


An Roinn Oideachais agus Scileanna Rannóg Staitistic Bloc 2 Sráid Maoilbhríde Baile Átha Cliath 1		Department of Education & Skills Statistics Section Block 2 Marlborough Street Dublin 1
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## Circular Number 0058/2017

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

*Statistical Returns in respect of part-time courses in ETB Schools/Colleges in the 2016/2017 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 2016/2017.

The forms for the 2016/2017 school year have been made available on the Department's website ([www.education.ie](http://www.education.ie)). 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 2016/2017.**

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 2016/2017 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 03 November 2017.

Diarmuid Reidy

Senior Statistician

01 September 2017