

School Roll No: _____ School Name & Address: _____

ETB Scheme (if applicable): _____

**PART A Application for Short Term additional teaching support for essential curriculum needs
(Projected Enrolment and/or Curricular Concessions)**

Section 1 - to be completed by **all schools** to provide projected enrolments for 2019/20

Section 2 - to be completed **only** if a school is applying for short-term additional teaching support (Curricular Concessions)

PART B Confirmation of permanent and fixed term vacancies for the purpose of the Post Primary Redeployment Schemes

Section 3 – information to assist with notification of vacancies

Section 4 - to be completed by **all schools** in respect of all permanent and fixed term vacancies that are due to arise in the school in 2019/20

Section 5 - to be completed **only** if a school is nominating a permanent/CID teacher for redeployment

PART C Certification by School Authority

Schools/ETBs must familiarise themselves with the relevant circular governing the Approved Allocation of Teaching Posts for the 2019/2020 school year:

0012/2019 - [Voluntary Secondary Schools](#)

0013/2019 - [Community & Comprehensive Schools](#)

0014/2019 - [Education and Training Boards](#)

A list of forms referred to in this document is provided in Appendix 1 of these circulars.

Two typed copies of this form are to be returned to Post Primary Allocations Section by 19 March 2019.

Incomplete forms will be returned to the school.

Part A

Section 1 - Projected enrolment for 2019/2020 school year – (To be completed by all schools)

School Roll No: _____ School Name: _____ ETB Scheme (if applicable) : _____

1.1 Enrolment Trends	Junior Certificate	Junior Certificate Schools Programme	Transition Year	Leaving Certificate	Leaving Certificate Vocational Programme	Leaving Certificate Applied	Post Leaving Certificate	Total
Recognised Enrolment September 2018								
Projected Enrolment September 2019								

1.2 Number of pupils leaving school at end of 2018/2019 school year: _____

1.3 Projected number of pupils entering 1st year 2019/2020 school year: _____

1.4 Will the school have LCA class(es) for the 2019/2020 school year? **YES / NO** (delete as appropriate)

1.5 Where an increase in enrolment is projected above, state the basis for this increase:

1.6 Do you wish to be considered for additional allocation based on projected increased enrolment in 2019/2020: **YES / NO** (delete as appropriate)

- Where a school projects an increased enrolment in the next school year, an additional allocation may be provisionally approved.
- An allocation for increased enrolment will only be sanctioned where the projected enrolment has been confirmed in September.
- Contracts should not be entered into with teachers in respect of provisionally approved projected enrolment posts until the enrolment figures are confirmed in September and the allocation is included on the Staffing Schedule.
- Where additional post(s) are approved in respect of projected increased enrolment, these posts will be filled, where possible, through redeployment.
- Projected enrolment posts are taken into consideration when processing an application for curricular concessions.

Part A

Section 2 - Application for Curricular Concessions

School Roll No: _____ School Name: _____ ETB Scheme (if applicable): _____

Before applying for a curricular concession(s) a school must ensure that all vacancies have been declared in **Part B Section 3** of this form. **Please check if the vacancies identified in your school for the 2019/2020 school year will/will not meet any or all of the shortfalls in subjects listed at 2.1 before applying for curricular concessions.**

**NOTE - APPLICATIONS FOR CURRICULAR CONCESSIONS WILL BE CONSIDERED BASED ON CURRICULAR NEEDS.
WHERE A CURRICULAR CONCESSION IS GRANTED, THE POST WILL BE FILLED, WHERE POSSIBLE, THROUGH REDEPLOYMENT.
PROJECTED ENROLMENT POSTS ARE TAKEN INTO ACCOUNT WHEN CONSIDERING AN APPLICATION FOR CURRICULAR CONCESSIONS.**

2.1	Subject	Hours per week sought	Has this concession been sought previously? (Yes/No) If "Yes", see 2.3
	1		
	2		
	3		
	4		
	Total		

2.2	Provide reasons why curricular concession is required (Separate reasons to be provided for each subject, if applicable)

2.3	If this curricular concession was sought in previous school years, what action has been taken by the school authority to respond to the staffing shortfall? Please provide details in respect of each subject listed at 2.1 above

2.4	As curricular concessions are short-term, what plans are now being put in place by the school authority to enable the school/ETB to operate within its normal allocation in future years, i.e. 2019/20 and onwards?

2.5	Does any neighbouring school provide the subjects listed at 2.1? If yes, what efforts have been made to facilitate co-operation arrangements with that school?

2.6	For each approved teacher qualified in the subject areas listed at 2.1 above, <u>their full timetable for the 2018/19 school year must be given</u>

2.7	<u>Will all approved teachers qualified in the subject areas listed at 2.1 above be fully timetabled for these subjects in 2019/20?</u> If full timetabling in the relevant subject(s) areas has not occurred, a full explanation must be given

2.8 Will all approved teachers in the school be fully timetabled for 2019/20? (i.e. timetabled for full hours per week in accordance with their contract except where a reduction is permissible, according to school size, in respect of certain posts of responsibility). An explanation must be given if full timetabling in the relevant subject(s) areas will not occur.

2.9 Please list details of all teachers who have indicated that they will retire at the end of the 2018/19 school year:

<u>TEACHER NAME</u>	<u>SUBJECTS</u>	<u>RETIREMENT DATE</u>

2.10 Please list all subjects to be offered by the school in the 2019/20 school year:

<u>JUNIOR CYCLE SUBJECTS</u>	<u>LEAVING CERTIFICATE SUBJECTS</u>

PART B

Section 3 - Information to assist with notification of vacancies

The information below should be read before completing Part B Section 4 of Form CC 19-20.

For the purpose of the redeployment process, schools are required to notify the Directors of Redeployment of vacancies arising in the next school year.

1 - Vacancies to be declared in Part B Section 4 of Form CC 19-20

- a) Permanent vacancies – confirmed in letter of 13 February 2019 to Secondary schools
- b) Other Permanent vacancies arising from retirement or resignation – state the date, e.g. Resignation 31.08.19
- c) Fixed Term Part time vacancies (RPT) – confirmed in letter of 13 February 2019 to Secondary and Community and Comprehensive schools
- d) Other Fixed Term vacancies arising for one of the following reasons **where a replacement teacher is to be appointed for the full school year:**
 - career break – state the number of years teacher has been absent, e.g. Career Break Year 3
 - secondment - state the number of years teacher has been absent, e.g. Secondment Year 3
 - jobshare – state the number of years teacher has been jobsharing, e.g. Jobshare Year 3

Note - Vacancies arising from a teacher absent on maternity leave or sick leave are not relevant to this form.

2 – Replacement teachers required

- a) Schools are required to confirm the number of hours in each subject/specialist requirement. This may be different to those of the absent teacher :
Example – a teacher of Maths/Geography retires. The school does not need to replace this teacher’s subject hours but may have a shortfall in English/History. A teacher of English/History may be appointed to replace the retired teacher.
- b) The hours per subject should equal the total number of hours for each vacancy.
- c) Fixed Term (RPT) vacancies may be filled by the appointment of 1 or more teachers up to a maximum of the absent teacher’s contracted hours.

Additional vacancies that the school authority becomes aware of ON OR BEFORE 31st May 2019 must be separately notified to the Director of Redeployment within 5 working days. It will be a condition of the subsequent filling of a vacancy that it was notified to the Director within the timeframe.

Permanent vacancies that become known AFTER 31 May 2019 must be notified immediately to Allocations Section by email to allocations@education.gov.ie within 5 working days of the vacancy becoming known to the school.

PART B

Section 5 - To be completed only where a school/ETB is nominating a teacher for redeployment in the 2019/20 school year

A school/ETB may nominate a teacher for redeployment in the following circumstances:

1. Where a school/ETB has a teacher(s) in excess of its allocation – refer to **Redeployment Scheme for teachers surplus to requirements other than in situations of school closure**
2. Where a teacher is returning from career break or secondment – refer to **Part A Paragraph 7 of Circular 0024/2015**
3. Where a subject mismatch exists in the school – refer to **Part D of Circular 0024/2015**

Please list below, in order of seniority (1 being the most junior teacher), the names and subjects of the teacher(s) whom you have nominated for redeployment and also, teachers who have applied for voluntary redeployment. Where possible, the voluntary applicant will be redeployed and the compulsory nominated teacher will be retained in the school.

Please note:

- A voluntary application can only be submitted where a Permanent/CID teacher is nominated for compulsory redeployment.
 - A Form RD1 19-20 must be completed in respect of each Permanent/CID teacher nominated for redeployment and each voluntary applicant.
 - A Form RD2 19-20 must be completed where a teacher is nominated for compulsory redeployment at 2 or 3 above.
- All teachers will be redeployed in accordance with the terms of the Redeployment scheme for teachers surplus to requirements other than in situations of school closure*

School Roll No: _____ School Name: _____ ETB Scheme (if applicable): _____

	Reason for nomination – • Surplus teacher • Teacher returning from Career Break or Secondment • Curricular Mismatch	Teacher Name	PPSN	Subjects	Permanent/CID Hours in 2018/19
1					
2					
3					
4					
Voluntary Applicant					
Voluntary Applicant					
Voluntary Applicant					

NOTE - The ETB/Board of Management must confirm its capacity to release the above named teacher(s) without replacement - see Part C - Certification by School Authority

Part C

Certification by School Authority

I hereby certify that I have fully completed the Parts/Sections that relate to my school/ETB and that all the information provided is accurate.

Details of Application			Tick as appropriate
Part A	Section 1	I have provided details of projected enrolments for 2019/20 (To be provided by all schools)	
	Section 2	I am applying for short-term additional teaching support (Curricular Concessions)	
Part B	Sections 3 & 4	I have declared <u>all vacancies</u> that are due to arise in 2019/20 (To be provided by all schools) I undertake to submit a further Part B Section 4 of this form if the school becomes aware of additional vacancies on or before 31 st May 2019	
	Section 5	<ul style="list-style-type: none">I have completed Section 5 as a teacher(s) is being nominated for redeployment from my schoolI confirm that my school/ETB has the capacity to release the teacher(s) without replacement	

Signature: _____

Date : _____

(Delete as appropriate) Chief Executive / Principal / Secretary to Board of Management

School/ETB Stamp

Two typed copies of this form are to be returned to:

Post Primary Teachers Allocations Section, Department of Education & Skills, Athlone, Co. Westmeath, N37 X659 by 19 March 2019.