean practice hours for guidance were reduced by over 25%, with the reduction particularly experienced in one-to-one guidance counselling hours. This implies that overall on average, schools maintained just under 75% of practice hours. School principals achieved this essentially through a reduction in the range of subjects provided by schools for students and/or by increasing class sizes.

### **Inter school differences in restoration**

While on average the loss for guidance provision is indicated at over 25%, schools have differing deficits to address to bring provision for guidance back to its original level. Schools that sustained a high percentage of provision for guidance throughout recent years should be in a better position to have complete restoration earlier than schools that had to make greater reductions in guidance provision on foot of Budget 2012. Schools that have restored guidance provision should be able to provide redress for some of the impact of the Budget 2012 measure on subject choice or class size, as well as providing for one-to-one guidance counselling and a time allocation for the role in supporting the Student Support Team required under the Action Plan for Education 2017.

### **Whole School Guidance Plan**

Guidance is a whole school activity where each school collaboratively develops a whole-school school guidance plan as a means of supporting the needs of students. It is important that all members of staff fully recognise and ensure that guidance permeates every aspect of school life. Guidance plans should outline the school's approach to guidance generally and how students can be supported and assisted in making choices and successful transitions in the personal and social, educational and career areas. The guidance plan should also distinguish between the competencies available within the school to support a student in situations where referral to the Health services or advising parents on the need to consider individual referral to a medical professional is warranted.

Schools should consider how best to align resource allocation with the objectives of the Guidance Plan. The Board of Management should exercise oversight by reviewing and updating the Plan at regular intervals. Specifically the Board should consider the plan and how it is resourced before it adopts the plan and makes it available to all staff, parents and students. The publications ***Framework for Considering Provision of Guidance in Post-Primary Schools 2012*** (Issued by ACCS, IVEA, JMB and NAPD) [http://www.ncge.ie/uploads/Guidance\\_Framework\\_document\\_May\\_1st\\_2012.pdf](http://www.ncge.ie/uploads/Guidance_Framework_document_May_1st_2012.pdf), the **2013 Wellbeing Guidelines for Post-Primary Schools** <https://www.education.ie/en/Schools-Colleges/Information/Resources-Guidance/Well-Being-in-Post-Primary-Schools-Guidelines-for-Mental-Health-Promotion-and-Suicide-Prevention-2013.pdf> and the **NCGE School Guidance Handbook** <http://www.schoolguidancehandbook.ncge.ie/> should prove useful to Boards in determining the optimum use of the improved teacher allocation.

## Time for individual students

The Minister through this circular requires schools to adjust their Guidance Plans to meet Action 9.1 in [Action Plan for Education 2017](#) which states that the Guidance Plan should “***include specified time allocation for guidance counsellors to be available for one-to-one guidance counselling and time allocation for the role in supporting the organisation and work of the Student Support Team***”

### (iii) Junior Cycle Professional time

Implementation of Junior Cycle reform will be supported through the allocation of individual professional time for teachers. This reflects the commitment under the Framework for Junior Cycle 2015 to provide such support to allow teachers engage in professional collaborative activities to support teaching, learning and assessment. The allocation is intended to support the provision of 22 hours of professional time for full-time teachers directly involved in the delivery of Junior Cycle, in order to avoid reducing overall class contact time for students, with corresponding pro-rata provision made for part-time teachers. The professional time will be made available by the allocation of an additional 550 whole-time equivalent posts to schools. This allocation is shown separately on the staffing schedule for individual schools and equates to the additional allocation which would be provided by a reduction in the Pupil Teacher Ratio of 0.5.

In the case of dual union membership in schools where some teachers are not fully cooperating with the Framework, drawdown should be based on the proportion of teachers that are reported as fully implementing Junior Cycle.

Further information on arrangements relating to professional time is set out in ***Circular 0015/2017 -Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school years 2017/18 and 2018/19.***

## 1.3 Redeployment

- (i) The Public Service Stability Agreement 2013 – 2018 (Haddington Road/Lansdowne Road Agreement) provides protection against compulsory redundancy for staff who are comprehended by the Agreement. The Agreement currently applies to:
- teachers employed in Education and Training Board schools and centres (apart from Designated Community Colleges); and
  - teachers employed in Voluntary Secondary Schools, Designated Community Colleges and Community and Comprehensive Schools who are TUI members and who have identified themselves as such through submission of the “LRA Teacher Consent Form” contained in [Circular 0045/2016](#)

Such teachers have protection against compulsory redundancy and will therefore, where they are nominated as surplus, be entitled to redeployment in the 2017/2018 school year in accordance with the Post Primary Redeployment Scheme.

All other teachers, where they are nominated as surplus, may potentially be liable for compulsory redundancy.

**(ii) Redeployment of teachers in schools with staffing in excess of approved allocation**

For the purposes of the redeployment scheme an excess teacher situation arises when a school has in its employment on 31 December 2016 one or more permanent/CID teachers in excess of its allocation for the 2017/18 school year. Schools which fall into this category were notified of same on 17 January 2017 to enable these schools to start the planning process for the implementation of the redeployment scheme. These schools are now required to identify the individual surplus teacher(s) on Part B Section 4 of Form CC 17/18.

All schools are now required to notify the Director of Redeployment of all teaching vacancies on Part B Section 3 of Form CC 17/18. Additional vacancies that the school authority becomes aware of on or before 31 May 2017 must also be separately notified to the Director on Part B Section 3 of Form CC 17-18 within 5 working days of the vacancy becoming known to the school.

**It is a condition of the subsequent filling of such a vacancy that it is notified to the Director as soon as it arises and as part of this process.**

It is an objective of the redeployment scheme that in any given year it will be finalised by 31 May to facilitate the filling of vacancies.

Any permanent vacancies that become known after 31 May 2017 may be filled only on a temporary basis for the 2017/18 school year.

Boards of Management may commence a recruitment process but **are not permitted to appoint a teacher** to fill a vacancy for the 2017/18 school year until the Department is satisfied that vacant positions are not required for the redeployment of surplus permanent/CID teachers.

**(iii) Redeployment of teachers who qualified for a CID in accordance with Part A of Circular 0024/2015**

Teachers who qualify for a CID in accordance with [Part A of Circular 0024/2015](#) will be liable for redeployment in the following circumstances:

(a) A teacher who has acquired a CID as a result of covering for a teacher on career break or secondment can be nominated for compulsory redeployment immediately prior to the return of the teacher that s/he is covering for.

In this instance, the school management may allow the teacher returning from career break/secondment the opportunity to apply for voluntary redeployment. A voluntary applicant may, subject to certain conditions, be redeployed instead of a compulsory nominee.

(b) A teacher who has acquired a CID under the reduced qualification period of continuous employment or as a result of covering for a teacher on career break or secondment can be nominated as a compulsory redeployment where:

- a subject mismatch exists in a school/ETB – i.e. when a school/ETB has more teaching resources in this teacher’s subject(s) than is required to meet the curriculum needs in the subject(s) in a particular defined school year, **and**
- the school/ETB concludes that this mismatch may be wholly or partially addressed by the redeployment of a teacher or teachers covered by this scheme.

In this instance, the school management may allow teachers of the mismatch subject the opportunity to apply for voluntary redeployment, subject to the curricular needs of the school. A voluntary applicant may be redeployed instead of a compulsory nominee where a suitable vacancy is available and accepted by the applicant.

Schools are required to submit [Form RD3 17-18](#) in each instance.

Please note – as per Paragraph 1.3(i), teachers nominated as surplus may potentially be liable for compulsory redundancy.

#### **(iv) Pilot Voluntary Redeployment Scheme**

A Pilot Voluntary Redeployment Scheme will operate in 2017 in counties Tipperary, Laois, Offaly, Westmeath and Longford.

Details are outlined in [Pilot Voluntary Redeployment Scheme 2017-18](#)

## **2. Approved Teaching Posts on staffing schedule**

### **2.1 Principal/Deputy Principal:**

#### **2.1.1 Principal:**

Each recognised school is allocated a post in respect of a Principal.

#### **2.1.2 Deputy Principal:**

A Deputy Principal post is allocated to each recognised school as follows:

<b>Pupil Enrolment (including PLC)</b>	<b>Deputy Principal Allocation (wtes)</b>
1-150	0.25
151-300	0.50
301-400	0.75
401-699	1
700-899	2
900+	3

## **2.2 Enrolment Based Allocation:**

### **2.2.1 Ordinary Enrolment**

The allocation for Ordinary Enrolment is in respect of the approved enrolment in Junior Certificate, Junior Certificate Schools Programme, Transition Year, Leaving Certificate, Leaving Certificate Vocational Programme (LCVP), Leaving Certificate Applied and Repeat Leaving Certificate.

From September 2017, the PTR for the standard schedule will revert to 19:1 for all free scheme post primary schools.

A ratio of 23:1 is applied in respect of such pupils in all recognised schools outside the free education system.

### **2.2.2 Guidance Provision:**

The table below sets out the basis for calculation of the separate guidance allocation by reference to the approved enrolment, including PLC students.

<b>Category</b>	<b>PTR reduction to restore Guidance Provision</b>				
	<b>2012</b>	<b>2016</b>	<b>2017</b>	<b>Total reduction</b>	<b>PTR 19:1 less reduction</b>
<b>Free Education Scheme - Non DEIS</b>		0.3	0.1	0.4	18.6
<b>Free Education Scheme - DEIS</b>	0.75	0.3	0.1	1.15	17.85
<b>Fee Charging*</b>			0.2	0.2	18.8

\*The PTR reduction for Guidance Provision is by reference to the PTR of 19:1.

### **2.2.3 Junior Cycle Reform:**

The allocation for the Junior Cycle Reform is equivalent to the additional allocation which would be provided by a reduction in the PTR of 0.5. It is calculated by reference to the approved enrolment excluding PLC students as follows:

School Category	Junior Cycle Reform allocation is the difference between:	
	Actual PTR	PTR reduced by 0.5
Free Education Scheme	19:1	18.5:1
Fee Charging	23:1	22.5:1

#### 2.2.4 Special Education Needs:

The new allocation model for Special Education Needs posts has been published by National Council for Special Education (NCSE).

The posts of Learning Language Support and Special Needs will cease at the end of the 2016/17 school year.

The allocation of Special Education Needs posts issued to each school in the initial staffing schedule represents 100% of the school's allocation for the 2017/18 school year.

Full details of the new allocation model are outlined in **Circular 0014/2017**.

#### 2.2.5 Junior Certificate School Programme (JCSP):

An additional 0.25 wte post allocation is granted to each participating school for each group of up to and including 45 recognised pupils participating in the Junior Certificate School Programme (JCSP) subject to a maximum of 135 pupils.

A school is restricted to one group of a maximum 45 JCSP pupils in the year it commences JCSP and in the following two school years.

#### 2.2.6 Leaving Cert Applied (LCA):

All schools running the Leaving Cert Applied (LCA) programme are allocated 0.50 wte post.

#### 2.2.7 Recognised pupils on Post Leaving Certificate (PLC) Programme:

A ratio of 19:1 is applied in respect of pupils enrolled in a PLC programme.

#### 2.2.8 Irish Language:

An additional post is allocated to each designated all-Irish school (School Classification 1).

### **2.2.9 Home School Community Liaison:**

All existing (i.e. pre the launch of DEIS Plan 2017 and publication of the new DEIS schools on 13th February 2017) Urban Primary and Post Primary schools selected to participate in DEIS (Delivering Equality of Opportunity in Schools) have the services of a Home School Community Liaison (HSCL) Coordinator. HSCL Coordinators posts are allocated on a full time basis to a school or on a shared basis between a cluster of schools. In some cases, HSCL posts are shared across primary and post primary level to facilitate HSCL Coordinators working with the families of disadvantaged children. In the case of shared HSCL posts, 1 full post is allocated to the base school which is shared with the other school(s) in the cluster. The base school for the HSCL Coordinator post is the school where the Coordinator is currently employed as a teacher.

Urban Primary and Post Primary Schools included in the list published by the Department on the 13th February 2017 will receive notification later in the year about their HSCL notification. A process has to be commenced with Senior Managers Integrated Services, Tusla, regarding clustering arrangements for both existing ( i.e. pre announcement of 13th February 2017) and new Urban Primary and Post Primary schools announced on the 13th February.

### **2.2.10 Language Support (EAL):**

The Learning/Language Support allocation for post primary schools, since 2012/13, has contained an element of provision for all schools to be able to provide additional teaching support for literacy issues arising from English as an Additional Language (EAL) needs.

The new Special Education Needs allocation retains and reflects this provision and provides that all schools will have a basic allocation to assist pupils who have learning and literacy difficulties, including those arising from EAL needs.

Alleviation measures were put in place in the 2012/13 school year for schools with a high concentration of language support (EAL) pupils. These schools will continue to receive this allocation in 2017/18.

Schools where a significant number of the total enrolment is made up of language support (EAL) pupils with less than B1 (Level 3) proficiency can make an appeal to the Independent Post Primary Teachers Appeals Board for additional resources by submitting Form AP 17/18.

### **2.2.11 Resource:**

These posts were allocated in previous years to some schools to support special classes/groups with identified special needs. This allocation will continue in 2017/18.



### **2.2.12 Learning Language Support (Travellers):**

Alleviation measures were put in place in the 2011/12 school year for schools with a high concentration of Traveller pupils. These schools will continue to receive this allocation in 2017/18.

### **2.2.13 Co-Educational single catchment area:**

These schools were allocated an additional 0.5 wte post in the 2010/11 school year to enable the schools to maximise the range of subject choice available to their pupils. These schools will continue to receive this allocation in 2017/18.

### **2.2.14 School Co-Operation:**

A small number of permanent posts were allocated in the 2010/11 school year to schools that joined together with other local post primary schools to increase subject choice in an area. These schools will continue to receive this allocation in 2017/18.

### **2.2.15 Programme Coordinator:**

Where a school has students enrolled in a JCSP, Transition Year, LCVP or LCA programme, school authorities will receive an allocation of teaching hours based on the total enrolment in all programmes and in accordance with the terms of **Circular Letter PPT 18/02**. The teaching hours will be allocated as follows:

<b>No of Pupils</b>	<b>WTE allocation</b>
1-59	0.09
60-99	0.14
100-139	0.18
>140	0.27

### **2.2.16 Chaplain:**

Community and Comprehensive schools whose patron includes a religious authority are allocated an ex-quota Chaplain post which is filled on the nomination of the relevant religious authority. The Chaplain should be clearly identified on the CP1 form.

## **3 Accuracy of data on initial schedule:**

Every effort has been made to ensure that the base data used to produce this allocation is accurate.

**On receipt of the initial schedule**, the school authority should satisfy itself that the data is correct and reflects the returns already made by the school in respect of its students and teachers.

Inaccuracies in the enrolment and allocation details are to be notified **immediately** to:

**Enrolment** - [p\\_podhelpdesk@education.gov.ie](mailto:p_podhelpdesk@education.gov.ie)

**Allocation** - [allocations@education.gov.ie](mailto:allocations@education.gov.ie)

Adjustments to the enrolment or allocation records as a result of revised information received will be notified to schools in May with the Curricular Concession decisions.

## **4 Requests for adjustment to the teacher allocation**

Requests for adjustment to the teacher allocation for curricular concessions and/or projected increased enrolment will be considered by the Department. Any such requests should be made **on or before Friday 24 March 2017** except in the case of appeals where the closing date is Friday 12 May 2017 (see paragraph 7). Please note that the allocation of hours/posts under these circumstances will be filled, where possible, through redeployment.

### **4.1 Short term support (Curricular Concession) for teaching in specific curricular areas:**

A school affected by unexpected skills shortfalls which it has not been in a position to resolve through school planning and management processes may apply for additional staffing as a short term support of [Part A Section 1 of Form CC 17-18](#).

Guidelines in respect of any such applications are set out in Appendix 2 of this circular.

### **4.2 Projected increase in enrolment which cannot be served within the approved allocation:**

Applications (on [Part A Section 2 of Form CC 17-18](#)) will be considered on the basis of 95% of the projected total enrolment. Schools will be notified in April if any additional allocation is warranted by the projected numbers but additional allocations will not be sanctioned until the actual enrolment is confirmed.

**No contracts should be entered into with teachers in respect of projected enrolment until such time as the school authority is satisfied that the increased enrolment has fully materialised.** Enrolment figures will be reviewed in September and the allocation granted based on 95% of the total actual September 2017 enrolment.

**Any deliberate overstatement of student numbers for the purpose of claiming additional resources from the Department will be referred to An Garda Síochána and may result in criminal prosecution.**

## 5. Completion of Forms CP1

It is necessary to clearly establish the school's teaching staff appointments position for the 2017/18 school year. A standard Form CP1 has been issued to all schools which shows the current appointments position.

Schools are required to identify on Form CP1 teachers who, in the 2017/18 school year, will:

- Resign/retire (confirm date)
- commence, continue or end career break, jobsharing or secondment arrangement
- qualify for CID (confirm hours)

The completed form must be returned to the Department **on or before Friday 24 March 2017**.

## 6. Contracts of Indefinite Duration (CID)

Schools are required to apply for Department sanction for the award of a Contract of Indefinite Duration (CID) in respect of a teacher who is deemed to be eligible for the award of a CID in the 2017/18 school year. Refer to [Circular 0045/2016](#) for information regarding eligibility for a CID. Applications must be made on:

- [Form CID 13A - For the award of a CID for the first time](#)
- [Form CID 13B - For the award of a further CID](#)

### **Form H22 – Application for full salary for a teacher with a CID for 18 hours or more**

Where a teacher has a CID of 18 hours or more, s/he may apply to be timetabled for up to 22 hours in accordance with [Circular 0011/2009](#).

The Form H22 is to be submitted, where applicable, with the application form **CID 13A** or **CID 13B**.

## 7. Appeals against decisions by the Department regarding initial or additional allocations

The Post Primary Appeals Board, which operates independently of the Minister and the Department, will consider appeals from a school/ETB in regard to teacher allocations for the 2017/18 school year under the following criteria:

- The Department's decision on the school/ETB's application for curricular concessions;
- The allocation for language support (EAL) pupils with less than B1 (Level 3 proficiency).

The Board will only consider appeals made by the relevant school management authority on Form AP 17-18 and the Board's decision is final.

Applications must be submitted on [Form AP 17-18](#) by **Friday 12 May** to:

**The Secretary  
Independent Appeals Board  
c/o Post Primary Teacher Allocations Section  
Department of Education and Skills  
Cornamaddy  
Athlone  
Co Westmeath  
N37 X659**

## **8. Forms**

A list of the associated forms (with relevant links) and the relevant closing dates for receipt of application are set out at Appendix 1.

Paraic Joyce  
Principal Officer  
Post Primary Teacher Allocations Section

February 2017

## Appendix 1

### List of Forms and Closing Dates – 2017/18

Form	Purpose of each form	Closing Date for receipt of completed form(s) in the Department
<b>CP1</b>	<p>School appointments position at date of initial allocation i.e. list of teachers currently on Department payroll.</p> <p>Please state in the comment column if a teacher is retiring, resigning, on secondment, availing of career break, job sharing or qualifying for a CID.</p> <p>Where a teacher is on career break or secondment, state the number of years, ie “Career Break, Year 3”</p>	<b>Friday 24 March 2017</b>
<a href="#"><u>CC 17- 18</u></a>	<p>Part A</p> <p>Section 1 - Application for additional teaching support for essential Curriculum Needs (Curricular Concessions)</p> <p>Section 2 - Confirmation of projected enrolment for the 2017/18 school year</p> <p>Part B</p> <p>Section 3– Confirmation of all vacancies for the 2017/18 school year</p> <p>Section 4- For completion by schools where a surplus teacher is nominated for compulsory redeployment</p> <p>Section 5 – For completion by schools where a teacher is nominated for redeployment in accordance with Circular 0024/2015</p> <p>Part C – Certification by School Authority</p>	<b>Friday 24 March 2017</b>
<a href="#"><u>RD1 17-18</u></a>	<p>Application from a Permanent/CID teacher for redeployment in accordance with the post primary redeployment schemes</p> <ul style="list-style-type: none"> <li>• nominated for compulsory redeployment</li> <li>• applying for voluntary redeployment</li> </ul>	<b>Friday 24 March 2017</b>
<a href="#"><u>RD3 17-18</u></a>	<p>Declaration by a school where a teacher was awarded a CID under Circular 0024/2015 and:</p> <ul style="list-style-type: none"> <li>• the teacher s/he was replacing is returning from career break or secondment, <u>or</u></li> <li>• a curricular mismatch exists in his/her subject(s)</li> </ul>	<b>Friday 24 March 2017</b>
<a href="#"><u>RD10</u></a>	<p>Form to be completed by a teacher nominated for redeployment where s/he considers that the process and procedures set out in the redeployment agreement were not complied with</p>	<b>Friday 24 March 2017</b>

<a href="#"><u>Pilot Vol RD1 17-18</u></a>	Application for pilot voluntary redeployment scheme 2017/18	<b>Friday 24 March 2017</b>
<a href="#"><u>CID 13A</u></a>	Application for the award to a teacher of a Contract of Indefinite Duration (CID) for the first time	<b>Friday 24 March 2017</b>
<a href="#"><u>CID 13B</u></a>	Application for the award to a teacher of a further Contract of Indefinite Duration (CID)	<b>Friday 24 March 2017</b>
<a href="#"><u>H22</u></a>	Application for full salary for a teacher with a CID for 18 hours or more (to be submitted, where applicable, with Form CID 13A or CID 13B )	<b>Friday 24 March 2017</b>
<a href="#"><u>AP 17-18</u></a>	Application, by School/ETB, to Independent Appeals Board to appeal: <ul style="list-style-type: none"> <li>• The Department's decision on curricular concessions;</li> <li>• The allocation for language support (EAL) pupils with less than B1 (Level 3 proficiency).</li> </ul>	<b>Friday 12 May 2017</b>

## Appendix 2

### Additional Teaching Support for essential curriculum needs (Curricular Concessions)

#### Guidelines

#### 1. Introduction

Each school management authority is required to organise its curriculum, teaching timetable, subject options and guidance provision having regard to pupils' needs within the limits of the approved normal staffing allocation made in accordance with criteria and policies determined by the Minister for Education and Skills.

A school authority may occasionally encounter a sudden and unanticipated difficulty within the normal staffing allocation (which it is not in a position to immediately resolve through its school planning and management processes) in meeting essential curricular commitments for students to be able to continue the study of a particular subject to the end of their programme. In such circumstances, a school authority may submit an application for curricular concession(s) as a short-term support. It is expected that, other than in exceptional circumstances, this will only arise where a school is in a developing or declining enrolment situation.

#### 2. School Management Review – Prior to making an application for a Curricular Concession

Before deciding that it is necessary to apply for a curricular concession(s) a school authority must first:

- (a) Conduct a comprehensive review of curricular planning and staff deployment (curricular audit) to ascertain if the curricular needs of the school can be met within the normal staffing allocation for 2017/18 and in the medium term to 2018/19.
- (b) Ensure that all approved teaching posts are fully utilised and timetabled.
- (c) Consider the options of inter-school co-operation at local level in the sharing of existing teaching staff and resources, especially in regard to minority subjects in order to provide efficient and effective educational services to the locality.

#### 3. Application for Curricular Concession(s)

If, following a review by the school authority, a school still feels it is necessary to apply for a curricular concession(s) they should complete the application on [Part A Section 1 of Form CC 17-18](#) and send two typed copies to: Post Primary Teacher Allocations Section, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659.

**The closing date for receipt of applications is Friday 24 March 2017.** School authorities should retain proof of postage. Late applications will only be accepted in exceptional circumstances.

Applications should clearly:

- (a) Demonstrate how the management authority has engaged in effective school planning and staff deployment.
- (b) State that short-term support is needed - normally for 1 school year, but not exceeding 2 – 3 school years, to enable a school authority respond to identified curricular problems.
- (c) Outline, if applicable, any particular requirements of small stand-alone schools, potential for curricular needs to be met through inter school co-operation arrangements with neighbouring schools and exceptional factors, such as temporary accommodation difficulties.

Applications on [Part A Section 1 of Form CC 17-18](#) should only relate to curricular concessions. Applications cannot be made in respect of additional allocations other than in accordance with general policy. In addition, curricular concessions may not be sought to enable schools to retain or develop a curricular provision that cannot be sustained within enrolments, staffing entitlements and school plans.

Only one application per school authority may be made for the 2017/18 school year. Schools are requested to **submit 2 typed copies of the application form**.

**The Department will notify decisions to School Authorities in April 2017.**

#### **4. Appeals Procedure**

If a School Authority is not satisfied with the decision of the Department in regard to its application for a curricular concession, the Authority may submit an appeal to the independent Appeals Board on [Form AP 17-18](#) – see Section 7 of **Circular 0011/2017 - Approved Allocation of teaching posts 2017/18 school year in Community and Comprehensive Schools**.