

**Appendix F (b)**  
**Application to the Primary Staffing Appeals Board for the 2022/23**  
**School Year**

**Criterion B – Additional Enrolments in October 2021**

**The Appeals Board will consider applications for mainstream staffing as outlined in Circular 0025/2022, Staffing Arrangements in Primary Schools for the 2022/23 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 2020 \_\_\_\_\_

30th September 2021 \_\_\_\_\_

30th September 2022\* \_\_\_\_\_

\* Use projected figure if submitting appeal to the May meeting

2. State details of staffing posts:

	2021/22	2022/23
<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)		
S.E.T. post		
Special Class Teacher (exact category)		
EAL Language Support Post		
Other Teaching Posts (give details)		

3. Please state the (projected) enrolment breakdown for each grade for the 2022/23 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	

4. Please state the (projected) breakdown of class groups per teacher for the 2022/23 school year

Do not include any expected appeal post.

Class Groups	No of Pupils
Total	

## Part 2

### Criterion B – Additional Enrolments in October 2021

Where the Board is satisfied, on the basis of verifiable evidence, that the required pupil numbers were enrolled in September or October 2021, but due to circumstances outside the control of the school were not enrolled on the 30th September 2021\*. For staffing purposes, a pupil can be included in the enrolment of only one school in any school year\*\*.

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 30th September 2020 \_\_\_\_\_
2. Valid enrolment for 30th September 2021 \_\_\_\_\_
3. Is this less than the number of pupils enrolled earlier in September 2021?  
Yes  No

If yes, please state the reasons why

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4. Number of pupils who enrolled in October 2021 (if any): \_\_\_\_\_

Please state the reasons for pupil enrolment in October 2021 (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 1st 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.)*

7. Please note that if pupil(s):

- That were previously enrolled in another school on 30th September 2021 are being counted as part of this appeal, a letter from the previous school 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 must be included with the Appeal.
- Were not enrolled in any other school on 30th September 2021, a letter from the child's parent/guardian stating this should be provided.

Please tick the box if this applies in your case.

*\*A pupil who leaves the school before 30th 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 30th September 2021 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.*

**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 Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please forward the completed form to:

Primary Staffing Appeals Board  
Primary Allocations Section  
Department of Education  
Cornamaddy  
Athlone  
Co. Westmeath  
N37 X659