

23 March 2006

Ref No: NCSE 03/06

To: Boards of Management, Principal Teachers and All Teaching Staff of Primary Schools

The National Council for Special Education

Collection of data for

Pupils with Special Educational Needs

1. *Collection of Data for Pupils with Special Educational Needs*

Section 41 of the EPSEN Act requires the Council to keep and maintain records for the purpose of:

- identifying persons to whom special educational support services are being provided,
- identifying schools and other places where such services are provided to persons with special educational needs, and
- planning the provision of special education and support services

In this context, the remit of the Council extends through the pre-school, primary, post-primary and further/higher education sectors and it is essential that the relevant planning processes are put in place so that the special educational needs of the child are anticipated and met as they progress through the education system. This would be particularly relevant in the area of special classes and special schools.

The information provided by schools in this year's applications process, as set out above will be recorded and maintained by the Council and will be a key element in planning for current and future provision.

It will also assist in the implementation planning process as set out in section 23 of the Act in which the Council is required to produce a report by October next on how the provisions of the Act can be fully implemented.

It is envisaged that this information on existing pupils will only be collected once and that schools will subsequently be required to signal the relevant changes to the school profile of Pupils with SEN e.g. late applications , new entrants and those leaving the school. The

capacity for the electronic transfer of information will also be examined in the near future with a view to a more efficient transfer of information process.

Information on Pupils with SEN Already Accessing Resources in Mainstream classes

Applications with the SENO at the time of completion of this form should not be included.

- The attached forms should be completed listing all those pupils with SEN arising from a diagnosed disability who are accessing resources as per DES criteria and who will be enrolled in September 2006.

All schools should submit this information even if there are no new applications for pupils with SEN.

Separate forms should be completed in respect of pupils with High and Low incidence disabilities (see Appendices 1 & 2 attached).

This form will list:

- the name of the pupil
- date of birth
- PPS Number where available
- the class which the pupil is currently in
- the disability category/code (*as per Appendix 4*)
- the resources the pupil is accessing (Resource Teaching, SNA, Transport, Assistive Technology).

Special Schools/Special Classes in Primary Schools

Special schools and schools with special classes should complete Appendix 3 in relation to pupils who they are currently aware will be enrolled in this setting in September 2006. These should be listed in class/group order.

On receipt of this information the SENO will contact you to obtain further information as regards resources which apply to each class/group.

This information must be returned to your SENO by Monday, 24th April 2006.

Sé Goulding
Principal Officer
National Council for Special Education



APPENDIX 1

School Name: _____ Roll No: _____ School Email Address: _____ Year: 2006/07

High Incidence

**(Pupils who have a Specific Learning Disability, Mild General Learning Disability and or Borderline Mild General Learning Disability)*

Pupil Name		DOB	PPS No	Year/Class	Dis Code	Access Granted				
1st Name	Surname					General Allocation Model Insert Y/N	SNA Access I/S	Resource Hours **	Ass Tech	Transport

**As per Section 4 of Sp Ed 02/05*

*** only to be completed in respect of Transition Hours*

Signature of School Principal: _____

Date _____

