AN ROINN OIDEACHAIS AGUS SCILEANNA | DEPARTMENT OF EDUCATION AND SKILLS

Circular Letter 0042/2013

To: The Boards of Management and Principals of Post-Primary Schools and the Chief Executives of Educational Training Boards.

Timely submission of September and October Returns for 2013/14

The Department of Education and Skills wishes to thank the vast majority of post-primary schools who have contributed to the significant improvement in the timely submission of returns in recent years.

The Department of Education and Skills requests that all post-primary schools and Educational Training Boards ensure that both the September (Timetables) and October Returns (Students enrolled as on the 30th September) for 2013/14 are submitted by the deadlines as provided below.

September Returns	**25th September, 2013**
October Returns	**7th October 2013**

Where a school anticipates that they will not be in a position to forward either return by the relevant deadline for a **significant exceptional reason** then they should contact the Department by e-mail ***in advance*** of the deadline stating the reason and providing the school roll number, school name and the name, telephone and e-mail of the person in the school who is dealing with the returns. These details should be e-mailed to **school_returns@education.gov.ie**

The submission of the September Returns is required to support planning for evaluation visits by the Inspectorate. The formulation of school timetables, appropriate to the diverse needs of individual schools, is a core function of school managerial authorities in ensuring the effective deployment of resources and the provision of a broad, high-quality educational experience for all students.

The timely submission of the October Returns ensures that the allocation of teaching posts and funding can be notified to schools as early as possible. It also allows information on entrants for the State Examinations to be forwarded to the State

Examinations Commission to allow that body to make the necessary preparations for oral, practical and written examinations. This year the data returned in October Returns by each individual school will be used to pre-populate the Post-Primary Online Database (P-POD) for that school before it is deployed to the school. Delays to the submission of the October Return will therefore delay the deployment of P-POD to the school and may in turn add to the administration burden of the school. Further information on P-POD is available at www.education.ie

TOM DEEGAN
PRINCIPAL OFFICER

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