

Grants payable to Non-Fee Charging Voluntary Secondary Schools School Year 2025/2026

***Please note:** The Support Services Grant and the Grants for Secretaries are subject to change resulting from modifications to funding outlined in [Circular 36/2022](#) “Revision of Salaries and Annual Leave arrangements for School Secretaries employed in recognised primary and post primary schools”, and/or as a result of government budgetary changes. These changes have not yet been finalised by the Department of Education.*

- 1. Standard Capitation Grant: €386** per pupil. The grant is currently paid in three instalments of €128.66 per instalment and is based on current enrolment.

N.B. Where the school's enrolment increases or decreases, the first two payments are calculated on 2024/2025 enrolment and the full adjustment for current year enrolment is applied to the final payment.

- 2. DEIS Grant (DEIS Schools only):** Schools included in the School Support Programme under DEIS receive a grant which is based on the level of concentrated disadvantage in each school and the school's enrolment. Queries in relation to the DEIS grant should be directed to Social Inclusion Unit in the Department of Education.
- 3. Support Services Grant: €224.50** per pupil. The minimum grant payable is set at **€44,900**.
- 4. Grants for Secretaries:** Applies to those schools that employ secretaries who did not transfer to the Department's payroll in September 2023.
 - a) Basic Secretarial Grant - **€40** per pupil. The maximum grant payable is set at **€14,000**.
 - b) SSSF Secretary Grant - **€26.50** per pupil. The minimum grant payable is set at **€5,300** and the maximum grant is set at **€9,275**.

- School secretaries employed under the 1978 scheme are paid directly by the Department of Education and therefore any such school is not entitled to the secretarial grants above regardless of its enrolment figure.
- School secretaries employed in approved posts funded by monies provided by the Oireachtas and who are covered by the terms of the 2022 Workplace Relation Commission (WRC) agreement and the terms of Circular 0036/2022: Work is ongoing to identify a method of standardizing the reduction to the support services/ancillary grants for the longer term where school secretaries are being paid on the Department payroll.
- For the purpose of preparing the school budget for the school year 2025/2026 where a school secretary has moved to the Department of Education payroll, we have based the calculation of the grants on the arrangements as set out in the [letter to schools from the Department of Education 20th December 2023](#).
- These schools will have the ancillary grant due reduced to reflect the fact that schools are no longer paying these staff directly.
 - Grant: Basic Secretary Grant, SSSF Secretarial Grant and Support Services Grant (SSSF) Grant
 - Less: Annual grant funded salary plus Employers PRSI

5. Grants for Caretakers:

- a) Basic Caretaker Grant - **€34** per pupil. The maximum grant payable is set at **€11,900**.
- b) SSSF Caretaker Grant - **€20.50** per pupil. The minimum grant payable is set at **€4,100** and the maximum grant is set at **€7,175**.

To qualify for the **Basic Secretary or Caretaker Grants** a school must have an enrolment figure of at least 200 pupils. The grant is calculated by multiplying the enrolment figure by the rate per capita up to a maximum of 350 pupils. If a school subsequently falls below the 200 enrolment figure, the grant is paid on the enrolment figure multiplied by the rate.

The **SSSF Caretaker/Secretary Grants** are paid to schools receiving either of the above mainstream grants. A school in receipt of the Secretary Grant will receive the SSSF – Secretary Grant and a school in receipt of the Caretaker Grant will receive the SSSF – Caretaker Grant. Each eligible school will receive a minimum grant based on 200 pupils up to a maximum based on 350 pupils. Schools with enrolments between 200 and 350 will be paid on a pro rata basis.

Schools that have never reached a minimum enrolment figure of 200 pupils and therefore are not in receipt of the Caretaker or Secretary grants, are still entitled to the **SSSF Caretaker (€20.50 per pupil)** and **SSSF Secretary (€26.50 per pupil)** grants at the minimum grant of 200 x Rate.

6. Tuition Grants

- a) **Transition Year Grant: €100** per pupil in Transition Year
- b) **Leaving Certificate Applied Grant: €159** per pupil in LCA. This is based on pupil enrolment in 5th and 6th year of LCA programme
- c) **Junior Certificate Schools Programme: €63** per pupil in First Year JCSP
- d) **Physics and Chemistry: €13** per pupil taking Physics and/or Chemistry in 5th and 6th Year.

7. New Free Schoolbooks Grant and Administration Support Grant:

- For pupils enrolled in junior cycle years in the 2025/2026 school year: €309 per pupil.
- For pupils enrolled in senior cycle years in the 2025/2026 school year: €142 per pupil.
- For pupils enrolled in senior cycle (5th & 6th year, including LCA 1&2) in the 2025/2026 school year: €295 per pupil.

An administration support grant will be provided. The Administration Support Grant is made up of two parts (core administration days and supplementary support days).

The core administration days may be used to employ a person to work for a specified number of days in advance of, or during, the 2025/26 school year to carry out administrative work on the scheme. The daily rate sanctioned by the Department for this work is €167.54, which includes holiday pay. The Department will provide an additional 11.15% to cover the employer PRSI cost.

The supplementary support days may be used to employ students/other individuals to help the school with the implementation of the scheme. Students/other individuals will be paid the current minimum wage appropriate to their age. Schools will be allocated funding of €13.50 per hour. For the purposes of the supplementary support days grant calculation, a day is taken to mean 7 hours.

The number of days allocated are based on the enrolment size.

| Size of school (Student enrolment September 2024) | Core administration days | Supplementary support (students/ other individuals) | Total Days |
|---------------------------------------------------------|--------------------------------|-----------------------------------------------------------|------------|
| 0 – 300 | 18 | 10 | 28 |
| 301 – 600 | 21 | 15 | 36 |
| 601 – 1000 | 24 | 20 | 44 |
| 1001 – 1600 | 26 | 25 | 51 |

Guidance on the scheme can be found [here](#).

8. Grant for Special Needs Class: A grant of **€225 per pupil** is payable in respect of pupil psychologically assessed as having a mild or moderate learning disability **and** who participate in National Council for Special Education (NCSE) approved special classes.

9. Irish and Bi-Lingual Grants: **€122.26** per pupil where all subjects are taught through Irish and **€24.45** per pupil per subject where a maximum of four subjects are taught through Irish.

10. Grant for Traveller pupils: A grant of **€239.50** is payable for each traveller pupil.

11. Supervision/Substitution Scheme Funding

Where a teacher has opted out of Supervision and Substitution Scheme, an amount equivalent to the supervision and substitution allowance has been allocated to the teacher's school for the provision of supervision and substitution duties. This grant cannot be used to pay full-time teachers or teachers who have opted out of the Scheme for supervision and substitution on a casual/ non-pensionable basis.

The school will receive €1,769 per annum for teachers employed pre - 1 January 2011 and €1,592 for teachers employed post- 31st December 2010 who opted out of the scheme.

12. Capital Grants: With prior Trustee approval, the board of management may seek capital funding from the Department of Education under the following categories:

- Major Projects
- Additional Accommodation
- Emergency Works ([See Circular 0068/2020](#))
- Remediation Programmes
- Summer Works Scheme

Application forms for Major Capital Works (Form SLE) and Additional Accommodation (Form ASA) should be downloaded by clicking [here](#).

Post-primary schools requiring **emergency works** to be undertaken must apply under this scheme by completing the online Emergency Works Application Form available through the Esinet system under the tab labelled 'Devolved Projects'.

13. References

This financial guideline is based on Department of Education Circulars [0079/2024](#), [0082/2020](#), [0006/2014](#), [Budget 2025 announcements](#) and [Department of Education letter dated 20th December 2023](#) 'Arrangements for the payment of Ancillary Services Grant to schools that are due to have the grants revised'.

- 14.** You can calculate your expected grant income for the school year using the FSSU budget templates. Click [here](#) to download the budget template.

Financial Support Services Unit

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5th March 2025

| SUMMARY OF GRANTS PAYABLE 2025/2026 | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------|-----------------------------------------------|
| No. | Grant Description | Current Rate per Pupil | Instalments | Notes | Nominal Code in FSSU Chart of Accounts |
| 1 | Capitation Standard Rate | €386 | 3 | | <3010> |
| 2 | DEIS Grant DEIS (Delivering Equality Of Opportunity in Schools) | | 1 | Payable only to schools classified as DEIS. | <3020> |
| 3 | Support Services Grant *1 | €224.50 | 3 | Minimum for 2025/26 - €44,900 | <3050> |
| 4 | Secretary *1 | €40 | 3 | Schools not in 1978 scheme. Min. Enrolment - 200. Maximum for 2025/26 - €14,000 | <3100> |
| 5 | Secretary - School Services Support Fund (SSSF) *1 | €26.50 | 3 | Schools not in 1978 Scheme. Minimum for 2025/26 - €5,300 Maximum for 2025/26 - €9,275 | <3100> |
| <p>*1 Note: Where a school secretary has moved to the Department Payroll: These schools will have the ancillary grant due reduced to reflect the fact that schools are no longer paying these staff directly. Grant: Basic Secretary Grant, SSSF Secretarial Grant and the Support Services Grant (SSSF) Grant Less: Annual grant funded salary plus Employers PRSI</p> | | | | | |
| 6 | Caretaker | €34 | 3 | Minimum Enrolment - 200 Maximum for 2025/26 - €11,900 | <3130> |
| 7 | Caretaker- School Services Support Fund (SSSF) | €20.50 | 3 | Payable to all schools Minimum for 2025/26 - €4,100 Maximum for 2025/26 - €7,175 | <3130> |
| 8 | Transition Year | €100 | 1 | | <3200> |
| 9 | Leaving Cert Applied | €159 | 1 | | <3210> |
| 10 | Junior Cert School Programme | €63 | 1 | 1 st Year JCSP only | <3190> |
| 11 | Physics and Chemistry | €13 | 1 | Per pupil in 5 th and 6 th Year Physics and/or Chemistry | <3245> |
| 12 | Free schoolbooks scheme grant - Junior cycle - Transition Year - Senior Cycle | €309 €142 €295 | 1 | Department of Education Guidance | <3151> |
| | Administration support grant - Core Days | Daily rate: €167.54 +11.15% | 1 | | <3152> |

| | | | | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---|--|--------|
| | - Supplementary Days | Based on minimum wage rate €13.50 per hour | | | |
| 13 | Grant for Special Needs Class (Mild or Moderate Learning Disability) | €225 | 1 | | <3290> |
| 14 | Irish and Bi-Lingual Grant All subjects through Irish Max 4 subjects through Irish | €122.26 (€24.45 per subject) | 1 | | <3171> |
| 15 | Traveller Grant | €239.50 | 1 | | <3220> |
| 16 | Supervision and Substitution Pre 1 st Jan 2011 teachers For teachers joining the scheme after 31 st Dec 2010 | €1,769 €1,592 | 2 | | <3240> |