

## Appendix F

### APPLICATION TO THE APPEAL BOARD FOR STAFFING IN PRIMARY SCHOOLS

### STAFFING FOR THE 2012/13 SCHOOL YEAR

(to be completed by the Principal and authorised/signed by the Chairperson)

The Appeal Board will consider applications for mainstream staffing as outlined in Section 4 of Circular 0007/2012 Staffing Arrangements in Primary Schools for the 2012/13 school year.

#### Part 1 - Section 1

**School Name & Address :**

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Phone No: \_\_\_\_\_

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

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

**School Category:**

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

If "Other" please specify \_\_\_\_\_

## Part 1 – Section 2

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

	<b>2011/12</b>	<b>2012/13</b>
<b>Post Type</b>	<b>No of Posts</b>	<b>No of Posts</b>
Total Full-Time Teaching Posts including Principal		
Breakdown of Teaching Posts as follows:		
Principal		
Mainstream Class Teacher(s) including developing post(s)		
Learning Support/ Resource Teacher		Not Applicable
GAM/EAL post	Not Applicable	
Resource Post for Special Needs Pupils (Low Incidence Disabilities)		
Special Class Teacher (exact category)		
EAL Teaching Post		
Other Teaching Posts (give details)		

**2. Is the school in any of the following categories? (Tick as appropriate)**

- Urban Breaking the Cycle
- Rural Breaking the Cycle
- Urban Giving Children an Even Break
- Rural Giving Children an Even Break
- Urban DEIS (School Support Programme)
- Rural DEIS (School Support Programme)

3. Please state the (projected) enrolment breakdown for each grade for the 2012/13 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)	
<b>Total</b>	

4. Please state the (projected) breakdown of classrooms per teacher for the 2012/13 school year.

Class Groups	No of Pupils
<b>Total</b>	

5. Please state the valid enrolment on:

30 September 2009 \_\_\_\_\_

30 September 2010 \_\_\_\_\_

30 September 2011 \_\_\_\_\_

30 September 2012 \_\_\_\_\_

(use projected figure if before this date; relevant to appeal criteria c and e)

**6. Please tick to indicate under which grounds the appeal is being made:**

- (a)  Please complete Section 1 below.  
(exceptional accommodation difficulties)
- (b)  Please complete Section 2 below.  
(additional enrolments in October 2011)
- (c)  Please complete Section 3 below.  
(developing post based on additional enrolments in 2012)
- (d)  Please complete Section 4 below  
(English as an additional language teaching posts)
- (e)  Please complete Section 5 below  
(schools with a principal and three other mainstream teachers – see detailed criterion)
- (f)  Please complete Section 6 below  
(schools losing 3 or more teaching posts)

## Part 2 – Criterion (a) – Section 1

- 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. The school must demonstrate to the Board's satisfaction why an additional teaching post is warranted to meet the exceptional accommodation difficulty.

1. Is the existing accommodation adequate for an additional teacher and class?

- Yes
- No

2. Has the Department's Planning and Building Unit in Tullamore, Co Offaly been contacted by the Board of Management regarding exceptional accommodation difficulties?

- Yes
- No

If yes please give details:

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3. Are there any special circumstances (e.g. split campus site) pertaining to your school? If so, please give details below together with any other relevant evidence or comments supporting your application. As appropriate, the details should include issues such as the distance between the split sites, what activities require pupils to travel between sites and what route intersects the two sites.

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4. How will the allocation of an additional teaching post improve any of the above exceptional accommodation difficulties?

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## Part 2 – Criterion (b) – Section 2

Where the Board is satisfied, on the basis of verifiable evidence, that the required pupil numbers were **enrolled in September \* or October 2011**, but due to circumstances outside the control of the school were not enrolled on the 30th September, 2011. However, for staffing purposes a pupil can be included in the enrolment of only 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 the 30 September 2011 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.

1. Valid enrolment for 30 September 2010 \_\_\_\_\_
2. Valid enrolment for 30 September 2011 \_\_\_\_\_

Is this less than the number of pupils enrolled earlier in September 2011?

Yes

No

If yes, please state the reasons why

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3. Number of pupils who enrolled in October 2011 (if any): \_\_\_\_\_
4. Please state the reasons for pupil enrolment in October 2011 (if any):

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5. Were all children enrolled over 4 years of age?

- Yes  
 No

6. Were any pupils retained?

- Yes  
 No

If the answer is “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 1<sup>st</sup> 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.

Please note that if pupils that were previously enrolled in another school on 30 September 2011 are being counted as part of this appeal, evidence 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 should be included. A letter signed by the Principal/Chairperson of that school to this effect should suffice. Please tick the box if this applies in your case.

## **Part 2 – Criterion (c) – Section 3** **(For October Appeal Board Meeting Only)**

Where the 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, 2012, but due to circumstances outside the control of the school were not enrolled as expected on 30 September 2012. A post allocated by the Board under this criterion will be sanctioned on a provisional basis subject to confirmation of the required enrolment being achieved before 31 December 2012. As with (b) above, for staffing purposes, a pupil can be included in the enrolment of just one school in any school year. \*

\* In the event that the school in which the pupil was enrolled on the 30 September 2012 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.

***Please note that as this criterion relates to verification of actual enrolment on 30 September 2012, the Appeal Board can only consider the appeal after that date.***

1. Required enrolment on 30 September 2012 for retention of developing post: \_\_\_\_\_
2. Enrolment achieved on 30 September 2012 \_\_\_\_\_
  - b. Why was the required enrolment as projected not achieved?

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3. Does the Board of Management have evidence that the enrolment will be achieved by the end of December 2012?

Yes

No

If yes, please provide details of the pupils expected to enrol and other appropriate factual evidence \*:

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\* Please note that if pupils that were previously enrolled in another school on 30 September 2011 are being counted as part of this appeal, evidence 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 should be included. A letter signed by the Principal/Chairperson of that school to this effect should suffice. Please tick the box if this applies in your case.



## Part 2 – Criterion (d) – Section 4

Where at least 20% (previously 25%) of the enrolment of the school is made up of pupils that require **EAL (English as an additional language)** support (pupils with less than B1 (Level 3) proficiency), the BOM can lodge an appeal for a review of the proposed allocation for pupils requiring EAL support. The Board must be 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 meet the educational needs of such pupils.

1. Total (projected) number of all validly enrolled pupils (EAL and other pupils) on 30 September 2012:
2. Total (projected) number of validly enrolled pupils on 30 September 2012 with less than B1 (level 3) proficiency who will have received **less than 1 year** EAL support by 31st August 2012:
3. Total (projected) number of validly enrolled pupils on 30 September 2012 with less than B1 (level 3) proficiency who will have received **between 1 and 2 years** EAL support by 31st August 2012:
4. Total (projected) number of validly enrolled pupils on 30 September 2012 with less than B1 (level 3) proficiency who will have received **more than 2 years** but less than 3 years EAL support by 31st August 2012:
5. Number of pupils with less than B1 (level 3) proficiency who (will) have received **3 years or more** EAL education by 31 August 2012:
6. If relevant, please explain the reason for claiming EAL support in respect of more pupils for the 2012-13 school year than for the previous school year.  

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7. Please outline the particular circumstances to support the school's application for additional post(s) and the manner in which existing teaching posts are being utilised.  

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## Part 2 – Criterion (e) – Section 5

- b) Where a school with **four classroom teachers or less** which is losing a mainstream classroom post as a result of the phased increase in the appointment and retention figures outlined for small schools in Appendix A provides supported evidence that their enrolments will increase sufficiently by 30 September, 2012 to retain the post for the subsequent (2013/14) school year, the Appeal Board can allow the school to retain the mainstream classroom post. The relevant thresholds are set out in Appendix A. For example to remain as a 2-classroom teacher non DEIS Band 1 school it must provide supported evidence that its 30 September 2012 enrolment will be at least 17 pupils. Schools should show how their enrolment increase will be maintained in the longer term.

Please ensure that you have completed Part 1, Section 2 of this form which outlines the projected breakdown of staffing for 2012/13.

Briefly outline how your school meets the above criterion.

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