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An Roinn Oideachais  
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Department of  
Education and Skills

## Frequently Asked Questions on Circular 0018/2020

### Staffing arrangements in Primary Schools for the 2020/21 school year

March 2020

This document should be read in the context of Circular 0018/2020.

#### Allocations

**1. Will the Department be writing to my school in relation to its staffing for the 2020/21 school year?**

Circular 0018/2020 is the Department notification to all schools regarding their staffing levels for the 2020/21 school year. Schools are required to comply with the arrangements in the Circular without an individual letter being sent to each school from the Department.

**2. How many mainstream classroom posts is my school entitled to?**

Check the schedule appropriate to your school at Appendix A of Circular 0018/2020 using the school enrolment at 30<sup>th</sup> September 2019 to find out how many mainstream classroom teachers your school will have for the 2020/21 school year.

School management should note that additional teaching resources that are allocated to schools, e.g. Special Education Teacher, full-time EAL posts, etc, cannot be used for mainstream class teaching or to reduce the pupil-teacher ratio in mainstream classes but should be deployed to provide the specific support as allocated.

**3. My school will have a significant increase in enrolments for the coming school year. Is there any provision for this?**

Schools that project a significant increase in enrolments for September 2020 may apply for developing school status. The criteria and application arrangements for this are set out at Section 1 of Circular 0018/2020.

- 4. What is the process if there is a teacher in my school that was awarded a CID in or before the 2019/20 school year?**

The CID Declaration Form20 (Appendix G) must be completed and submitted to the Primary Allocations Section by 27<sup>th</sup> March 2020.

- 5. What is the process if there is a teacher in my school due to be awarded a CID from the commencement of the 2020/21 school year?**

Form CIDApp(20/21) must be completed and forwarded to the Primary Allocations Section by 27<sup>th</sup> March 2020.

## **Special Education Teacher Allocation**

- 1. How will I know my Special Education Teacher allocation?**

Schools have been informed of their allocation by the NCSE. Appendix C of Circular 0018/2020 sets out the full-time posts, shared posts and part-time hours in each school.

- 2. What do I do if I think that the Special Education Teacher allocation for my school set out is incorrect?**

Schools have been informed of the process for appealing their Special Education Teacher allocation by the NCSE.

- 3. My school is newly established/newly amalgamated for the 2020/21 school year. Will the school get a Special Education Teacher allocation?**

The allocation for new schools and newly amalgamated schools will be calculated by Special Education Section.

- 4. My school was in a SET clustering arrangement for the 2019/20 school year. What happens to this cluster arrangement?**

The cluster your school had for the 2019/20 school year remains in place for the 2020/21 school year.

- 6. If my school has part-time hours and is now able to form a full-time cluster post with another school(s), what should I do?**

The base school for your cluster must complete FormS.E.T.Cluster20 at Appendix D of Circular 0018/2020, which is the notification to the Department giving details of your school and any others in the cluster. All schools in the cluster must sign the form before it is submitted, by the base school, to the Department. The form must be submitted by 27<sup>th</sup> March 2020.

- 6. My school has a high concentration of pupils that require EAL support. What are the arrangements for language support for those pupils?**

A Special Education Teacher allocation is made to all schools. Schools have autonomy on how to deploy the allocation between learning support and language support.

Schools with permanent EAL post(s) in the 2019/20 school year will retain these post(s) for the 2020/21 school year. Schools in receipt of such posts are listed at Appendix C of Circular 0018/2020. There will be no additional permanent EAL posts sanctioned to schools for the 2020/21 school year.

Schools with a high enrolment of EAL pupils that require EAL support (pupils with less than B1 (Level 3 Proficiency) may appeal to the Primary Staffing Appeals Board for additional EAL support. Eligibility to submit an application to the Appeals Board is confined to those schools with at least 20% of their total enrolment made up of pupils that require EAL support. This will be focused on the number of pupils requiring EAL support that have had less than three years EAL support. Posts allocated by the Appeal Board will be on a temporary basis for the 2020/21 school year. See Section 4 of Circular 0018/2020.

**6. If my school had a permanent language support post in the 2019/20 school year, will it remain in place for 2020/21?**

Yes.

### **Redeployment of Surplus Permanent/CID holding Teachers**

**1. How do I know if there is a surplus permanent/CID holding teacher in my school?**

Appendix A & C of Circular 0018/2020 sets out the bulk of allocations for most schools. If you have more teachers in the school than permitted by your allocation, a teacher(s) is surplus to the requirements of the school.

**2. What do I do if I have a surplus permanent/CID holding teacher in my school?**

You should arrange to have the completed Main Panel Form (MPF) at Appendix E of Circular 0018/2020 returned to the Department's Primary Teacher Allocations Section by 27<sup>th</sup> March 2020.

The most junior eligible teacher in the school is first in line to be placed on the panel for redeployment to another school. However, in exceptional circumstances s/he may seek the approval of the Board of Management / ETB to be replaced on the panel by an alternative eligible teacher.

If the most junior eligible teacher seeks to be replaced on the panel, any other teacher interested in going on the panel must communicate his/her position to the Chairperson / CEO within five working days.

The application from the staff member will be considered by the Board of Management / ETB. The final decision to admit a teacher to a panel rests with the Patron, who shall be given the reasons when it is intended to replace the most junior eligible teacher.

The Main Panel Form (MPF) must be completed by the surplus teacher to be placed on the panel and the Chairperson / CEO. The Main Panel Form should be submitted to the Department by 27<sup>th</sup> March 2020.

## **Notification of Vacancies**

### **1. Who do I need to inform that there is a vacancy in my school?**

Each BoM / ETB is obliged to notify its relevant panel operator by 27<sup>th</sup> March 2020 of any impending permanent and fixed term vacancies for the 2020/21 school year.

Separately, Primary Allocations Section will be issuing a Staff Planning Form to each primary school. Schools must return the completed Staff Planning Form to Primary Allocations Section indicating the status of staff for the 2020/21 school year and resultant vacancies. This must be done by **Friday 27<sup>th</sup> March 2020**.

Any subsequent permanent and fixed term vacancies must be notified within 5 working days of the vacancy becoming known to the BoM / ETB or Principal.

Schools with special class vacancies and special schools with vacancies that are fillable from the Special National Panel are required to notify these vacancies to the Department's Primary Teacher Allocations Section. This should be done by emailing [primaryallocations@education.gov.ie](mailto:primaryallocations@education.gov.ie) within the above timeframes.

### **2. What is the position if my school does not have access to a redeployment panel?**

Schools that do not have access to a redeployment panel must, within the same timeframes as outlined above, notify all their permanent and fixed term vacancies to the Department's Primary Teacher Allocations Section. This should be done by emailing [primaryallocations@education.gov.ie](mailto:primaryallocations@education.gov.ie)

### **3. What if a school has a temporary (fixed term) vacancy?**

The school must notify this vacancy to the panel operator within the timeframes set out in Circular 0018/2020. If there is a surplus CID-holding teacher in the school, s/he must remain in the school and take up the fixed-term vacancy. If there is a permanent teacher from the school on the main redeployment panel who wishes to defer his/her panel rights and take up the fixed term post for the 2020/21 school year, s/he may do so. Otherwise it must be made available, if required, to be filled by any other surplus permanent/CID holding teacher on the main redeployment panel.

### **4. If my vacancy is a clustered S.E.T post how do I fill it?**

You should, in the first instance, offer the post among the base school staff. If a staff member opts to be the S.E.T. teacher the consequential vacancy is filled through the relevant main redeployment panel.

If no teacher in the base school wishes to take up the S.E.T. post it should be offered among the relevant teachers in the schools in the cluster. If a teacher from one of those schools opts to take it, s/he moves to the base school and the resultant vacancy is filled through the main redeployment panel. If no teacher in any of the schools in the cluster opts to fill the S.E.T. post, it is filled through the Special National Panel.