



**Circular Number 0052/2018**

**To: The Chief Executive Officers of Education and Training Boards**

**Statistical Returns in respect of part-time courses in ETB  
Schools/Colleges in the 2017/2018 School Year**

Returns are to be made in respect of students who attended part-time courses in 2<sup>nd</sup> level institutions during the school year 2017/2018.

The forms for the 2017/2018 school year have been made available on the Department's website.

[\(https://www.education.ie/en/Schools-Colleges/Services/Returns/Part-time-Courses-at-Second-Level-Census/\)](https://www.education.ie/en/Schools-Colleges/Services/Returns/Part-time-Courses-at-Second-Level-Census/)

Part-time enrolment figures from the schools can be returned by email to Statistics section at this address: [parttimereturns@education.gov.ie](mailto:parttimereturns@education.gov.ie).

A complete Return should also be made in respect of **temporary or external centres** (if any).

**Please note that Community and Comprehensive schools are also being requested to complete returns in respect of part-time courses provided in 2017/2018.**

If your Education and Training Board provided part-time courses in a Community or Comprehensive School, would you please liaise with the school in question and ensure that the students are entered **either** on the Statistical Return from the Education and Training Board **or** on the Community/Comprehensive School's Statistical Return.



In order to avoid double-counting, it is important that, where co-operation arrangements existed between Community/Comprehensive Schools and Vocational schools, students should not be returned by both the school and the ETB.

If a school did not provide part-time courses during the 2017/2018 school year please notify Statistics Section of this fact at

[parttimereturns@education.gov.ie](mailto:parttimereturns@education.gov.ie)

It would be appreciated if you would ensure that all part-time returns are submitted to the Department by the 2nd of November 2018.

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31 August 2018

