

POD – Primary & Special Schools

Supplementary information on POD for primary and special schools was published by the DES in Circular 0037/2016 & 0038/2016.

When should POD be updated for 2016/2017 school year?

Schools can begin updating POD from Wednesday 1 June to Monday 31 October 2016. Junior Infant pupil enrolments cannot be uploaded to POD for 2016/2017 school year, until current pupils are progressed from 2015/2016 school year to 2016/2017 school year. Detailed instructions on this process will be emailed to schools.

Will POD be used to calculate teacher allocations and grant payments?

Enrolment counts on POD will become the basis for teacher allocations and grant payments from the beginning of the 2016/2017 school year. Schools must ensure that all parents/guardians of all new enrolments for 2016/2017 school year are informed of the requirement on schools to transfer data onwards to POD:

- **Teacher Allocations** - Annual census returns for the 2016/2017 school year will be made through POD and must be completed by Sunday 30 October 2016. It is imperative that POD is updated fully prior to returning annual census returns. Detailed instructions on this process will be emailed to schools
- **Capitation Grant** - It is imperative that a record exists on POD for each pupil enrolled in the school as enrolment counts on POD will be used to calculate grant payments.

What if parents/guardians object to the transfer of data onwards to POD – will this impact on the school's teacher allocations and grant payments?

The DES is satisfied that the [Fair Processing Notice](#) contains information on the purpose, legal basis for data collection and retention policy of the data. If a parent/guardian strongly objects to the onward provision of data to POD, arrangements have been put in place by the DES to ensure that the school is not adversely affected.

How should parents/guardians submit their objections to the school?

Parents/guardians are required to submit their objections to the onward transfer of data to POD in writing. Verbal objections will not be sufficient and their data will be transferred to POD within a four-week timeframe. It is important to note that parents/guardians should be given every opportunity to provide their objections in writing to the school.

What should a school do if they receive a written objection from a parent/guardian?

Schools are required to retain all written objections from parents/guardians. A school in receipt of a written objection can create a partial record for that pupil on POD. This will ensure that the pupil will be counted for teacher allocations and grant payment purposes. Assistance will be provided from the POD Helpdesk.

Will POD facilitate the transfer of 6th class pupil data to second-level schools?

This is currently being examined by the DES.

How can I contact the POD Helpdesk?

The POD Helpdesk is available Monday to Friday from 8.30am to 5.00pm. The helpdesk can be contacted via email – pod@education.gov.ie or by phone - 01 8892311