**Appendix F (e)**

**Application to the Primary Staffing Appeals Board for the 2020/21 School Year**

**Criterion E – Small Schools**

**The Appeals Board will consider applications for mainstream staffing as outlined in Circular 0018/2020, Staffing Arrangements in Primary Schools for the 2020/21 school year.**

**Part 1** School staffing details.

**Part 2** Information specific to the particular appeal criterion.

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

**Part 1**

**Roll No:** \_\_\_\_\_\_\_\_\_\_\_\_

**School Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School Category:**

* Ordinary
* Gaeltacht
* Gaelscoil
* DEIS Urban Band 1
* Other

If “Other” please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Please state the valid enrolment on:**

30th September 2018 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 30th September 2019 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 30th September 2020\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \* Use projected figure if before this date

1. **State details of staffing posts:**

|  |  |  |
| --- | --- | --- |
|  | **2019/20**  | **2020/21** |
| **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)  |   |   |
| S.E.T. post |  |  |
| Special Class Teacher (exact category)   |   |   |
| EAL Language Support Post  |   |   |
| Other Teaching Posts (give details)  |   |   |

1. **Please state the (projected) enrolment breakdown for each grade for the 2020/21 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**  |   |

1. **Please state the (projected) breakdown of class groups per teacher for the 2020/21 school year**

**Do not include any expected appeal post:**

|  |  |
| --- | --- |
| **Class Groups** | **No of Pupils** |
|   |   |
|   |   |
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|   |   |
| **Total**  |   |

**Part 2**

**Criterion E – Small Schools**

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 2020/21 school year provides supported evidence that the enrolment will increase sufficiently by 30th September 2020 to retain the post for the subsequent school year (i.e. the 2021/22 school year) the Appeals Board can allow the school to retain the classroom post.

or

1. Where a school with **three classroom teachers or less** is not gaining a classroom post for the 2020/21 school year but can provide evidence that it will gain the additional classroom post for the subsequent school year (i.e. the 2021/22 school year), the Appeals Board can allow the school to gain a post for the 2020/21 school year.

or

1. Where a school that is due to have **1 classroom teacher** for the 2020/21 school year based on the current staffing schedule but is projecting an enrolment of at least 14 pupils for 30th September 2020 and has at least 6 class groupings, the Appeals Board can allow the school to gain/retain a post for the 2020/21 school year.

Total (projected) enrolment on 30th September 2020: \_\_\_\_\_\_\_\_\_\_

**Part 3**

**Further Information**

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

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I hereby certify that the details provided are true and correct.

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

Signature of

Chairperson of BoM / CEO of ETB: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please forward the completed form to:**

**Primary Staffing Appeals Board**

**Primary Allocations Section**

**Department of Education & Skills**

**Cornamaddy**

**Athlone**

**Co. Westmeath**

**N37 X659**