



**Application for claims for substitute hours in the 2021/22 school year
(6 January – 23 February 2022)**

This form should only be completed in instances where a school could not source a substitute teacher in respect of a substitutable absence and wish to reclaim the day's absence in part-time hours.

| |
|--------------------|
| School Name |
| |

| | |
|----------------------|--|
| Roll Number | |
| Email Address | |
| Phone No | |

| |
|-----------------------|
| School Address |
| |
| COUNTY: |

| |
|--------------------------------|
| <u>For Department use only</u> |
| Check Absence on OLCS ____ |
| Minutes keyed to OLCS ____ |

Return this form **within 5 days of the teachers' absence** to:
Primary Teacher Allocations Section, Department of Education, Cornamaddy, Athlone, Co. Westmeath N37 X659
Or the completed form can be scanned and emailed to: primaryallocations@education.gov.ie

**NOTE: Please ensure the correct date of teacher's absence has been recorded on OLCS before completion of this form
Hours cannot be carried forward into another school year.**

| Date of teacher absence* | Absent Teachers name | Number of hours on this date |
|--------------------------|----------------------|------------------------------|
| | | PPSN: |

*For more than a single days' absence, please also complete the section on page 2.

Declaration

I declare that

- On the day of original absence, it was not possible to obtain a teacher from a substitute supply panel, my schools' own panel of regular substitutes or the national substitute service.
- The teacher absence being claimed for has been recorded on OLCS. (please note claims are cross-checked with OLCS records so it is important that absence dates on the OLCS are recorded accurately)

Principal

Date _____

Contact No. _____

