



# Guidelines for Principals and Boards of Management of Special Schools for 2023/2024

31st January 2023 Ref No: NCSE 02/2023

## 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.

**31<sup>st</sup> March 2023 Expansion and New Entrants:** Schools to notify their SENO of any proposed expansion, if not already notified and submit NCSE Form 7 for new entrants for the school year 2023/24.

**31<sup>st</sup> March 2023 Applications for school transport:** To be submitted to the SENO.

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

**22<sup>nd</sup> 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.

**22<sup>nd</sup> September 2023 Leavers:** Schools to submit **Leavers Form** (NCSE Form 5) for students leaving in June 2024 (this should be updated throughout the year should students leave).

**All application forms are available to download from**

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

## 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 **24<sup>th</sup> February 2023**. Where there are no students leaving the school should complete the form and return it to the SENO with a NIL return.

## Expansion of Enrolment

Where a special school is seeking to expand its enrolment, they should first discuss this with the SENO before finally confirming their expansion plans to the SENO by **31st March 2023**. This will enable the NCSE to determine the position regarding an application for additional teacher/SNA support from the school.

## Notification of New Entrants

A deadline 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 Special Schools. It is acknowledged that the enrolment process for special schools can continue up to May. However, all available documentation and details for known new entrants should be returned by **31st March 2023**.

Special school teacher and SNA allocations are based on the number and profile of students enrolled in the school in a given year in line with the provisions of DoE Circular 0042/2011.

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

**By September 22<sup>nd</sup> 2023 each school will be required to forward NCSE Leavers Form (Form 5) for Students Leaving at the End of 2023/24 School Year. Where there are no students leaving, the school should complete the form and return it to the SENO with a NIL return.**

## 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

Schools should be aware that where SNA support is being requested for a pupil with SEN and where the primary reason for the application relates to behavioural care needs, the application should be accompanied by the BCN1 form. The BCN1 form allows the school demonstrate what intervention strategies and positive behaviour supports have been put in place to aid the student and manage behaviour prior to requesting access to SNA supports. This should only be submitted when the schools have explored all enhanced supports provided by NEPS, NCSE etc. and the school can demonstrate that following the implementation of strategies and interventions the student's additional care needs still persist. Application forms for NCSE support are available on the website [www.ncse.ie](http://www.ncse.ie).

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](http://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 31<sup>st</sup> 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 31<sup>st</sup> will be processed on the basis that completed applications received by the closing date will be prioritised.

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

Application Form for additional SNA Support	<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>
Application 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>
BCN1 Form	
Quick Reference Guide to Care Needs	

Signed,

Helen Walsh,  
Head of Operations