



Primary Circular 0019/2011

**TO BOARDS OF MANAGEMENT, PRINCIPAL TEACHERS AND
TEACHING STAFF IN PRIMARY SCHOOLS**

Notification to all primary schools about the staffing schedule for the 2011/2012 school year, arrangements for filling teaching posts and the redeployment/panel arrangements

1. Introduction

1.1 The purpose of this circular is to inform all primary schools of the following:

- The arrangements for filling teaching posts for the 2011/12 school year
- The commencement of redeployment and panel arrangements for teachers at primary level
- The staffing schedule for primary schools for the 2011/12 school year

The process of allocating teaching resources to schools for 2011/12 and the arrangements for filling vacant or new teaching positions takes place in the context of the Programme for National Recovery, the EU/IMF Programme of Support for Ireland and the Public Service Agreement 2010-2014.

In relation to the Programme for National Recovery and the EU/IMF Programme of Support for Ireland it is necessary for the Department to exercise additional control and reporting measures this year to ensure that the number of teachers employed in schools is consistent with those programmes. The Public Service Agreement 2010-2014 gives a commitment in relation to job security for public servants including primary teachers, contingent on the operation of redeployment arrangements. Consequently it is necessary for the Department to ensure this year that all permanent and fixed term positions are in the first instance made available to those permanent and CID holding teachers that are surplus and are to be redeployed. This means that until further notice no school can be given authority to commence recruitment until the Department is in a position to assess the number of these teachers, if any, that remain to be redeployed. There would be an increase in the overall number of primary teachers if as heretofore teachers could remain as a surplus in some schools while other schools recruited teachers and such a position is not sustainable in the current circumstances.

It is the intention of the Department to restore recruitment from fixed-term teachers on the main panels, supplementary panels or public advertisement at the earliest possible opportunity. This however is unlikely to occur before early May 2011 when information becomes available on the number of permanent and CID holding teachers that may still need to be redeployed and when following discussion with the relevant education partners arrangements have been devised that will enable the redeployment of any permanent and CID holding teachers still to be redeployed.

1.2 Main elements of this circular

The following are the main elements of this circular which take account of the requirement to afford priority to permanent and CID holding teachers in line with the Public Service Agreement 2010-2014:

- a) **A discrete subset of the main panel will be created for permanent and CID holding teachers in order to ensure that vacancies are offered in the first instance to these teachers.** This prioritisation of permanent and CID holding teachers must be done in all cases unless there is a legal impediment to the filling of the vacancy in this manner (e.g. statutory entitlement to a CID).
- b) **Permanent and fixed term teaching vacancies can be filled only by permanent or CID holding teachers from the relevant main panel.** Boards of Management are not permitted to commence a recruitment process to fill any teaching vacancy in any other manner until the Department is satisfied that vacant positions are not required for redeployment of any remaining permanent and CID holding teachers on a main panel. The timing of when teaching vacancies can be filled in any other manner will depend on how quickly permanent and CID holding teachers are redeployed into vacancies. The Department will publish weekly panel updates on its website which will inform schools of progress being made on the redeployment of permanent and CID holding teachers.
- c) **Fixed term vacancies must, in addition to permanent vacancies, be offered to permanent and CID holding teachers on the main panel.** These vacancies must be notified by each school to its panel operator (diocesan secretary etc.) in accordance with the timeframes set out in **Appendix C** and section 3.3.
- d) **Schools that do not have access to their own panel must notify their vacancies (permanent and fixed term) to the Department.** This will help the Department to plan in relation to the extent of possible options available for the redeployment of remaining permanent and CID holding teachers.
- e) **The Department is in discussion with the relevant education partners in relation to possible additional arrangements.** For the present, redeployment arrangements will continue to operate within each school's existing panel or where a Patron accepts an application from a teacher for inclusion on a panel. Subsequently it may be necessary to make changes to enable the redeployment of surplus permanent or CID holding teachers after the initial redeployment phase within existing panels. This necessity will be better assessed when the initial redeployment phase within existing panels has taken place and the number of residual permanent and CID holding teachers on the main panel can be fully quantified. A further circular will issue in due course if required.

Meanwhile, all teaching vacancies can be filled only by permanent or CID holding teachers from the relevant main panel.

- f) **The staffing schedule for the 2011/12 school year is set out at Appendix A of this Circular.** This is the mechanism by which a school determines its mainstream staffing allocation. The staffing schedule is the same as the schedule that applied for the current school year except that Gaelscoileanna will, from 1 September 2011, have the same pupil thresholds as ordinary national schools for the appointment and retention of mainstream classroom teachers. Further information in relation to the operation of the staffing schedule is set out in **Part II** of this circular.

PART I

2. Arrangements for filling teaching posts for the 2011/12 school year

- 2.1 Each school must notify all its teaching vacancies (permanent & fixed-term) to its panel operator** (e.g. diocesan secretary) within the timeframes set out in **Appendix C** and section 3.3.

Schools that do not have access to their own panel must, within the same timeframes, notify all their permanent and fixed-term vacancies to the Department. This can be done by e-mailing Primaryallocations@education.gov.ie. This will help the Department to plan in relation to the extent of possible options available for the redeployment of remaining permanent and CID holding teachers.

- 2.2 Teaching vacancies within a 45 km radius must be offered to permanent and CID holding teachers on a main panel in the following order of priority:**

- Permanent vacancies within a diocese
- Fixed-term vacancies within a diocese that are either for the duration of the full school year or are sanctioned during September or October and are for the duration of the remainder of the school year.

- 2.3 It is important for schools to note that teaching vacancies can be filled only by permanent or CID holding teachers from the relevant main redeployment panel.** Boards of Management are not permitted to commence a recruitment process to fill a teaching vacancy in any other manner until the Department is satisfied that vacant positions are not required for redeployment of any remaining permanent and CID holding teachers on a main panel. The timing of when teaching vacancies can be filled in any other manner will depend on how quickly permanent and CID holding teachers are redeployed into vacancies. The Department will publish weekly panel updates on its website which will inform schools and teachers of progress being made on the redeployment of permanent and CID holding teachers.

- 2.4 The latest date for filling a permanent post on a permanent basis (and in accordance with the terms of this circular) is the first working day of November, 2011.** Thereafter, a permanent post may be filled only on a fixed-term basis (and in accordance with the terms of this circular) unless the appointee is a permanent or CID holding teacher from a redeployment panel. These arrangements do not apply to Principal posts which will continue to be filled in the normal manner on a permanent basis.

3. Redeployment and panel arrangements for teachers at primary level

- 3.1** The position in relation to redeployment and panel arrangements for teachers is set out in detail in **Appendix C** of this Circular. The Department will update the guide to the operation of the panel arrangements into a single consolidated document that will be available, in FAQ format, on the Department's website, www.education.ie under Education Personnel/Primary/Teacher Allocations.

3.2 There is an onus on all parties to ensure compliance with these redeployment arrangements. Additional measures will be used to monitor compliance. Schools will be required to include the following information on the Department's Payroll Appointment Form before a teacher can be set up on the payroll:

- The date on which the teaching vacancy became known to the chairperson or the school principal;
- The date on which the vacancy was notified to the relevant panel operator (e.g. diocesan secretary) or the Department where no panel operator applies
- If the vacancy is not filled by a permanent or CID holding teacher from a redeployment panel, the reason for this

3.3 Key actions and dates for the operation of the redeployment panels

The redeployment procedures set out agreed timeframes that will help improve the operation of the redeployment panels. The actions and dates for the 2011/12 staffing schedule are as follows:

Key action	Date for action to be completed
Publish staffing schedule on Department website	4 March 2011
Obligation on schools to notify their Diocesan Education Secretary of any impending vacancy as a consequence of (a) the staffing schedule or (b) any other reason known at this stage such as retirement, etc. <u>Subsequent vacancies must be notified within 5 working days of the vacancy becoming known to the school chairperson or principal.</u>	11 March 2011
Department forwards panel list to Patron/Diocesan Education Secretary	Week commencing 28 March 2011
Patron/Diocesan Education Secretary circulates: (a) the list of teachers on the panel to all schools with known vacancies and (b) the list of schools with vacancies to the teachers on the panel. The Diocesan Education Secretary may use its management body website to communicate vacancies/panel information but this should not include the publication of teachers' names or personal details. The Department may publish & update this information on its website.	3 days after receipt of panel list from Department
End of 3 week timeframe (exclusive of Easter vacation period) for schools with vacancies to interact with teachers on the panel. At the end of the above 3 week period, or at any later date, the Diocesan Education Secretary may request the Department to appoint a Panel Officer to deal with a panel blockage.	Friday 6 May 2011

PART II

4. The staffing schedule for primary schools for the 2011/12 school year

- 4.1 The number of mainstream class teachers appropriate to a school shall be determined by reference to the school's valid enrolment on 30 September, 2010.

The schedule of enrolment of pupils required for the appointment and retention of mainstream class teachers for the 2011/12 school year is attached at **Appendix A**.

- 4.2 Only pupils who were **validly** enrolled on 30 September 2010 should be taken into account for the purpose of determining staff numbers. In this regard the terms of Department Circulars 24/02 - Determination of Valid Enrolment in Primary Schools and 32/03 – Retention of Pupils in Primary Schools must be adhered to. **Pupils retained on the school register on 30 September, 2010 for the purpose of compliance with the Education and Welfare Act, 2000 should not be counted towards valid enrolment for the purpose of determining staff numbers.**

4.3 Developing School Criteria for the School Year 2011/12

A developing school is defined as a school where the enrolment on 30 September, 2011 is projected to exceed the enrolment on 30 September, 2010

- i) by a minimum numerical increase **and**
- ii) by having a stipulated excess of 5 pupils above the required appointment figure

For primary schools with a Staffing of Principal plus 7 Mainstream Class Teachers or greater the minimum numerical increase referred to at i) above is 25 pupils.

For primary schools with a Staffing of Principal plus 6 Mainstream Class Teachers or fewer, the minimum numerical increase referred to at i) above is 15 pupils. An average class size in excess of 28 pupils must also apply to schools seeking a post under this criterion (see exceptions at 2.2 below). This is calculated by applying the number of mainstream posts anticipated for 2011/12 (excluding developing post) to the number of pupils projected to be enrolled in September 2011.

Schools must qualify under both criteria at i) & ii) above and in the case of such schools, an additional permanent post(s) may be sanctioned provisionally pending the confirmation of the valid enrolment on 30 September, 2011. The staffing will be adjusted in the light of the actual valid enrolments on 30 September, 2011.

Two exceptions exist:

- 1) School seeking the appointment of the 2nd mainstream class teacher.

In such instances, schools projecting a minimum numerical increase on 30 September 2011 of 15 pupils on 30 September 2010 enrolment are not required to meet either the stipulated excess number of 5 pupils on the appointment figure or

the stipulated average class size. The minimum projected enrolment of 49 pupils must be achieved to secure a 2nd mainstream class teacher.

2) Schools seeking the appointment of more than one developing school post. In such instances, schools must meet the requirement of minimum numerical increase and the stipulated excess number of 5 pupils on the appointment figure for the first developing school post. In the case of each post sought thereafter the stipulated excess number of 5 pupils on the appointment figure must be met.

Application(s) for an additional post(s) under developing school criteria must be submitted to the Primary Allocations Section on or before 7 October, 2011.

4.4 Appointment of the 1st Mainstream Teacher in new schools

The enrolment required for the 2011/12 school year for the appointment of a Principal and 1 mainstream class teacher to a school opening in September, 2011 is 20 pupils. This enrolment must be achieved by 30 September, 2011.

4.5 Appointment of Administrative Principals

The following criteria apply for the appointment of an administrative principal in the 2011/12 school year:

a) The enrolment figure for the appointment and retention of administrative principals in ordinary schools / Gaelscoileanna & Gaeltacht schools is 178 pupils. On the appointment of the 7th mainstream class teacher the Principal becomes an Administrative Principal and no consequential additional teaching post is warranted.

or

b) Principal teachers in ordinary schools / Gaelscoileanna & Gaeltacht schools with an enrolment of fewer than 178 pupils but with a staffing of Principal plus nine or more teachers, when all ex-quota posts are counted, may be appointed as Administrative Principals. In such instances, a permanent mainstream class teacher may be appointed to replace the Principal.

or

c) Where a school has a staffing of Principal plus four or five mainstream class teachers and also has a specialist autism unit established under the approval of the National Council for Special Education, the Principal will be appointed on an administrative basis. In such instance, a permanent mainstream class teacher may be appointed to replace the Principal. Please note that while a specialist autism unit consists of 2 to 3 classes, the enrolment of the first pupil allows for the appointment of the replacement teacher and for the appointment of the Principal to administrative status.

4.6 Allocation of Administrative Principals under DEIS

Schools which qualified for the Urban Strand (Band 1 and 2) of the School Support Programme (SSP) under DEIS are entitled to the allocation of administrative principals on lower enrolment and staffing figures than apply in primary schools generally, under the following terms:

- a) The enrolment figure for the appointment and retention of administrative principals in Band 1 and Band 2 primary schools is 145 pupils (Principal plus 5 mainstream teachers). This will facilitate the principal becoming an administrative principal. In such instances, a permanent mainstream class teacher may be appointed to replace the principal

- b) Principal teachers in Band 1 and Band 2 primary schools with an enrolment of fewer than 145 pupils but with a staffing of principal plus seven or more teachers, when all ex-quota posts are counted, may be appointed as administrative principals. In such instances, a permanent mainstream class teacher may be appointed to replace the principal.

Any queries relating to the appointment of an administrative principal under DEIS should be made to the Social Inclusion Unit of the Department at 090 6483773 or 090 6483774.

4.7 Appointment of Administrative Deputy Principals

The following criteria will apply for the appointment of an Administrative Deputy Principal in the 2011/12 school year:

- a) Deputy Principals in schools with 24 or more mainstream class teachers (including Developing School Posts) may be appointed as Administrative (non-teaching) Deputy Principals. The following posts allocated under Social Inclusion measures may also be included when counting the 24 posts required for Administrative Deputy Principal status, SSP Urban Band 1, SSP (BTC), SSP (GCEB) and Disadvantaged Concessionary. In such instances, a permanent mainstream class teacher may be appointed to replace the Deputy Principal. In the event that the appointment as administrative deputy principal is dependant on the confirmation of a developing school post, the appointment of administrative deputy principal and the replacement teacher should be done on a provisional basis pending confirmation of the developing school post.

or

- b) Deputy Principals in mainstream schools that, in addition to ordinary mainstream class teachers, also have five or more special classes for children with more complex low incidence special needs may be appointed as Administrative (non-teaching) Deputy Principals. In such instances, a permanent mainstream class teacher may be appointed to replace the Deputy Principal.

4.8 Island schools

In the event that a reduction in the pupil numbers of an island school will result in the loss of the second or third mainstream teaching post in the school, the posts may be retained, subject to:

- in the case of the second mainstream post the total number of pupils in the school being 8 or above and the school being the only primary school remaining on the island or
- in the case of the third mainstream post the total number of pupils in the school being 45 or above

5. Primary Staffing Appeal Board

5.1 The Appeal Board, which operates independently of the Minister and the Department, will review appeals on the mainstream teaching allocation to schools for the 2011/12 school year.

5.2 It is proposed that the first meeting of the Staffing Appeal Board to deal with appeals for the 2011/12 school year will be held in May, 2011. Further meetings will be held in June and October 2011.

The closing dates for receipt of staffing appeals are 6 May, 2011, 17 June, 2011 and 21 October, 2011. These closing dates will also be posted on the Department website. **Please note that closing dates will be strictly adhered to and accordingly, appeals received after a particular closing date will not be considered by the Board at that meeting.**

Appeals must be submitted to Primary Allocations Section, Schools Division, Department of Education and Skills, Athlone, on the standard application form, clearly stating the criterion under which the appeal is being made. Please mark the envelope "Staffing Appeal".

The standard application form is available on the Department website at www.education.ie under Education Personnel/Primary/Teacher Allocations.

5.3 The Appeal Board may determine that a departure from the staffing schedule is necessary in the circumstances outlined at (a) to (c) below

- a) 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.
- b) Where the Appeal Board is satisfied, on the basis of verifiable evidence, that the required pupil numbers were enrolled in September * or October 2010, but due to circumstances outside the control of the school were not enrolled on the 30th September, 2010. However, for staffing purposes, a pupil can be included in the enrolment of only one school in any school year. **
- c) Where the Appeal 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, 2011, but due to circumstances outside the control of the school, were not enrolled as expected on 30 September, 2011. A post allocated by the Appeal Board under this criterion will be sanctioned on a provisional basis subject to confirmation of the required enrolment being achieved before 31 December, 2011. As with (b) above, for staffing purposes, a pupil can be included in the enrolment of just 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 30 September 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 has transferred.

d) The Staffing Appeals Process also provides for an appeal mechanism for Meeting the needs of pupils learning English as an Additional Language (EAL).

Primary schools where at least 25% of their total enrolment is made up of pupils that require EAL support (pupils with less than B1 (Level 3) proficiency) can lodge an appeal to the Primary Staffing Appeal Board for a review of their proposed allocation for 2011/12 under the rules for EAL support as set out in Circular 0015/2009.

The relevant criterion is

- Where the Appeal Board is 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 support the educational needs of such pupils

5.4 A Board of Management may appeal only once in a particular case.

The Appeal Board's adjudication will be regarded as a final determination in relation to the post(s) and no further appeal in respect of the 2011/12 school year shall be considered.

6. Class sizes

Posts allocated on the basis of the staffing schedule are specifically for mainstream classes and should be deployed accordingly. School authorities are requested to ensure that the number of pupils in any class is kept as low as possible, taking all relevant contextual factors into account (e.g. classroom accommodation, fluctuating enrolment etc.). In particular, school authorities should ensure, as far as possible, that there is an equitable distribution of pupils in mainstream classes and that the differential between the largest and smallest classes is kept to a minimum.

7. Posts of Responsibility

The Post of Responsibility Schedule is attached at **Appendix B** for the information of schools.

Appointments to Principal and Deputy Principal in schools can continue to be filled in the normal way.

The Government decision on the moratorium on promotions in the Public Service means that with effect from 27 March 2009 schools may no longer make any appointment to other posts of responsibility.

The Government decision provides for an exception to the above rule in respect of the filling of the first allocation of posts of responsibility in new schools. The Department will be in direct communication with new schools in relation to their entitlement to fill their first allocation of posts of responsibility.

Schools will be separately notified of whatever other limited alleviation arrangements are put in place for the 2011/12 school year.

8. Queries

Queries in relation to this circular may be e-mailed to Primaryallocations@education.gov.ie

Hubert Loftus
Principal Officer
Teacher Allocations Section

March, 2011

APPENDIX A

Schedule of Enrolment of Pupils Governing the Appointment and Retention of Mainstream Class Teachers in National Schools for the 2011/12 school year (The figures required for these purposes are enrolments on 30th September 2010)

STAFFING SCHEDULE FOR 2011/12 SCHOOL YEAR				
MCTs* in addition to Principal	Ordinary Schools and Gaelscoileanna		Gaeltacht Schools	
	Appointment	Retention	Appointment	Retention
1	12	12	12	12
2	49	49	49	49
3	81	81	81	76
4	115	115	115	96
5	145	145	145	122
6	173	173	173	153
7	178	178	178	158
8	205	205	205	193
9	232	232	232	229
10	259	259	259	257
11	286	286	286	286
12	313	313	313	313
13	340	340	340	340
14	367	367	367	367
15	394	394	394	394
16	421	421	421	421
17	459	459	459	459
18	487	487	487	487
19	515	515	515	515
20	543	543	543	543
21	571	571	571	571
22	599	599	599	599
23	627	627	627	627
24	655	655	655	655
25	683	683	683	683
26	711	711	711	711
27	739	739	739	739
28	767	767	767	767
29	795	795	795	795
30	823	823	823	823
31	851	851	851	851
32	879	879	879	879
33	907	907	907	907
34	935	935	935	935
35	963	963	963	963
36	991	991	991	991
37	1019	1019	1019	1019
38	1047	1047	1047	1047
39	1075	1075	1075	1075
40**	1103	1103	1103	1103

* MCT means mainstream classroom teacher

** For the 41st MCT and upward, add an additional 28 validly enrolled pupils

APPENDIX B

Primary Posts of Responsibility Schedule

Number of Authorised Posts (incl Principal)	Principal	Deputy Principal	Assistant Principal Posts	Special Duties Posts
1	1	0	0	0
2	1	0	0	1
3	1	1	0	0
4	1	1	0	1
5	1	1	0	1
6	1	1	0	1
7	1	1	0	2
8	1	1	0	2
9	1	1	0	3
10	1	1	0	3
11	1	1	0	3
12	1	1	0	4
13	1	1	0	4
14	1	1	1	4
15	1	1	1	4
16	1	1	1	5
17	1	1	1	5
18	1	1	1	6
19	1	1	1	6
20	1	1	2	6
21	1	1	2	6
22	1	1	2	7
23	1	1	2	7
24	1	1	3	7
25	1	1	3	7
26	1	1	3	8
27	1	1	3	8
28	1	1	3	9
29	1	1	3	9
30	1	1	3	10
31	1	1	3	10
32	1	1	4	10
33	1	1	4	10
34	1	1	4	11
35	1	1	4	11
36	1	1	5	11
37	1	1	5	11
38	1	1	5	12
39	1	1	5	12
40	1	1	6	12
41	1	1	6	12
42	1	1	6	13
43	1	1	6	13
44	1	1	7	13
45	1	1	7	13
46	1	1	7	14
47	1	1	7	14
48	1	1	8	14
49	1	1	8	14
50	1	1	8	15
51	1	1	8	15
52	1	1	9	15
53	1	1	9	15
54	1	1	9	16
55	1	1	9	16
56	1	1	10	16
57	1	1	10	16
58	1	1	10	17
59	1	1	10	17
60	1	1	11	17
61	1	1	11	17

APPENDIX C

Redeployment and panel arrangements for Teachers at primary level

Introduction

Primary Teachers redeployment will operate initially this year through the operation of each of the separate panels and having regard to the changes set out in Circular 19/2011 and the requirement to afford priority to permanent and CID holding teachers in line with the Public Service Agreement 2010-2014.

The changes set out in this document provide for the operation of the main panels as before but taking account of the need to

- (i) prioritise permanent and CID holding teachers when filling vacancies and
- (ii) to utilise, as required, fixed term vacancies in addition to permanent vacancies for redeployment purposes

For the present, redeployment arrangements will continue to operate within existing diocesan panels and/or where a Patron accepts an application from a teacher for inclusion on a panel.

Subsequently it may prove necessary to make changes that will enable the redeployment of any teachers that continue to remain surplus after the initial phase. The Department is in discussion with the relevant education partners in relation to possible additional arrangements. The necessity for such changes will be better assessed when the initial phase of redeployment has taken place and the number of teachers still remaining surplus can be fully quantified. A further circular will issue in due course should it prove necessary to implement additional measures.

This document should be read in conjunction with the existing redeployment panel arrangements. While it uses terminology and language that largely relates to the operation of a diocesan panel it applies fully, *mutatis mutandis*, to all other panels.

The Department will update the guide to the operation of the panel arrangements into a single consolidated document that will be available, in FAQ format, on the Department's website.

Prioritising permanent and CID holding teachers

1. Permanent and CID holding teachers who defer their panel rights in order to fill a fixed-term vacancy in their current school may continue to do so in the normal manner.
2. Fixed-term teachers may defer their panel rights in order to fill a fixed-term vacancy in any school only after the Department is satisfied that such posts are not required to be filled by permanent and CID holding teachers on the main panel. In the interim, these fixed-term teachers will remain on the relevant panel(s).
3. A discrete subset of the main panel will be created for permanent and CID holding teachers in order to ensure that vacancies are offered in the first instance to these teachers. This prioritisation of permanent and CID holding teachers must be done in all

cases unless there is a legal impediment to the filling of the vacancy in this manner (e.g. statutory entitlement to a CID).

Filling of Vacancies

4. As stated in Circular 19/2011 vacancies within a 45 km radius must be offered to permanent and CID holding teachers on a main panel in the following order of priority:
 - Permanent vacancies within a diocese
 - And where there are insufficient permanent vacancies fixed-term vacancies within a diocese that are either for the duration of the full school year or are sanctioned during September or October and are for the duration of the remainder of the school year
5. Permanent and CID holding teachers who are redeployed to fill a fixed-term vacancy shall become an employee of the receiving school (but will retain their permanent status). However a redeployed teacher filling a fixed term vacancy may request that his/her redeployment in the following year is based within a 45km radius of either the current school or the receiving school.

Voluntary Transfers and Applications for inclusion on a panel from Teachers that do not have access to a redeployment panel

6. The provision for voluntary transfers between panels will continue as heretofore and is an important mechanism that can help to clear panels.
7. Surplus eligible permanent and CID holding primary teachers who do not have access to a redeployment panel will be required to apply for access to the relevant diocesan or other national panel that covers schools in their location. The Patron or panel operator will consider such applications on the same basis as applies to a voluntary transfer request.

Notification of vacancies

8. All schools are required to notify the Diocesan Education Secretary within the required timeframe of all permanent vacancies and all fixed-term vacancies that are for the duration of the full school year. Fixed-term vacancies within the diocese that are sanctioned during September or October and are for the duration of the remainder of the school year must also be notified to the Diocesan Education Secretary. The notification requirements apply at all times irrespective of whether or not the panel is in operation. The following are the relevant timeframes for the notification of vacancies to the Diocesan Education Secretary:
 - Vacancies arising from the application of the staffing schedule must be notified within 5 working days from when the staffing schedule is published
 - All other vacancies must be notified within 5 working days of the vacancy becoming known to the Chairperson of the Board of Management or the School Principal.

Special National Panel

9. The special national panel applies in relation to the redeployment of certain categories of teachers to vacancies in special schools and also vacancies in primary schools in special classes and resource teacher (low incidence) posts. Vacancies in such posts must be offered in the first instance to permanent or CID holding teacher(s) on the special national panel before they can be filled in any other manner (unless there is a legal impediment to the filling of the vacancy in this manner e.g. statutory entitlement to a CID). Post-primary qualified teachers on the special national panel will be redeployed through the redeployment arrangements at post-primary level.

Compliance and Fairness

10. The revisions to the panel arrangements that were made in 2009 included provision for a panel officer to be appointed to deal with a panel impasse. If the relevant teacher on the panel is not the most junior teacher in the school then the panel officer in dealing with the panel impasse will now also have a power to direct the school to place, as an alternative, its most junior teacher on to the panel.
11. A teacher on a panel who is called for interview and refuses to attend will forfeit his/her panel rights and be removed from the payroll at the end of his/her contract period or at the end of the school year whichever is the earlier.
12. Compliance with these redeployment arrangements will be subject to audit by the Department.