



An Roinn Oideachais
agus Scileanna
Department of
Education and Skills

**Application Form for Additional School
Accommodation for POST PRIMARY SCHOOLS
Form ASA**

*(This form must only be completed in respect of urgently
required additional school accommodation)*

1. BASIC SCHOOL DETAILS

1.1

School Name:			
Address:			
County:		Eircode:	
School Roll No 	School Telephone No 	School e-mail address 	
Principal's Name			

1.2 Please give details of contact person

Name	
Role in school	
Phone number	

Portlaoise Road, Tullamore, Co. Offaly
Telephone 057 9324300

Application for grant aid towards additional school accommodation
Schools Capital Appraisal Section, Planning & Building Unit, Department of Education and Skills

2. APPLICATION DETAILS

2.1 Give details of accommodation for which grant-aid is being sought
(e.g. prefabricated structure, existing premises, new build etc)

2.2 Date from which accommodation is required

(DD / MM / YYYY)

2.3 Indicate why additional accommodation is required
(e.g. new appointment, replacement etc)

Site Details

2.4

Please submit a Site Map with boundary outlined in red.	
Who owns the site?	
Size of site (approx.)	_____ Hectares or _____ Acres
If a new build or prefabricated structure is considered the appropriate solution is there sufficient space on site, if sanctioned?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Status of School Provision

2.5

Recognition:	Temporary <input type="checkbox"/> Permanent <input type="checkbox"/>
Has an application for a building project been submitted to the Department?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the school on either the 5 Year or 6 Year Building Programme?	5 Yr <input type="checkbox"/> 6 Yr <input type="checkbox"/> Neither <input type="checkbox"/>
If a building project is ongoing please state estimated completion date?	DD / MM / YYYY /

3. ENROLMENT DETAILS

3.1

Current enrolment as at 30 September 20__ (as per October Returns)	
Projected enrolment September 20__	
Projected enrolment September 20__	

4. TEACHING STAFF :

In certain circumstances, the Department may request the following additional information from the school;

- 4.1. Copy of Teacher Allocation form.
- 4.2. Classroom Timetables for School.

5. SCHOOL ACCOMMODATION DETAILS

5.1 Please give details of existing accommodation and current use
(attach an additional sheet if necessary):

M ²	Actual size m ²		Number of permanent classrooms		Current use of each room as applicable						
<40											
≥40<50											
≥50											
	Actual size m ²		No. of prefabricated / portacabin classrooms		Current use of each		Monthly rent (if applic)		Name of landlord/ supplier		
<40											
≥40<50											
≥50											

5.2 Other accommodation *not included in previous table.*

Please **enter m²** (If rented please give details):

	m ²	Rental Details (if applicable)
Principal's Office		
General Office		
Staff Room		
Multi-purpose Room		
GP Room		
Library		
Others (Please specify)		

5.3 Does the school currently have a universal access toilet? Yes No

5.4 If the school uses any other premises please give details:

M ²	Details	Current use of each	Monthly rent (if applicable)

5.5 Is there a pre-school or other user operating from the school premises or located on the school site? Yes No

If yes, please give details including arrangements between school and pre-school/other operator.

M ²	Permanent or prefab	Current Use	Previous use of area	Monthly rent received (if applicable)

Please submit the additional information;

- ✓ A complete current accommodation inventory, including room sizes ([Appendix B Form which is available on the website](#))
- ✓ A set of up-to-date Floor Plans with the identities and dimensions for all spaces (metric) - ideally these should be architectural drawings. These must correspond with Appendix B Form.
- ✓ Ordnance Survey Map showing school site.

6. Additional Information

Any additional supporting documentation must be securely attached to the back of the application form and listed below. This page can also be used for any other information relevant to the application.

Attachments Enclosed

Site Map

Enrolment Policy

Appendix B with corresponding Floor Plans (form available in website)

Other Relevant Information

Please note:

- **Information provided is subject to the Freedom of Information Act 2014**
- **A copy of the enrolment policy of your school must be included with this application (see section 15 (2)(d) of the 1998 Education Act).**

DECLARATION AND CERTIFICATION

We hereby apply for grant-aid for towards the additional school accommodation as described in Section 2: Application Details.

We are aware of and agreeable to the condition that if this application is successful and results in the provision of capital funding; that this funding must be secured legally.

In accordance with Section 15 of the Education Act 1998, we certify that this Board of Management has consulted with the Patron/Trustees. We confirm that, where applicable:-

- (i) the application has the approval of the Patron/Trustees
- (ii) the application has the support of the Board of Management
- (iii) the proposed project is to be carried out within the confines of the vested school area.

We certify that all of the information given in this application is true and complete to the best of our knowledge and any material change in circumstances will be **notified immediately** to the School's Capital Appraisal Section of the Department of Education and Skills.

We understand and declare that this application is made subject to contract and does not constitute, form part of or give rise to an agreement or contract with the Minister for Education and Skills.

CEO Name: _____ (block letters) **CEO of**
_____ **Education & Training Board**

Roll Number _____.

Signed: _____ **Date:** ___/___/20___

or

Chairperson's Name: _____ (block letters) **Chairperson,**
Board of Management of _____

Roll Number _____.

Signed: _____ **Date:** ___/___/20___

and

Principal's Name: _____ (block letters) **Principal**
of _____

Roll Number _____.

Signed: _____ **Date:** ___/___/20___