Appendix F (f) Application to the Primary Staffing Appeals Board for the 2025/26 School Year

Criterion F – School losing 3 or more Posts

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 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	
Total	

Part 2

Criterion F – School losing 3 or more Posts

Where a school is losing three or more permanent mainstream posts, an application can be made to the Staffing Appeals Board with a view to seeking to have a portion of the loss in posts deferred to the 2026/27 school year on the basis that it is impacting in a particularly adverse manner on a school's overall allocation.

Briefly outline how your school meets the above criterion.

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	
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Signature of	
Chairperson of BoM / CEO of ETB:	Date:

Contact Phone No: _____ Email: _____

Please forward the completed form to:

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