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|  | **NCSE Ref.** (for office use only): |  |
| **In-School Professional Development** **Application to Middletown Centre for Autism (MCA) from schools in the Republic of Ireland** | cid:image001.png@01D3D33F.944756E0 |
| **School details** |
| *Type of school (\*)* | *Post-Primary School* |  | *Primary School* |  | *Special School* |  |
| *School name* |  | *School roll no.* |  |
| *School Address* |  |
| *Principal’s name* |  |
| *Phone no. at which you can be contacted* |  | *School Email* |  |
| *Total number of teachers* |  | *Number of SNAs* |  | *Number of pupils* |  |
| **PROFESSIONAL DEVELOPMENT REQUESTED** (Please elaborate on the type of support being sought from the National Council of special education (NCSE) – further supporting documentation may be attached to outline your needs in more detail)  |
| **In the case of an urgent and immediate support need related to the behaviour of a student with special educational needs, schools should contact their NEPS psychologist or their regional NEPS office**. |
| **PREVIOUS SUPPORT** (Please outline previous support from the NCSE or other parties related to the current request) |
|  |
| **signature of Principal** |  | **date** |  |
| **Please return application by** email to schoolsupport@ncse.ie   Also send a copy to frances.oneill@middletownautism.com  |
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| **Notes for applicants**:A completed form must accompany applications**Do Not** include the names of students or related documentationIncomplete application forms will delay processing. |  |

The review of applications by the NCSE takes into account the overall strategies and priorities of the NCSE, along with the need to ensure maximum efficiency and effectiveness. Other considerations include the validity of the activities for which support is being sought, whether they reflect best practice and are cost effective, and if they are in keeping with Department of Education policy. Each month’s applications are considered collectively – usually on the first week of each month – and a further period is then needed to inform applicants of decisions or to request clarifications. This administrative time-scale should be taken into account when submitting applications, in order to ensure there is adequate time for the application to be processed before notification of the decision is needed by the applicant. Approximately six weeks should be allowed for this. |
| [*www.ncse.ie*](http://www.ncse.ie)*schoolsupport@ncse.ie* |