

Application for allocation in respect of increased enrolment in September 2019

Confirmation of recognised enrolment in September 2019 for projected enrolment posts (Refer to Section 4.1 of Circulars 0012, 0013 and 0014/2019)

This form is to be completed by schools in September 2019 who were provisionally sanctioned an additional allocation for the 2019/20 school year based on a projected increase in enrolment. Projected enrolment allocation cannot be included on staffing schedules until confirmation of recognised enrolments in September 2019 is received by Post Primary Allocations Section.

School Roll Number	
School Name	
School Address	

Enrolment	Junior Certificate	Junior Certificate Schools Programme	Transition Year	Leaving Certificate	Leaving Certificate Vocational Programme	Leaving Certificate Applied	Post Leaving Certificate	Total
Recognised Enrolment 2018/2019								
Projected Enrolment for 2019/20 notified to Department March 2019								
Enrolment confirmed in September 2019								

NOTE: Boards of Management and School Principals are reminded about the importance of ensuring the accuracy of enrolment returns to the Department. The Department's standard policy for cases that involve any deliberate overstatement of enrolments is to refer them to An Garda Síochána.

Declaration

- I confirm that the enrolment figures provided in this form are true and accurate.
- I wish to apply for an additional allocation in the 2019/20 school year in respect of the increased enrolment in September 2019 as outlined above.
- I confirm that I will inform the Allocations Section of the Department by email to allocations@education.gov.ie if the enrolment returned to PPOD in October 2019 is different from the enrolment stated above.

Signed: _____ Date: _____
Principal

Completed application form to be returned no later than **30 September 2019** to:

Secondary, Community & Comprehensive Schools: Post Primary Allocations Section, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath, N37 X659

ETB Schools: The Head Office of the relevant ETB