



Guidelines for Principals and Boards of Management of Mainstream Schools for 2023/2024

31st January 2023 Ref No: NCSE 01/2023

Key Dates

24th February 2023 Leavers: Schools submit, by email or post, NCSE Form 5 (Leavers Form for students' end of 2022/23 school year) to their local SENO.

31st March 2023 New Entrants: Schools submit NCSE Form 7 for new entrants where students will attend a Special Class for the school year 2023/24.

31st March 2023 Applications for school transport: To be submitted to the SENO.

May 2023: Publication of Special Class Teacher and SNA allocations on the NCSE website.

22nd September 2023 Student Attendance: Schools to submit the **Student Attendance Confirmation Form** (NCSE Form 6) to their local SENO confirming that new and existing students have taken up or retained their placements.

All application forms are available to download from

<https://ncse.ie/guidelines-and-applications-forms-for-mainstream-schools-with-special-classes>

Students Leaving at the End of 2022/23 School Year

Schools should forward the Leavers Form (**NCSE Form 5**) by post or email to their SENO by **24th February 2023** with respect to students who are leaving a Special Class or who are otherwise in receipt of special education resources that were assigned following application to the NCSE. Where there are no students leaving, the school should complete the form and return it to the SENO with a **NIL** return.

Notification of New Entrants

A deadline date of **31st March 2023** applies for the receipt of notification of enrolment forms (**NCSE Form 7**) for new entrants.

Information on school leavers and new entrants is required to determine teaching and SNA supports for the school year 2023/24. It is acknowledged that the enrolment process for special classes can continue up to May. However, all available documentation and details for known new enrolments should be returned by **31st March 2023** to enable the NCSE to publish teacher and SNA allocations to special classes in May.

By September 22nd 2023 each school will be required to confirm student attendance to the SENO using the Student Attendance Confirmation Form (NCSE Form 6).

Applications for additional SNA support – Special Classes

Unlike mainstream SNA allocations, application for additional SNA support for students attending Special Classes continues to be made on an individual student basis. Such applications can be made on Application Form 1.

Applications for Resources for Students aged 18 years and over

Each year the NCSE receives a small number of applications for resources for students who are aged 18 years or over at the time of application. In such cases the school should submit the relevant form (Form 1A for access to additional SNA support, Form 3A for Assistive Technology applications). These forms make provision for the consent of students aged 18 years and over, where appropriate.

Personalised Pupil Plan (PPP)

Section 15 of Circular 0030/2014 indicates that Personalised Pupil Planning (PPP) should be a feature of provision for all students with special educational needs. Schools are encouraged to use individual planning for students with special educational needs and a care needs dimension should be included.

A stand-alone document is not necessarily required. The PPP requirement may in fact be incorporated into the NEPS Student Support File. The NCSE acknowledges that where a new pupil is starting school the school will require time to develop Personalised Pupil Planning.

Students with Behavioural Care Needs

NEPS has published 'Behavioural, Emotional and Social Difficulties - A Continuum of Support for Primary Schools - Guidelines for Teachers' to help schools develop systems, skills and structures for responding to the needs of Students with behavioural, emotional and social, as well as learning, needs. These guidelines can be downloaded from www.education.ie.

Applications for School Transport and/or Assistive Technology

Applications for School Transport (NCSE Form 2) and applications for Assistive Technology (NCSE Form 3) can be made to the SENO.

Please consult The DoE School Transport Scheme for Children with Special Education Needs Arising from a Disability (November 2011) for more information.

Applications for school transport should be submitted to the SENO by DoE closing date of 31st March 2023, and ideally in advance of this date and alongside the enrolment form (Form 7). While recognising that enrolment in special classes can take place after this date, applications after March 31st will be processed on the basis that completed applications received by the closing date will be prioritised.

Please consult the Circular 0010/2013 for more information on the DoE Assistive Technology scheme.

List of Forms ([Available on https://ncse.ie/guidelines-and-applications-forms-for-mainstream-schools-with-special-classes](https://ncse.ie/guidelines-and-applications-forms-for-mainstream-schools-with-special-classes))

Application for additional SNA support (Special Class only)	<i>Form 1</i>
Application for additional SNA Support for student aged 18 years & over	<i>Form 1A</i>
Application Form for Transport	<i>Form 2</i>
Application Form for Assistive Technology	<i>Form 3</i>
App. Form for Assistive Technology for student aged 18 years & over	<i>Form 3A</i>
Leavers Form	<i>Form 5</i>
Confirmation of Attendance Form	<i>Form 6</i>
Notification of Enrolment in Special Class or Special School	<i>Form 7</i>
Quick Reference Guide to Care Needs	

Signed,

Helen Walsh,
Head of Operations