

## Appendix F

# APPLICATION TO THE PRIMARY STAFFING APPEALS BOARD

## 2013/14 SCHOOL YEAR

The Appeal Board will consider applications for mainstream staffing as outlined in Section 4 of Circular 0013/2013 Staffing Arrangements in Primary Schools for the 2013/14 school year.

**Part 1** must be completed and authorised for all appeals.

The relevant criterion/section 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:**

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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:**

	<b>2012/13</b>	<b>2013/14</b>
<b>Post Type</b>	<b>No of Posts</b>	<b>No of Posts</b>
Total Full-Time Teaching Posts including Principal		
<b>Breakdown of Teaching Posts as follows:</b>		
Principal		
Mainstream Class Teacher(s) including developing post(s)		
GAM/EAL post		
Resource Post for Special Needs Pupils (Low Incidence Disabilities)		
Special Class Teacher (exact category)		
EAL Language Support Post		
Other Teaching Posts (give details)		



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

- (a) Exceptional accommodation difficulties  
(Please complete Section 1 below)
- (b) Additional enrolments in October 2012  
(Please complete Section 2 below)
- (c) Developing post based on additional enrolments in 2013  
(Please complete Section 3 below)
- (d) English as an additional language teaching posts  
(Please complete Section 4 below)
- (e) School with four classroom teachers or less that is losing a classroom post or that will not gain a classroom post as a consequence of budget 2012 measures  
(Please complete Section 5 below)
- (f) Where a school is losing 3 or more 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 2014/15 school year on the basis that it is impacting in a particularly adverse manner on a school's overall allocation.

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

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Telephone No: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Please forward the completed form to:  
Secretary, Appeal Board for Staffing in Primary Schools, Primary Allocations Section,  
Department of Education & Skills, Cornamaddy, Athlone, Co. Westmeath**

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

## **Part 2 – Criterion (a) – Section 1**

Where a departure from the staffing schedule is warranted to meet **exceptional accommodation difficulties** such as schools operating on a split site for a period following amalgamation or prior to the provision of a permanent building. The school must demonstrate to the Board's satisfaction why an additional teaching post is warranted to meet the exceptional accommodation difficulty. It is important to provide direct answers to all of the questions below for this criterion.

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:

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3. Are there any special circumstances (e.g. split campus site) pertaining to your school? If so, please give details below together with any other relevant evidence or comments supporting your application. As appropriate, the details should include issues such as the distance between the split sites, what activities require pupils to travel between sites and what route intersects the two sites.

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

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

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Telephone No: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

## **Part 2 – Criterion (b) – Section 2**

Where the Board is satisfied, on the basis of verifiable evidence, that the required pupil numbers were **enrolled in September\* or October 2012**, but due to circumstances outside the control of the school were not enrolled on the 30th September, 2012. However, for staffing purposes a pupil can be included in the enrolment of only one school in any school year\*\*.

\* 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 2012 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. 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 2011 \_\_\_\_\_

2. Valid enrolment for 30 September 2012 \_\_\_\_\_

Is this less than the number of pupils enrolled earlier in September 2012?

Yes  No

If yes, please state the reasons why

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3. Number of pupils who enrolled in October 2012 (if any): \_\_\_\_\_

4. Please state the reasons for pupil enrolment in October 2012 (if any):

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5. Were all children enrolled over 4 years of age?

- Yes
- No

6. 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 1<sup>st</sup> 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.

Please note that if pupils that were previously enrolled in another school on 30 September 2012 are being counted as part of this appeal, evidence 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 should be included. A letter signed by the Principal/Chairperson of that school to this effect should suffice.

Please tick the box if this applies in your case.

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

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Telephone No: \_\_\_\_\_

E-mail: \_\_\_\_\_



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

**Part 2 – Criterion (c) – Section 3  
(For October Appeal Board Meeting Only)**

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 December, 2013, but due to circumstances outside the control of the school were not enrolled as expected on 30 September 2013. 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 before 31 December 2013. As with (b) above, for staffing purposes, a pupil can be included in the enrolment of just one school in any school year. \*

\* In the event that the school in which the pupil was enrolled on the 30 September 2013 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.

***Please note that as this criterion relates to verification of actual enrolment on 30 September 2013, the Appeal Board can only consider the appeal after that date.***

1. Required enrolment on 30 September 2013 for retention of developing post: \_\_\_\_\_

2. Enrolment achieved on 30 September 2013: \_\_\_\_\_

Why was the required enrolment as projected not achieved?

\_\_\_\_\_

3. Does the Board of Management have evidence that the enrolment will be achieved by the end of December 2013?

Yes  No

If yes, please provide details of the pupils expected to enrol and other appropriate factual evidence \*:

\_\_\_\_\_

\_\_\_\_\_

Please note that if pupils that were previously enrolled in another school on 30 September 2012 are being counted as part of this appeal, evidence 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 should be included. A letter signed by the Principal/Chairperson of that school to this effect should suffice.

Please tick the box if this applies in your case.

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

Signature of Principal:

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Date:

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Signature of Chairperson:

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Date:

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Contact Telephone No:

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E-mail:

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

## **Part 2 – Criterion (d) – Section 4**

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. The Board must be satisfied that 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 2013:
2. Total (projected) number of validly enrolled pupils on 30 September 2013 with less than B1 (level 3) proficiency who will have received **less than 1 year** EAL support by 31st August 2013:
3. Total (projected) number of validly enrolled pupils on 30 September 2013 with less than B1 (level 3) proficiency who will have received **between 1 and 2 years** EAL support by 31st August 2013:
4. Total (projected) number of validly enrolled pupils on 30 September 2013 with less than B1 (level 3) proficiency who will have received **more than 2 years** but less than 3 years EAL support by 31st August 2013:
5. Number of pupils with less than B1 (level 3) proficiency who (will) have received **3 years or more** EAL education by 31 August 2013:
6. If relevant, please explain the reason for claiming EAL support in respect of more pupils for the 2013-14 school year than for the previous school year.

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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.

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

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Telephone No: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

## **Part 2 – Criterion (e) – Section 5**

Where a school with four classroom teachers or less which is losing a classroom post for the 2013/14 school year as a result of the budget 2012 measures provides supported evidence that the enrolment will increase sufficiently by 30 September, 2013 to retain the post for the subsequent school year (2014/15), the Appeals Board can allow the school to retain the classroom post. The relevant thresholds are set out in [Appendix A](#).

For example to remain as a 2 classroom teacher school, the school must provide supported evidence that its 30 September 2013 enrolment will be at least 20 pupils. Schools should show how their enrolment increase will be maintained in the longer term.

or

Where a school with four classroom teachers or less fails to gain an additional post as a result of the budget 2012 measures and

- the school is projecting an average class size greater than the general average of 28:1 for the 2013/14 school year and
- can provide evidence that it will gain the additional post for the subsequent school year (2014/15)

the Appeals Board can allow the school to gain a post for the 2013/14 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 2013/14.

Briefly outline below how your school meets this criterion.

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

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chairperson: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Telephone No: \_\_\_\_\_

E-mail: \_\_\_\_\_



