

Appendix F

APPLICATION TO THE PRIMARY STAFFING APPEALS BOARD 2017/18 SCHOOL YEAR

The Appeals Board will consider applications for mainstream staffing as outlined in Circular 0017/2017, Staffing Arrangements in Primary Schools for the 2017/18 school year.

Part 1 must be completed for all appeals.

The relevant criterion of **Part 2** which relates to the school's appeal must be completed and authorised by the Chairperson before submission to the Department.

Part 3 allows for any further information relevant to the appeal to be submitted.

Part 1 - Section 1

School Name & Address:

Phone No: _____

Email address: _____

Roll No : _____

School Category:

- ☐ Ordinary
- ☐ Gaeltacht
- ☐ Gaelscoil
- ☐ DEIS Urban Band 1
- ☐ Other

If "Other" please specify _____

Part 1 – Section 2

1. State details of staffing posts:

	2016/17	2017/18
Post Type	No of Posts	No of Posts
Total Full-Time Teaching Posts including Principal		
Breakdown of Teaching Posts as follows:		
Principal		
Mainstream Class Teacher(s) including developing post(s)		
GAM/EAL post		n/a
S.E.T. post	n/a	
Resource Post for Special Needs Pupils (Low Incidence Disabilities)		n/a
Special Class Teacher (exact category)		
EAL Language Support Post		
Other Teaching Posts (give details)		

2. Please state the (projected) enrolment breakdown for each grade for the 2017/18 school year:

Grade	No of Pupils
Junior Infants	
Senior Infants	
First Class	
Second Class	
Third Class	
Fourth Class	
Fifth Class	
Sixth Class	
Special Class (if any)	
Total	

- 3. Please state the (projected) breakdown of class groups per teacher for the 2017/18 school year (Do not include any expected appeal post):**

Class Groups	No of Pupils
Total	

- 4. Please state the valid enrolment on:**

30 September 2015 _____

30 September 2016_____

30 September 2017*

* (use projected figure if before this date; relevant to **appeal criteria C, E, and G**)

5. Please tick to indicate under which grounds the appeal is being made:

- | | | |
|-----|---|--------------------------|
| (a) | Exceptional accommodation difficulties
(Please complete Section 1 below) | <input type="checkbox"/> |
| (b) | Additional enrolments in October 2016
(Please complete Section 2 below) | <input type="checkbox"/> |
| (c) | Developing post based on additional enrolments after 30 September 2017 (only considered at October 2017 Appeals Board Meeting)
(Please complete Section 3 below) | <input type="checkbox"/> |
| (d) | English as an additional language teaching posts
(Please complete Section 4 below) | <input type="checkbox"/> |
| (e) | Small schools
(Please complete Section 5 below) | <input type="checkbox"/> |
| (f) | School losing 3 or more posts
(Please complete Section 6 below) | <input type="checkbox"/> |
| (g) | Alleviating some of the pressure on class sizes at infants level for schools
(Please complete Section 7 below) | <input type="checkbox"/> |

Please forward the completed form to:

**Secretary, Primary Staffing Appeals Board, Primary Allocations Section,
Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath**

Part 2 – Section 1

Criterion A – Exceptional Accommodation Difficulties

Do not submit this part of the form unless you are appealing under this criterion

Where a departure from the staffing schedule is warranted to meet **exceptional accommodation difficulties**.

The school must demonstrate to the Board's satisfaction why an additional teaching post is warranted to meet the exceptional accommodation difficulty. All questions below must be completed.

1. Is the existing accommodation adequate for an additional teacher and class?
☐ Yes
☐ No
2. Has the Department's Planning and Building Unit in Tullamore, Co Offaly been contacted by the Board of Management regarding exceptional accommodation difficulties?
☐ Yes
☐ No

If yes please give details:

3. Are there any special circumstances pertaining to your school? If so, please give details below together with any other relevant evidence or comments supporting your application. The details should include issues as appropriate such as classroom size, information on split sites e.g. the distance between split sites if any, what activities require pupils to travel between sites and what route intersects the two sites. Maps and/or building plans may be provided to support the application.

4. How will the allocation of an additional teaching post improve any of the above exceptional accommodation difficulties?

I hereby certify that the details completed in **Part 1 and Part 2 Section 1** are true and correct.

Signature of Principal: _____ Date: _____

Signature of Chairperson: _____ Date: _____

Contact Phone No: _____ Email: _____

Part 2 – Section 2

Criterion B – Additional Enrolments in October 2016

Do not submit this part of the form unless you are appealing under this criterion

Where the Board is satisfied, on the basis of verifiable evidence, that the required pupil numbers were **enrolled in September or October 2016**, but due to circumstances outside the control of the school were not enrolled on the 30th September 2016*. For staffing purposes, a pupil can be included in the enrolment of only one school in any school year**.

The school making the appeal should enclose copies of the school enrolment records showing the precise date of enrolment and date of birth of the pupil(s) in question.

1. Valid enrolment for 30 September 2015 _____
2. Valid enrolment for 30 September 2016 _____
3. Is this less than the number of pupils enrolled earlier in September 2016?

Yes

☐

No

☐

If yes, please state the reasons why

4. Number of pupils who enrolled in October 2016 (if any): _____

Please state the reasons for pupil enrolment in October 2016 (if any):

Were all children enrolled over 4 years of age?

- ☐ Yes
☐ No

5. Were any pupils retained to repeat classes?

- ☐ Yes If yes, please state number retained: _____
☐ No

If "Yes" in respect of 6 above, the terms of Section 5.1 of Primary Circular 11/01 (Retention of Pupils in Primary Schools) may apply in that some or all of the pupils may be discounted for determining eligibility towards valid enrolment.

(5.1 Circular 11/01 - In the event that a school were to continue the practice of enrolling pupils in a repeat class after the 1st September 2001 the Department will discount the pupils in such classes for the purpose of determining the valid enrolment of the school. Capitation and other grants in respect of such pupils shall not be paid.)

6. Please note that if pupil(s):

- That were previously enrolled in another school on 30 September 2016 are being counted as part of this appeal, a letter from the previous school verifying that those pupils were not required to be counted as part of the school's valid enrolment for the appointment or retention of a teacher must be included with the Appeal.
- Were not enrolled in any other school on 30 September 2016, a letter from the child's parent/guardian stating this should be provided.

Please tick the box if this applies in your case. ☐

** A pupil who leaves the school before 30 September and does not return to the school in the school year will not be eligible for consideration under this criterion.*

***In the event that the school in which the pupil was enrolled on the 30 September 2016 can verify that the pupil did not need to be counted for the appointment or retention of a teacher in that school, the Appeal Board will consider allowing the pupil to be counted as part of the enrolment for staffing purposes in the school to which s/he transferred.*

I hereby certify that the details completed in **Part 1 and Part 2 Section 2** are true and correct.

Signature of Principal: _____

Date: _____

Signature of Chairperson: _____

Date: _____

Contact Phone Number: _____

Email: _____

Part 2 – Section 3

Criterion C – Developing Post based on Additional Enrolments after 30 September 2017

(For October Appeals Board Meeting Only)

Do not submit this part of the form unless you are appealing under this criterion

This criterion applies only to those schools provisionally sanctioned for a developing post(s) which did not reach sufficient enrolments on 30 September 2017 to retain the post. **As this criterion relates to verification of actual enrolment on 30 September 2017, the Appeals Board can only consider appeals under this criterion at the October Appeals Board meeting.**

Where the Board considers that, in relation to the granting of a post under the developing school criterion, the projected pupil numbers required to retain the post were enrolled or are likely to be enrolled by the last day of term in December 2017, but due to circumstances outside the control of the school were not enrolled as expected on 30 September 2017.

A post allocated by the Board under this criterion will be sanctioned on a provisional basis subject to confirmation of the required enrolment being achieved by the last day of term in December 2017.

1. Required enrolment on 30 September 2017 for retention of developing post: _____
2. Enrolment achieved on 30 September 2017: _____
3. Why was the required enrolment as projected not achieved on 30 September 2017?

4. Provide details of the pupils expected to enrol and reason they were not enrolled in school on 30 September 2017:

5. In relation to each pupil who will be enrolled after 30 September and who are being counted as part of this appeal, the documents at (a) and (b) below must be provided:

- (a) A letter from the parents / enrolment form stating the expecting date of enrolment of the pupil(s).

and

- (b) A letter from the school(s) where the pupil(s) was previously enrolled in on 30 September 2017 verifying that he/she is not required to be counted as part of the school's valid enrolment for the appointment or retention of a teacher. For staffing purposes a pupil can be included in the enrolment of just one school in any school year. The Appeals Board will consider allowing the pupil to be counted as part of the enrolment for staffing purposes in the school to which s/he transferred.

or

A letter from each child's parent/guardian stating that the child was not enrolled in any other school on 30 September 2017.

I hereby certify that the details completed in **Part 1 and Part 2 Section 3** are true and correct.

Signature of Principal: _____

Date: _____

Signature of Chairperson: _____

Date: _____

Contact Phone Number: _____

Email: _____

Part 2 – Section 4

Criterion D – English as an Additional Language (EAL) Teaching Posts

Do not submit this part of the form unless you are appealing under this criterion

Where at least 20% of the total enrolment of the school is made up of pupils that require **EAL (English as an additional language)** support (pupils with less than B1 (Level 3) proficiency), the BOM can lodge an appeal for a review of the proposed allocation for pupils requiring EAL support.

Having considered the circumstances outlined by the school and having regard to the high number of pupils requiring EAL support, additional post(s) may be approved to meet the educational needs of such pupils.

1. Total (projected) number of all validly enrolled pupils
(EAL and other pupils) on 30 September 2017:
2. Total (projected) number of validly enrolled pupils on 30 September 2017 with less than B1 (level 3) proficiency who will have received **less than 1 year** EAL support by 31 August 2017:
3. Total (projected) number of validly enrolled pupils on 30 September 2017 with less than B1 (level 3) proficiency who will have received **between 1 and 2 years** EAL support by 31 August 2017:
4. Total (projected) number of validly enrolled pupils on 30 September 2017 with less than B1 (level 3) proficiency who will have received **more than 2 years** but less than 3 years EAL support by 31 August 2017:
5. Number of pupils with less than B1 (level 3) proficiency who (will) have received **3 years or more** EAL support by 31 August 2017:

6. If relevant, please explain the reason for claiming EAL support in respect of more pupils for the 2017/18 school year than for the previous school year.

7. Please outline the particular circumstances to support the school's application for additional post(s) and the manner in which existing teaching posts are being utilised.

I hereby certify that the details completed in **Part 1 and Part 2 Section 4** are true and correct.

Signature of Principal: _____

Date: _____

Signature of Chairperson: _____

Date: _____

Contact Phone Number: _____

Email: _____

Part 2 – Section 5

Criterion E – Small Schools

Do not submit this part of the form unless you are appealing under this criterion

As part of Budget 2012 measures, the pupil thresholds in small schools were increased. This appeals criterion is applicable to these schools and they may submit an appeal in either of two instances:

1. Where a school with **four classroom teachers or less** which is losing a classroom post for the 2017/18 school year provides supported evidence that the enrolment will increase sufficiently by 30 September 2017 to retain the post for the subsequent school year (i.e. the 2018/19 school year) the Appeals Board can allow the school to retain the classroom post.

or

2. Where a school with **three classroom teachers or less** is not gaining a classroom post for the 2017/18 school year but can provide evidence that it will gain the additional classroom post for the subsequent school year (i.e. the 2018/19 school year), the Appeals Board can allow the school to gain a post for the 2017/18 school year.

or

3. Where a school that is due to have **1 classroom teacher** for the 2017/18 school year based on the current staffing schedule but is projecting an enrolment of at least 15 pupils for 30 September 2017 and has at least 6 class groupings, the Appeals Board can allow the school to gain/retain a post for the 2017/18 school year.

Please ensure that you have completed Part 1, Section 2 of this form which outlines the projected breakdown of staffing for the school year 2017/18.

The Department will contact those schools allocated an appeals post under the Small Schools criterion in the first week of September to confirm enrolments at that stage.

Total (projected) enrolment on 30 September 2017 : _____

I hereby certify that the details completed in **Part 1 and Part 2 Section 5** are true and correct.

Signature of Principal: _____

Date: _____

Signature of Chairperson: _____

Date: _____

Phone Number & Email: _____

Part 2 – Section 6

Criterion F – School losing 3 or more posts

Do not submit this part of the form unless you are appealing under this criterion

Where a **school is losing 3 or more permanent posts**, an application can be made to the Staffing Appeals Board with a view to seeking to have a portion of the loss in posts deferred to the 2018/19 school year on the basis that it is impacting in a particularly adverse manner on a school's overall allocation.

Please ensure that you have completed Part 1, Section 2 of this form which outlines the projected breakdown of staffing for the 2017/18 school year.

Briefly outline how your school meets the above criterion.

I hereby certify that the details completed in **Part 1 and Part 2 Section 6** are true and correct.

Signature of Principal: _____

Date: _____

Signature of Chairperson: _____

Date: _____

Contact Phone Number: _____

Email: _____

Part 2 – Section 7

Criterion G – Alleviating some of the pressures on class sizes

Do not submit this part of the form unless you are appealing under this criterion

This appeals criteria is targeted at schools that are not gaining an additional teaching post under the developing schools criteria but nevertheless make a significant contribution to the provision of school places which assists the response to demographic growth within their area and as a result are under significant pressure on their class sizes at infants level. A key indicator in relation to these schools is a significant increase in junior infants enrolments.

No. of **Junior** Infants enrolled on 30 September 2015
(must be a minimum of 30 junior infants)

No. of **Junior** Infants enrolled on 30 September 2016
(must be higher than the 30 September 2015 enrolment)

Projected no. of **Junior** Infants enrolled on 30 September 2017
(must be higher than the 30 September 2016 enrolment)

If an additional post is sanctioned by the Appeals Board please state the (projected) breakdown of class groups per teacher for the 2017/18 school year:

Class Groups	No of Pupils
Total	

Schools are reminded that in the context of seeking additional resources from the Department under this criteria it is very important that the projected enrolment is realistic.

Schools are required to ensure that the number of pupils in any class is kept as low as possible and to use their autonomy, where possible, to implement smaller class sizes for infant classes. Please state below the key steps your school is taking, in particular for infant classes, in order to comply with this requirement for the 2017/18 school year:

The Department will contact those schools allocated an appeals post under this criterion in the first week of September to confirm enrolments at that stage.

I hereby certify that the details completed in **Part 1 and Part 2 Section 7** are true and correct.

Signature of Principal: _____

Date: _____

Signature of Chairperson: _____

Date: _____

Contact Phone Number: _____

Email: _____

Part 3

Further Information

Please include any further details that you feel are relevant to your appeal.

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