An Roinn Oideachais agus Scileanna
Corr na Madadh
Baile Átha Luain
Co. na hIarmhí

AN ROINN OIDEACHAIS AGUS SCILEANNA | DEPARTMENT OF EDUCATION AND SKILLS

Department of Education and Skills
Cornamaddy
Athlone
Co. Westmeath

Circular 0057/2011

To the Management Authorities of Second Level Schools and Chief Executive Officers of Vocational Education Committees

Notification re: Short Term Pupil Placements for October Returns 2011/2012 and future years

(1) *Accuracy of October Returns 2011/2012*

Please note that the total number of recognised pupils submitted in this enrolment return will be used to calculate the staffing and grant allocations for your school. It is therefore very important to ensure, in particular, that the total number of recognised pupils is accurate.

(2) *Recognition of Pupils on Short Term Placements*

Under the Rules and Programmes for Second Level Schools, a recognised pupil is a pupil who is following an approved course for junior and senior cycle who is not less than 12 years on 1st January of the school year. The approved junior cycle course is of 3 years duration (Rule 21). An approved course in senior cycle must comply with Department Circulars 31/93, 47/93 and 2/95 and must be of 2/3 years duration (Rule 21(b)).

Pupils who are enrolled in the school on a full-time basis and following a full-time programme of at least one year's duration, but who are temporarily absent on 30th September 2011 due to a short term placement on an exchange programme abroad, **ARE** eligible to be included in a School's October Returns. Staffing and grant allocations to schools will include these recognised pupils.

The Department of Education & Skills wishes to advise School Management Authorities and Chief Executive Officers of Vocational Education Committees that pupils who are from outside of Republic of Ireland and on short term placement[1] and in attendance on 30th September are **NOT** recognised pupils.

[1] Short term placement refers to any enrolment of a student from outside of the Republic of Ireland which is for a period of less than a full school year.

However, schools are asked to include these pupils in their October Returns by:

1. Completing the attached appendix “Short Term Pupil Placements” in respect of each such pupil.
2. Returning this completed appendix together with your other October Returns paperwork to:

   Schools Division – Parents, Learners & Database
   Department of Education & Skills
   Cornamaddy
   Athlone
   Co Westmeath

It is not intended to exclude pupils resident in Ireland who may be enrolled in a particular school for less than a year purely by virtue of having moved newly into an area, or changed school, or are moving out of an area etc. The intention is to exclude only those on temporary placement who intend to return to their own jurisdiction after a number of weeks.

The Department is obliged to refer to An Garda Síochána, any deliberate overstatement of pupil numbers for the purpose of claiming additional resources from the Department. In these circumstances it will be a matter for An Garda Síochána to determine what action, if any, should be taken and consequently may result in a criminal prosecution.

Hubert Loftus
Principal Officer
Schools Division
September 2011

Margaret Kelly
Principal Officer
QCAP
September 2011

Brian Brogan
Principal Officer
Schools Division
September 2011

An Roinn Oideachais agus Scileanna
Corr na Madadh
Baile Átha Luain
Co. na hIarmhí

AN ROINN OIDEACHAIS AGUS SCILEANNA | DEPARTMENT OF EDUCATION AND SKILLS

Department of Education and Skills
Cornamaddy
Athlone
Co. Westmeath

Appendix

Short Term Pupil Placements 2011/2012

School Roll No: _____ School Name: _____

Please indicate below if you have a no short term pupil placements enrolled in your school in the 2011/2012 school year otherwise please complete the relevant pupil details below.

Nil Short Term Pupil Placement for 2011/2012 Return ☐ (tick √ if appropriate)

Pupil Name	DoB	PPSN (If applicable)	Address	Programme Code	Programme Year	Duration of Stay (Weeks)

Principal: _____ **Date:** _____

Principal' Phone No: _____

This appendix should be completed by Schools with Short Term Placement Pupils and returned with all other October Returns related paperwork to the Department of Education and Skills, Schools Division, (Parents, Learners & Database), Cornamaddy, Athlone, Co. Westmeath