

Appendix F (a)

Application to the Primary Staffing Appeals Board for the 2025/26 School Year

Criterion A – Exceptional Accommodation Difficulties

The Appeals Board will consider applications for mainstream staffing as outlined in Circular 0011/2025, Staffing Arrangements in Primary Schools for the 2025/26 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:

30 September 2023 _____

30 September 2024 _____

30 September 2025* _____

* Use projected figure for appeals submitted to prior to this date

2. State details of staffing posts:

	2024/25	2025/26
Post Type	No of Posts	No of Posts
Total Full-Time Teaching Posts including Principal		
Breakdown of Teaching Posts as follows:		
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 2025/26 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 2025/26 school year

Do not include any expected appeal post.

Class Groups	No of Pupils
Total	

Part 2

Criterion A – Exceptional Accommodation Difficulties

Where the Appeals Board is satisfied that the required pupil numbers will be achieved in September 2025 and that, without the allocation of an additional classroom post, the school would find itself in an exceptional accommodation difficulty.

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. Total (projected) number of pupils on 30 September 2025 _____
2. Is the existing accommodation adequate for an additional teacher and class?
 - Yes
 - No
3. Has the Department's Planning and Building Unit in Tullamore, Co Offaly been contacted by the Board of Management / ETB regarding exceptional accommodation difficulties?
 - Yes
 - No

If yes please give details:

4. 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.

5. 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.

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 No: _____ Email: _____

Please forward the completed form to:

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