

8<sup>th</sup> January 2013

Ref No: NCSE 01/13

**To: Boards of Management, Principal Teachers and all  
Teaching Staff of Primary, Post Primary and VEC schools**

**Submission of Applications for Resources and Leavers for the 2013/14  
School Year**

**Key Dates**

- **18<sup>th</sup> January 2013: Schools to submit leavers form to SENO. A copy may be obtained from the NCSE website [www.ncse.ie](http://www.ncse.ie)**
- **15<sup>th</sup> March 2013: Schools to submit applications for teaching and SNA supports to SENO.**

The NCSE is currently in discussions with the DES in relation to the detailed arrangements that will apply to the 2013/2014 allocation of teaching and SNA resources. A deadline of 15<sup>th</sup> March will apply for the receipt of applications from schools. Decisions for applications submitted by this date, will issue to schools before they close for the summer in order that schools can have certainty regarding the levels of supports allocated by the NCSE for the 2013/2014 school year. Schools may now commence submitting applications to their local SENO. Application forms are available on our website [www.NCSE.ie](http://www.NCSE.ie)

### *Children with SEN Leaving at the end of 2012/13 School Year*

Schools should forward the list of children with SEN who they are aware will be leaving at the end of the school year as per Appendix 5 (copy attached). This will enable the SENO to determine the level of additional teaching and SNA supports, which will be freed up for reallocation as appropriate. In schools where no children with SEN are leaving, the school should complete the form signalling a NIL return. The leaver forms for Special Schools is also available on our website [www.ncse.ie](http://www.ncse.ie)

### **The list of children leaving should be submitted to the SENO by Friday 18<sup>th</sup> January 2013**

### *Applications for Resource Teaching Received From Schools since 5<sup>th</sup> October 2012*

In early November, the NCSE processed valid applications for teaching supports received between June and the 5<sup>th</sup> October 2012 and issued the decisions to the schools concerned. Applications for resource teaching hours received by the NCSE after the 5<sup>th</sup> October 2012 will be processed and included in the level of supports allocated for the 2013/2014 school year. **There is no need for schools to re-submit these applications.** In the meantime, where a pupil meets the criteria for resource teaching hours, schools should support these pupils from the existing quantum of resource teaching hours, except in exceptional cases e.g. where the school does not have any allocation of resource teaching hours. In these cases, schools should contact the local SENO.

Please note that further information will issue as appropriate for the 13/14 allocations process.

**Sé Goulding**

**Head of Operations**

School Name: \_\_\_\_\_ Roll No: \_\_\_\_\_ School Email Address: \_\_\_\_\_

**Pupils in receipt of resources currently enrolled who will not be in the school in September 2013**

Pupil Name & Address		Gender	DOB	PPS No	Current Class	Disability Code (See Appendix 6)	Support Accessed			
1 <sup>st</sup> Name	Surname						SNA Access Individual /Shared	No of Resource Teaching Hours	Assist Tech	Transport
Address										
1 <sup>st</sup> Name	Surname									
Address										
1 <sup>st</sup> Name	Surname									
Address										

**Signature of School Principal:** \_\_\_\_\_

**Date** \_\_\_\_\_