Appendix F (a)

Application to the Primary Staffing Appeals Board for the 2018/19 School Year

Criterion A – Exceptional Accommodation Difficulties

The Appeals Board will consider applications for mainstream staffing as outlined in Circular 0010/2018, Staffing Arrangements in Primary Schools for the 2018/19 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: ________________________________________
_____________________________________________________________________

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:**

   30 September 2016  ____________
   30 September 2017  ____________
   30 September 2018*  ____________

   * Use projected figure if before this date

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

<table>
<thead>
<tr>
<th>Post Type</th>
<th>2017/18</th>
<th>2018/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Full-Time Teaching Posts including Principal</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Breakdown of Teaching Posts as follows:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principal</td>
<td></td>
<td></td>
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<tr>
<td>Mainstream Class Teacher(s) including developing post(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>S.E.T. post</td>
<td></td>
<td></td>
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<tr>
<td>Special Class Teacher (exact category)</td>
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<tr>
<td>EAL Language Support Post</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Teaching Posts (give details)</td>
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</tbody>
</table>
3. Please state the (projected) enrolment breakdown for each grade for the 2018/19 school year:

<table>
<thead>
<tr>
<th>Grade</th>
<th>No of Pupils</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Infants</td>
<td></td>
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<tr>
<td>Senior Infants</td>
<td></td>
</tr>
<tr>
<td>First Class</td>
<td></td>
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<tr>
<td>Second Class</td>
<td></td>
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<tr>
<td>Third Class</td>
<td></td>
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<td>Fourth Class</td>
<td></td>
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<td>Fifth Class</td>
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<tr>
<td>Sixth Class</td>
<td></td>
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<tr>
<td>Special Class</td>
<td></td>
</tr>
<tr>
<td>(if any)</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
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</tbody>
</table>

4. Please state the (projected) breakdown of class groups per teacher for the 2018/19 school year

Do not include any expected appeal post:

<table>
<thead>
<tr>
<th>Class Groups</th>
<th>No of Pupils</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>
Part 2

Criterion A – Exceptional Accommodation Difficulties

Where a departure from the staffing schedule is requested to meet exceptional accommodation difficulties.

The school must demonstrate to the Board’s satisfaction why an additional teaching post is warranted to meet the exceptional accommodation difficulty. All questions below must be completed.

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:
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

3. Are there any special circumstances pertaining to your school? If so, please give details below together with any other relevant evidence or comments supporting your application. The details should include issues as appropriate such as classroom size, information on split sites e.g. the distance between split sites if any, what activities require pupils to travel between sites and what route intersects the two sites. Maps and/or building plans may be provided to support the application.
   ______________________________________________________________________
   ______________________________________________________________________
   ______________________________________________________________________

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

Contact Phone No:  ___________________  Email:  ___________________

Please forward the completed form to:

Secretary,
Primary Staffing Appeals Board,
Primary Allocations Section,
Department of Education & Skills,
Cornamaddy,
Athlone,
Co. Westmeath