

## Appendix F

# APPLICATION TO THE PRIMARY STAFFING APPEALS BOARD 2016/17 SCHOOL YEAR

The Appeals Board will consider applications for mainstream staffing as outlined in Circular 0007/2016, Staffing Arrangements in Primary Schools for the 2016/17 school year.

**Part 1** must be completed for all appeals.

The relevant criterion of **Part 2** which relates to the school's appeal must be completed and authorised by the Chairperson before submission to the Department.

**Part 3** allows for any further information relevant to the appeal to be submitted.

### Part 1 - Section 1

#### **School Name & Address:**

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Phone No: \_\_\_\_\_

Email address: \_\_\_\_\_

Roll No : \_\_\_\_\_

#### **School Category:**

- Ordinary
- Gaeltacht
- Gaelscoil
- DEIS Urban Band 1
- Other

If "Other" please specify \_\_\_\_\_

## Part 1 – Section 2

**1. State details of staffing posts:**

	<b>2015/16</b>	<b>2016/17</b>
<b>Post Type</b>	<b>No of Posts</b>	<b>No of Posts</b>
Total Full-Time Teaching Posts including Principal		
<b>Breakdown of Teaching Posts as follows:</b>		
Principal		
Mainstream Class Teacher(s) including developing post(s)		
GAM/EAL post		
Resource Post for Special Needs Pupils (Low Incidence Disabilities)		
Special Class Teacher (exact category)		
EAL Language Support Post		
Other Teaching Posts (give details)		

**2. Please state the (projected) enrolment breakdown for each grade for the 2016/17 school year:**

<b>Grade</b>	<b>No of Pupils</b>
Junior Infants	
Senior Infants	
First Class	
Second Class	
Third Class	
Fourth Class	
Fifth Class	
Sixth Class	
Special Class (if any)	
<b>Total</b>	



**5. Please tick to indicate under which grounds the appeal is being made:**

- (a) Exceptional accommodation difficulties  
(Please complete Section 1 below)
- (b) Additional enrolments in October 2015  
(Please complete Section 2 below)
- (c) Developing post based on additional enrolments after 30 September 2016 (only considered at October 2016 Appeals Board Meeting)  
(Please complete Section 3 below)
- (d) English as an additional language teaching posts  
(Please complete Section 4 below)
- (e) Small schools  
(Please complete Section 5 below)
- (f) School losing 3 or more posts  
(Please complete Section 6 below)
- (g) Alleviating some of the pressure on class sizes at infants level for schools  
(Please complete Section 7 below)

**Please forward the completed form to:**

**Secretary, Primary Staffing Appeals Board, Primary Allocations Section,  
Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659**

## Part 2 – Section 1

### Criterion A – Exceptional Accommodation Difficulties

**Do not submit this part of the form unless you are appealing under this criterion**

Where a departure from the staffing schedule is warranted to meet **exceptional accommodation difficulties**, such as schools operating on a split site for a period following amalgamation or prior to the provision of a permanent building.

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. Is the existing accommodation adequate for an additional teacher and class?  
 Yes  
  
 No
  
2. Has the Department's Planning and Building Unit in Tullamore, Co Offaly been contacted by the Board of Management regarding exceptional accommodation difficulties?  
 Yes  
  
 No

If yes please give details:

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3. Are there any special circumstances (e.g. split campus site) pertaining to your school? If so, please give details below together with any other relevant evidence or comments supporting your application. As appropriate, the details should include issues such as the distance between the split sites, 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.

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

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I hereby certify that the details completed in **Part 1 and Part 2 Section 1** are true and correct.

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

**Part 2 – Section 2**

**Criterion B – Additional Enrolments in October 2015**

**Do not submit this part of the form unless you are appealing under this criterion**

Where the Board is satisfied, on the basis of verifiable evidence, that the required pupil numbers were **enrolled in September or October 2015**, but due to circumstances outside the control of the school were not enrolled on the 30th September, 2015\*. For staffing purposes, a pupil can be included in the enrolment of only one school in any school year\*\*.

The school making the appeal should enclose copies of the school enrolment records showing the precise date of enrolment and date of birth of the pupil(s) in question.

- 1. Valid enrolment for 30 September 2014 \_\_\_\_\_
- 2. Valid enrolment for 30 September 2015 \_\_\_\_\_

3. Is this less than the number of pupils enrolled earlier in September 2015?

Yes  No

If yes, please state the reasons why

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4. Number of pupils who enrolled in October 2015 (if any): \_\_\_\_\_

Please state the reasons for pupil enrolment in October 2015 (if any):

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Were all children enrolled over 4 years of age?

- Yes
- No

5. Were any pupils retained to repeat classes?

- Yes If yes, please state number retained: \_\_\_\_\_  
 No

If "Yes" in respect of 6 above, the terms of Section 5.1 of Primary Circular 11/01 (Retention of Pupils in Primary Schools) may apply in that some or all of the pupils may be discounted for determining eligibility towards valid enrolment.

(5.1 Circular 11/01 - In the event that a school were to continue the practice of enrolling pupils in a repeat class after the 1<sup>st</sup> September 2001 the Department will discount the pupils in such classes for the purpose of determining the valid enrolment of the school. Capitation and other grants in respect of such pupils shall not be paid.)

6. Please note that if pupil(s):

- That were previously enrolled in another school on 30 September 2015 are being counted as part of this appeal, a letter from the previous school verifying that those pupils were not required to be counted as part of the school's valid enrolment for the appointment or retention of a teacher must be included with the Appeal.
- Were not enrolled in any other school on 30 September 2015, a letter from the child's parent/guardian stating this should be provided.

Please tick the box if this applies in your case.

\* A pupil who leaves the school before 30 September and does not return to the school in the school year will not be eligible for consideration under this criterion.

\*\*In the event that the school in which the pupil was enrolled on the 30 September 2015 can verify that the pupil did not need to be counted for the appointment or retention of a teacher in that school, the Appeal Board will consider allowing the pupil to be counted as part of the enrolment for staffing purposes in the school to which s/he transferred.

I hereby certify that the details completed in **Part 1 and Part 2 Section 2** are true and correct.

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Part 2 – Section 3**

**Criterion C – Developing Post based on Additional Enrolments after 30 September 2016**

**(For October Appeals Board Meeting Only)**

**Do not submit this part of the form unless you are appealing under this criterion**

This criterion applies only to those schools provisionally sanctioned for a developing post(s) which did not reach sufficient enrolments on 30 September 2016 to retain the post. **As this criterion relates to verification of actual enrolment on 30 September 2016, the Appeals Board can only consider appeals under this criterion at the October Appeals Board meeting.**

Where the Board considers that, in relation to the granting of a post under the developing school criterion, the projected pupil numbers required to retain the post were enrolled or are likely to be enrolled by the last day of term in December 2016, but due to circumstances outside the control of the school were not enrolled as expected on 30 September 2016.

A post allocated by the Board under this criterion will be sanctioned on a provisional basis subject to confirmation of the required enrolment being achieved by the last day of term in December 2016.

1. Required enrolment on 30 September 2016 for retention of developing post: \_\_\_\_\_
  
2. Enrolment achieved on 30 September 2016: \_\_\_\_\_
  
3. Why was the required enrolment as projected not achieved on 30 September 2016?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Provide details of the pupils expected to enrol and reason they were not enrolled in school on 30 September 2016:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



5. In relation to each pupil who will be enrolled after 30 September and who are being counted as part of this appeal the following must be provided:

- A letter from the school(s) where the pupil(s) was previously enrolled in on 30 September 2016 verifying that he/she is not required to be counted as part of the school's valid enrolment for the appointment or retention of a teacher. For staffing purposes a pupil can be included in the enrolment of just one school in any school year. The Appeal Board will consider allowing the pupil to be counted as part of the enrolment for staffing purposes in the school to which s/he transferred.

**or**

- A letter from each child's parent/guardian stating that the child was not enrolled in any other school on 30 September 2016.

I hereby certify that the details completed in **Part 1 and Part 2 Section 3** are true and correct.

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## Part 2 – Section 4

### Criterion D – English as an Additional Language (EAL) Teaching Posts

**Do not submit this part of the form unless you are appealing under this criterion**

Where at least 20% of the total enrolment of the school is made up of pupils that require **EAL (English as an additional language)** support (pupils with less than B1 (Level 3) proficiency), the BOM can lodge an appeal for a review of the proposed allocation for pupils requiring EAL support.

Having considered the circumstances outlined by the school and having regard to the high number of pupils requiring EAL support, additional post(s) may be approved to meet the educational needs of such pupils.

1. Total (projected) number of all validly enrolled pupils  
(EAL and other pupils) on 30 September 2016:
  
2. Total (projected) number of validly enrolled pupils on 30 September 2016 with less than B1 (level 3) proficiency who will have received **less than 1 year** EAL support by 31 August 2016:
  
3. Total (projected) number of validly enrolled pupils on 30 September 2016 with less than B1 (level 3) proficiency who will have received **between 1 and 2 years** EAL support by 31 August 2016:
  
4. Total (projected) number of validly enrolled pupils on 30 September 2016 with less than B1 (level 3) proficiency who will have received **more than 2 years** but less than 3 years EAL support by 31 August 2016:
  
5. Number of pupils with less than B1 (level 3) proficiency who (will) have received **3 years or more** EAL support by 31 August 2016:

6. If relevant, please explain the reason for claiming EAL support in respect of more pupils for the 2016/17 school year than for the previous school year.

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7. Please outline the particular circumstances to support the school's application for additional post(s) and the manner in which existing teaching posts are being utilised.

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I hereby certify that the details completed in **Part 1 and Part 2 Section 4** are true and correct.

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## **Part 2 – Section 5**

### **Criterion E – Small Schools**

**Do not submit this part of the form unless you are appealing under this criterion**

As part of Budget 2012 measures, the pupil thresholds in small schools were increased. This appeals criterion is applicable to these schools 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 2016/17 school year provides supported evidence that the enrolment will increase sufficiently by 30 September 2016 to retain the post for the subsequent school year (i.e. the 2017/18 school year) the Appeals Board can allow the school to retain the classroom post. The relevant retention thresholds are set out in Appendix A.

or

2. Where a school with three classroom teachers or less is not gaining a classroom post for the 2016/17 school year but can provide evidence that it will gain the additional classroom post for the subsequent school year (i.e. the 2017/18 school year), assuming no change in the staffing schedule the Appeals Board can allow the school to gain a post for the 2016/17 school year. The relevant appointment thresholds are set out at Appendix A.

Please ensure that you have completed Part 1, Section 2 of this form which outlines the projected breakdown of staffing for the school year 2016/17.

Total (projected) enrolment on 30 September 2016 : \_\_\_\_\_

I hereby certify that the details completed in **Part 1 and Part 2 Section 5** are true and correct.

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Part 2 – Section 6**

**Criterion F – School losing 3 or more posts**

**Do not submit this part of the form unless you are appealing under this criterion**

Where a **school is losing 3 or more posts**, an application can be made to the Staffing Appeals Board with a view to seeking to have a portion of the loss in posts deferred to the 2017/18 school year on the basis that it is impacting in a particularly adverse manner on a school’s overall allocation.

Please ensure that you have completed Part 1, Section 2 of this form which outlines the projected breakdown of staffing for the 2016/17 school year.

Briefly outline how your school meets the above criterion.

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I hereby certify that the details completed in **Part 1 and Part 2 Section 6** are true and correct.

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_



Schools are required to ensure that the number of pupils in any class is kept as low as possible and to use their autonomy, where possible, to implement smaller class sizes for infant classes. Please state below the key steps your school is taking, in particular for infant classes, in order to comply with this requirement for the 2016/17 school year:

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I hereby certify that the details completed in **Part 1 and Part 2 Section 7** are true and correct.

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

