

## Report of Education Needs for the purpose of Assessment of Need (Disability Act 2005)

### Introduction

The Assessment of Need (AON) process is a Health Service Executive (HSE) process which is designed to identify children and young people who may have a disability, or who have a disability and may require further clinical supports from the HSE. All children/young people born on or after June 2002 are eligible to apply to the HSE for an Assessment of Need.

Since October 2021 an assessment of education need forms part of the AON for children and young people. The assessment of education needs is separate from the clinical assessment and diagnosis which continues to be carried out by HSE clinical teams.

The NCSE is the link between the HSE who manage the AON process and the school who have the information about a child/young person's education needs. If contacted by the HSE Assessment Officer, the NCSE will send a form for the school to complete.

The information required to complete the Report of Education Needs is school based data from the wide range of approaches teachers use to identify additional education needs. The Student Support File has the details of needs and interventions documented in Student Support Plans. It is the current Student Support Plan which provides the information to complete the form.

Schools do not need to undertake additional testing or assessment as part of this process.

This Guidance Document has been written to help you to complete the Report of Education Needs.

### Section 1 – Education Needs for the purpose of AON

Assessment in education is an integral part of teaching and learning and involves a wide variety of means by which the strengths and needs of students are identified. Assessment is carried out by the teacher(s) who have responsibility for the student, but may also be carried out in collaboration with the Special Education Teacher(s). Assessment in education is not synonymous with testing.

NCCA guidelines (2007) describe assessment as *'the process of gathering, recording, interpreting, using and reporting about a child's progress and achievement in developing knowledge, skills and attitudes'*.

Teachers in all settings, including mainstream, special classes and special schools, use a range of assessment approaches to identify needs, to meet a student's education needs, appropriate to the age and developmental stage of the student, and to review progress. The *Continuum of Support Framework* supports teachers to gather data, to identify priorities for intervention and to review the progress of individual students. This process of identification of education needs is a cyclical process, which

reviews the student's response to intervention as central to identifying and responding to their needs. The Student Support File contains Student Support Plans which detail the assessment and planning interventions used to identify a student's education needs. The plan is reviewed on a regular basis and used to inform the priorities for the next phase of intervention.

## **Newly-enrolled students**

If the school is nominated to complete a Report of Education Needs for a junior infant student, those completing the report should proceed based on their current knowledge of the student and any other information from the Early Learning setting where received.

In the case of a newly-enrolled student, where information is not available, the principal should ask the parents/legal guardians to complete the consent form (appendix 1). The completed consent form gives the current school permission to contact the student's previous school, Early Learning setting, home tutor or other relevant party to request a copy of relevant information, such as the student's Student Support File or Mo Scéal report. The sharing of this information will assist the current school to complete the *Report of Education Needs* for the purpose of the Assessment of Need.

If no education needs have been identified, the school should proceed on that basis. If education needs have been observed, the school should record these.

## **Completion of the *Report of Education Needs* for the purpose of Assessment of Need (Disability Act 2005)**

On receipt of a request from the Assessment Officer, the NCSE will first contact the parent or legal guardian to acknowledge receipt of the request from the HSE Assessment Officer, confirm current school details and to confirm parent consent. The NCSE will then contact the school principal nominating them to complete the *Report of Education Needs*.

The report should be completed by the school principal, deputy principal or a teacher nominated by the school principal who is familiar with the student (e.g. Class/Subject Teacher, Special Education Teacher). This report should be used in all recognised education settings, including Autism and Deaf/Hard of Hearing early intervention classes and Early Start Units.

The top section of page 1 on the *Report of Education Needs* will be pre-populated by the NCSE before the report issues to the school.

**ncse**  
 An Chomhairle Náisiúnta um Oideochas Speisialta  
 National Council for Special Education

## Report of Education Needs for the purpose of Assessment of Need (Disability Act 2005)

The *Guidance Note for Schools* should be read prior to completion of this report. A video is available on the NCSE website to aid in **completion of this report**.

Section 1 Education Needs  
 Section 2 Assessment of Education Needs  
 Section 3 Priority Education Needs

FOR NCSE OFFICE USE ONLY

Date Report Sent to School: / /	School Name:
Date Report to be returned to NCSE: / /	Roll No:
Student Name:	PPSN:
Address:	Date of Birth: / /

Key Notes for completion of this report:

1. This is a fillable PDF form. Please complete all sections by typing directly into the form.
2. The form should be completed by the school principal, deputy principal or a teacher nominated by the school principal who is familiar with the student.
3. The Report of Education Needs for the purpose of the Health Service Executive (HSE) Assessment of Need (AON) process (Disability Act, 2005) is informed by school based data.
4. If additional education needs have not been identified for the student, please complete up to and including section 1.2 and return to the NCSE.
5. Ensure that the Student Support File is to hand when completing this form.
6. Only include data contained in the current Student Support Plan.
7. No additional school-based assessments are required in order to complete this form.
8. In section 3.2 – Ensure the form is signed off by the principal or deputy principal and includes the names and details of other persons involved in the completion of this report of education needs for the purpose of AON.
9. Child Safeguarding concerns should be dealt with in accordance with the Children First Act 2015.
10. The HSE obtains consent from parents/legal guardians prior to starting this process. This consent allows the data sharing between education service providers (school), HSE and NCSE. Additional parental consent is not required to complete this form.
11. If you require help in completing this form, please contact the NCSE helpline at 01 603 3456.

**Legal Responsibility**  
 Assessment of Need process is a HSE led process. The Disability Act 2005 outlines the legal responsibility for the AON process which lies with the HSE. Within the Disability Act the HSE may request the NCSE to nominate a person to assist an education assessment which feeds into the HSE process.

◀ If you need help completing this form, please view the video.

◀ The NCSE will pre-populate this section before sending to schools.

◀ Please read carefully.

The bottom section of page 1 has comprehensive instructions to assist in the completion of the form and how to access additional support through the NCSE.

The report has three parts.

### **Section 1 – Education Needs**

This section:

- Provides details about the student
- Asks the school to state whether or not the school has identified additional education needs for this student

### **Section 2 – Assessment of Education Needs**

- This section provides details of assessment approaches used by the school to identify needs recorded in the Student Support Plan

### **Section 3 – Priority Education Needs**

- This section identifies priority education needs.

The school should use the information from the student's current Student Support Plan to complete this section. Schools should only provide information that pertains to the student's education needs as identified in the school setting.

Child protection concerns should be dealt with according to Children First Guidelines and mandated responsibilities as per school policy.

### **Consent**

The HSE obtains consent from the parents/legal guardians before any action can be taken to progress with the Assessment of Need. This consent allows the sharing of data from education service providers with the HSE and NCSE.

## Section 1 – Education Needs for the purpose of AON

Section 1.1 of this report asks if the school has identified additional education needs for the student.

**Section 1 – Additional Education Needs for the purpose of AON**

**1.1 Student details**

Class/Year: \_\_\_\_\_

Special Class: Yes  No

Has the school identified additional education needs for this student? Yes  No

Have parents/guardians been consulted in the development of the Student Support File? Yes  No

Date Student Support File first opened: \_\_\_\_\_

Start date of current Student Support Plan: \_\_\_\_\_

Most recent review date: \_\_\_\_\_

Identification of additional education needs, planning, target setting and monitoring of outcomes are recorded in individual Student Support Plans/Individual Education Plans contained in the Student Support File, previously known as Individual Education Plan or Personal Learning Plan.

◀ This information is available on the Student Support File.

If education needs have been identified, the school should skip Section 1.2 and proceed to Section 2.

If no education needs have been identified, the principal/deputy principal should complete Section 1.2 and return the report to the NCSE at the email address provided.

**1.2 Additional Education Needs for the purpose of AON have not been identified for this student**

I confirm for the purpose of AON that additional education needs have not been identified for this student.

Student Name: \_\_\_\_\_ School: \_\_\_\_\_

Principal/Deputy Principal: \_\_\_\_\_ Signature of Principal/Deputy Principal: \_\_\_\_\_

Roll Number: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If section 1.2 is complete, then this is the end of completing the form.

## Section 2 – Assessment of additional education needs for the purpose of AON

### 2.1 Assessment approaches used by the school to identify additional education needs

**Section 2 – Assessment of Additional Education Needs for the purpose of AON**

**2.1 Assessment approaches**

Schools use a range of assessment approaches to identify student's needs. Please tick only the approaches you have used to identify need for this student.

Assessment Approaches	Tick ✓ as applicable
Information from previous setting (pre-school, primary, specialist setting)	
Parental/Guardian consultation and/or interview	
Review of student support plan and response to intervention to date	
Teacher assessment/observation measures formal and informal	
Student consultation – My Thoughts About School Checklist	
Teacher-designed measures/assessments	
Basic needs checklist	
Environmental checklist	
Literacy assessment	
Maths assessment	
Screening tests of language skills	
Behaviour observations including ABC charts, frequency measures	
Screening measures for social and emotional needs	
Intake screening test results (post primary)	
Please identify other data used to inform identification of student's current education needs e.g. professional reports. Please list:	

In Section 2.1, the school-based assessment approaches that have been used to identify additional education needs are to be recorded.

Please tick all applicable assessment approaches that have been used to identify the student's additional education needs.

Other relevant data may include external professional reports such as those provided by SLT, OT, Psychologist, Visiting Teacher Service etc.

## 2.2 The areas of additional education needs identified by the school

### 2.2 Identified Additional Education Needs for the purpose of AON

Area of identified Additional Education Needs in the current Student Support Plan. Complete only the sections below relevant to the needs of the student.	Tick ✓ area(s) of need identified
<b>Literacy</b>	
Summary of student's education needs <small>(max 100 words)</small>	
<b>Maths and Numeracy</b>	
Summary of student's education needs <small>(max 100 words)</small>	
<b>Language and Communication</b>	
Summary of student's education needs <small>(max 100 words)</small>	
<b>Other Learning and Academic Skills</b>	
Summary of student's education needs <small>(max 100 words)</small>	
<b>Social/Emotional and Self-regulation Skills</b>	
Summary of student's education needs <small>(max 100 words)</small>	
<b>Motor Skills</b> Fine Motor (e.g. Handwriting) Gross Motor (e.g. PE/Sports)	
Summary of student's education needs <small>(max 100 words)</small>	
<b>Life Skills and Independence Skills</b>	
Summary of student's education needs <small>(max 100 words)</small>	

Using the assessment information contained in the Student Support Plan, please put a tick at the relevant areas where education needs have been identified.

The Student Support Plan contains the details required in this section.

## Section 3 – Priority Additional Education Needs

### Section 3.1 – Priority Additional Education Needs for the purpose of AON

#### 3.1 Priority Additional Education Needs for the purpose of AON

Outline the additional education needs from section 2.2 being prioritised in the current Student Support Plan. When completing this section it may be helpful to refer to the Guidance Note for Schools.

The school has identified that \_\_\_\_\_ has priority additional education needs in the area(s) of: [insert student name]

[max 250 words]

Please outline the education needs that are currently being prioritised in the Student Support Plan.

For example

- Literacy – Reading Comprehension and Fluency, Spelling
- Math – Understanding and reading maths specific language, place value, multiplication and division of number
- Self-regulation – initiating and maintaining tasks, asking for assistance when needs help

It is important to note that the text in this box will be included in the HSE AON Assessment Report.



## 3.2 – Persons Involved

**3.2 Persons involved in Assessment of Education Needs for the purpose of AON**

Please list name(s) of persons nominated by the principal to complete this Report of Education Needs.

Name:	Position in school:
_____	_____
Name:	Position in school:
_____	_____
Name:	Position in school:
_____	_____

I am satisfied that the information completed on this report constitutes data on the Student Support Plan and reflects assessments carried out by the school.

Name of Principal/Deputy Principal: \_\_\_\_\_

Signature of Principal/Deputy Principal: \_\_\_\_\_

School Name: \_\_\_\_\_

Roll No: \_\_\_\_\_ Date:     /     /

Report to be returned to NCSE at [aon@ncse.ie](mailto:aon@ncse.ie) upon completion.

Section 3.2 is to be completed by:

(i) School staff who aided in the completion of the assessment report, and

(ii) The Principal/ Deputy Principal – confirming that they are satisfied that the information completed on the report constitutes data on the Student Support Plan and reflects assessments carried out by the school.

## Section 4 – Timeframes

Assessment of Need (AON) is a statutory process. On page 1 of the *Report of Education Needs*, the NCSE will specify the date by which a school is obliged to return the Report of Education Needs for the purpose of Assessment of Need (Disability Act 2005).

Schools are required to return the report to the NCSE within this stated timeframe.

## Section 5 – Completed Forms

Completed report should be returned by email to [aon@ncse.ie](mailto:aon@ncse.ie)

If a school requires additional support in the completion of the *Report of Education Needs* for the purpose of AON, please consult the resources available on [www.ncse.ie](http://www.ncse.ie) or ring 01 603 3456. The NCSE has a team of people available to support schools as required through this process.

## Appendix 1 – Consent for the release of information from previous school or Early Learning settings

Parents of newly-enrolled students should be asked to complete this form to allow the current school to request information from previous schools/early years' settings.

Schools should retain a copy of this form for their records.

Student Full Name:

Date of Birth:                    /                    /

I consent to the release of information e.g. Mo Scéal, Student Support File and any other relevant information to \_\_\_\_\_

for the purpose of the completion of the Report of Education Needs for the purpose of Assessment of Need (Disability Act 2005).

Signed by Parent 1 or Legal Guardian 1:

Relationship to the Child:

Date:                    /                    /

\*\* Signed by Parent 2 or Legal Guardian 2:

\*\* Relationship to the Child:

Date:                    /                    /

\*\* If a second parent or legal guardian is available to sign

**A copy of this form should be retained on the Student Support File.**