

27 March 2014

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Guidelines for Principals and Boards of Management of Special Schools

Summary of Guidelines for 2014/2015

Key Dates

April 9th 2014: Schools to submit leavers form to SENO (if not already sent).

April 26th 2014: Deadline for Applications for Transport to be made to DES.

2nd May 2014: Schools to notify SENO of new entrants for 14/15 school year.

June 2014: NCSE to issue allocation to schools (Teaching and SNA supports) for the 14/15 school year

September 2014: Schools to confirm to SENO that all pupils enrolled are attending the school.

*These guidelines and all forms are available on the NCSE website at
www.ncse.ie*

Children with SEN Leaving at the end of 2013/14 School Year

Schools should immediately forward the list of children who will be leaving at the end of the school year. The Leavers Form (Appendix 4) is available on www.ncse.ie. In schools where no children are leaving, the school should complete the form signalling a NIL return.

Notification of new entrants – 2nd May, 2014

A deadline of 2nd May, 2014 applies for the receipt of application forms for new entrants. (Appendix 1).

Teacher allocation will be based on the school's pupil profile in line with the provisions of DES Circular 0038/2010.

Leavers and new entrant information is required to determine teaching and SNA supports for the school year 14/15. NCSE intends to issue teaching and SNA allocations to special schools in early to mid-June.

Applications received after May 2nd, 2014 will be processed in a timely manner. Decisions on these applications will issue as soon as practicable.

In September each school will be required to confirm pupil attendance to the SENO.

Pupils 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 strategies and positive behaviour supports have been put in place to manage the behaviour prior to requesting access to SNA supports.

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 pupils with behavioural, emotional and social, as well as learning, needs. These guidelines can be downloaded from www.education.ie.

Applications for Assistive Technology and/or Transport

Applications for Assistive Technology and Transport can be made to the SENO using the relevant forms which are available at www.ncse.ie.

Please note that DES Transport Section has indicated that the closing date for applications for transport is April 26th please ensure applications for transport are submitted to SENO in advance of this date.

NCSE Appeals Process

A special school or a parent may submit an appeal to the resources allocated if they consider that the SENO, in applying DES policy, has not allocated the appropriate level of class teaching and/or SNA supports to the school to meet the special education and care needs of the children concerned they may submit an appeal.

The NCSE appeals process, forms and a Frequently Asked Questions document are available on the NCSE website www.ncse.ie

List of Appendices (Available on Website)

Application Form for Teaching and SNA Supports Special School	<i>Appendix 1</i>
Application Form for Transport	<i>Appendix 2</i>
Application Form for Assistive Technology	<i>Appendix 3</i>
Leavers form	<i>Appendix 4</i>
Disability Codes	<i>Appendix 5</i>

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