



To: Primary School Authorities

Additional School Accommodation

Guidelines

Please return completed application form to:

School Capital Appraisal Section,
Department of Education and Skills,
Portlaoise Road,
Tullamore,
Co. Offaly.



Introduction

The Department of Education and Skills provides grant-aid towards the provision of additional school accommodation where an absolute need is demonstrated and the need is immediate and **either rental of temporary accommodation, purchase of prefabricated accommodation or construction of accommodation is the appropriate solution.**

This situation generally arises

- to cater for the accommodation needs of newly recognised schools;
- to cater for a school's accommodation requirements where an additional teaching post has been sanctioned by Teacher Allocation Section and all available alternative accommodation within the school is already being used for classroom purposes;
- where a major building project is in the pipeline and a short term accommodation problem has arisen.

As soon as the Board of Management becomes aware that additional school accommodation will be required for the following school year they should complete the Additional School Accommodation Application form (Form ATSA) and submit to the Department immediately.

How to apply for additional temporary school accommodation

Application forms for additional school temporary accommodation (Form ATSA) are available on the Department's website www.education.ie

Applications for additional temporary school accommodation must be made by the school authorities on the official application form.

Completed forms should be submitted by post as soon as the school authority is aware that there is a need for additional temporary school accommodation. The application form must be fully signed off by the relevant representatives of the school authority.

Responsibilities of Board of Management (BOM)

- **To complete and submit Form ATSA based on future accommodation requirements as soon as the BOM becomes aware that the current accommodation will not meet its next school year's accommodation requirements.**
- The BOM must satisfy itself as to the **suitability for school purposes** of the accommodation proposed. The Board is also responsible for compliance with all regulatory requirements, including planning regulations, health and safety standards, building control regulations etc. The Board is advised to undeATSAke the preparatory work

required for the **application for planning permission** at an early date so as to minimise delay if/when sanction for additional temporary school accommodation is given.

- All accommodation must be fully compliant with the Department of Education and Skills' Technical Guidance Document TGD 001 with regard to mechanical and electrical services. This document can be located on the Department's website at www.education.ie
- The BOM must ensure that **best value for money** has been obtained.
- The BOM must satisfy itself that any **insurance** policy affected by it will provide adequate provision against liability for injury to pupils and staff who will use the temporary premises.
- Supply copy of the enrolment policy

School Capital Appraisal Section
June, 2012