

## Appeal Process for Special Education Teaching Allocations

20 March 2017

Ref No: NCSE 03/2017

### *2017/18 Allocations*

DES Circulars 0013/2017 (for Primary schools) and 0014/2017 (for Post-Primary schools) advised schools of the revised allocation process for Special education teachers for the 2017/18 school year.

The Circulars set out the background to the change and the criteria which has been used to develop the various components of the school profiles and also set out how the various components have been calculated to provide the total profiled allocations for each school. These components are set out in sections 6 and 7 of the circulars and are as follows:

- Complex needs
- Baseline
- Gender
- Standardised tests
- Social context

The basis on which these components were calculated for all schools are as follows:

**1. Complex Needs:** NCSE Low Incidence Resource Teaching Allocations as at January 2017

**2. Baseline and Gender:**

- Primary School Enrolments 2015/16 POD
- Post Primary School Enrolments 2015/16 PPOD

**3. Standardised Test Scores:**

Primary: STen Data 2014/15 School Year (QCAP) in conjunction with 2013/14 data English Maths and Irish for Gaelscoil and Gaeltacht Primary Schools

Post Primary: Junior Certificate Data Maths and English 2015 (SEC) in conjunction with 2013 and 2014

**4. Social Context:**

Primary: 2014 Survey Data

Post Primary: Exam Fee Exemption Data

This data was used by the Education Research Centre to arrive at an allocation for every school by apportioning the data proportionate to each school's enrolment numbers and profile for each individual school against the overall number of teaching posts available for allocation. In this regard, the Minister for Education increased the number of available posts by 900 over the figure allocated for the 2016/17 school year and this enabled the DES to ensure that each school retained its allocation or received an increase where this was warranted using the data.

Arising from the introduction of the new model, no school experienced a decrease in their year on year allocation .This is in contrast to the 2015/16 and 2016/17 school years where 1,000 schools experienced a decrease in their year on year allocation from the NCSE.

### *Appeals Process*

The Department of Education and Skills and the NCSE are committed to ensuring that all schools are treated equally and fairly in the manner in which their school profiles have been calculated.

The Department and the NCSE are also committed to ensuring that resources are allocated and distributed fairly to all schools, in accordance with the criteria set out in the Circulars.

**In circumstances where a school considers that their school profile was calculated incorrectly using the above data, an appeal may be submitted for a review of the calculation of the allocation. The school should clearly set out the basis for the appeal stating how they consider the data was incorrectly applied.**

### *Appeals Officer*

An independent Special Education Support Teaching Allocation Appeals Officer, who has not had any involvement with the calculation of the profiled allocations for schools under this new model, will be appointed to oversee an appeals process in relation to the calculation of allocations for schools.

In carrying out his/her work, the Appeals Officer will be provided with all relevant supporting information, including the information which was used to develop school profiles by the Educational Research Centre (ERC) and the Department of Education and Skills, as necessary.

The Appeals Officer will examine the data used in determining the allocation, taking into account the case made by the school and will

- examine whether the correct data was applied to one, or all, of the components of the schools profile.
- conduct a check of all of the data which was applied to each component of the schools profile, in order to establish whether the correct data was applied.
- consider if an error was made in applying or processing any of the data which was used to develop the school profile.

The Appeals Officer will then determine whether the data which was applied to develop the school profile was correctly calculated, and that a correct allocation was made to the school in accordance with the relevant DES Circular (0013/2017 or 0014/2017).

The Appeals Officer will be supported in reviewing the calculations for schools by an appeal panel which will include representatives from the ERC, NCSE and DES.

The role of the Appeals Officer, supported by the Appeals Panel, will be to review the data, based on which the allocation has been made, and to assess whether the correct data has been used. The Appeals Officer will also consider whether the correct data has been correctly applied in calculating the schools profiled allocation, in accordance with the criteria set out in DES Circulars 0013/2017 and 0014/2017.

### ***Appeals Process for Schools***

Schools seeking to appeal the manner in which their profiled allocation has been calculated will be asked to complete and submit a short form outlining the basis for the appeal. The appeal should identify which part or parts of the school profile have been incorrectly calculated and should set out precisely why this is the case.

NCSE Appeal Form 3 is available here: <http://ncse.ie/for-schools>

Appeal requests will be accepted from schools up to 31 March, 2017. This will ensure that schools will be in a position to take into account the outcome of the appeal in their planning process for the 2017/18 school year.

### ***Appeals Submitted, which will be deemed to be Invalid***

The appeal process will not review matters in relation to the relativity of the weightings which has been applied for each component of the model, which have been applied for all schools, nor will it consider adjusting the weighting differentials for individual appellant schools.

The appeal will not take into account comparisons between the new allocation model and the old or previous allocation model, which was in place prior to September 2017. The appeal will not consider what allocations may have nominally been applied to schools, if the old model had remained in place.

The appeal will not consider additional or alternative data which schools may suggest should be taken into account, but which is not provided for in the development of the school profiles under this scheme. This includes consideration or comparison of data from other school years, or part school years, other than the school year for which the data is being used to calculate the school profiles, as set out in Circulars 0013 and 0014 2017.

Schools should note that the Appeals Officer will be excluded from considering issues which may be raised by schools in relation to the merits or the sufficiency of their allocation, or with regards to matters relating to potential changes to a schools pupil population or profile, which may have arisen subsequent to the development of the schools profile. Appeals submitted on this basis will be deemed to be invalid.

The Appeals Officer will also be excluded from considering any information or data, which relates to any school other than the school, which is making the appeal.

### ***Review of School Allocation***

It is acknowledged that there are circumstances, which may arise in schools, which fall outside the appeals process. These relate to exceptional or emergency circumstances where the school profile significantly changes following the allocation process e.g. a developing school where the enrolment numbers significantly increase year on year.

Where a school considers that a review of their allocation is warranted on the grounds of exceptional or emergency circumstances arising in the school, they will be able to request such a review.

Information relating to this review process, which will apply to the allocations made to schools under the new model of allocation will be made available to schools shortly.