

16<sup>th</sup> February 2010

Ref No: NCSE 01/10

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

**Summary of Guidelines for 2010/2011**

- School submits leavers form to SENO by 22<sup>nd</sup> March 2010
- SENO issues letter confirming minimum level of resources that will carry over for September 2010
- School submits applications to SENO by 21<sup>st</sup> May 2010. *All application and the SNA school profile forms may be downloaded from the NCSE website*
- SENO processes applications and confirms total resource allocation to school

*These guidelines and forms are available in English and Irish on the NCSE website at [www.ncse.ie](http://www.ncse.ie)*

*NCSE 01/05 and Dept of Education & Science (DES) Circular Sp Ed 01/05 set out the position regarding the submission of applications for resources (resource teaching hours, SNA support, assistive technology and transport) to the Council in relation to pupils with special educational needs (SEN). Schools should also refer to these guidelines when submitting applications.*

*The role of the NCSE is to allocate resources to schools for the next academic year taking into account new pupils enrolling with special educational needs and also pupils leaving who have been in receipt of resources. In respect of pupils in receipt of SNA support it should be noted that this support may reduce over time as their independent living skills improve.*

*The applications procedure for 2010 will be broadly similar to that which applied in 2009 (ref NCSE 01/09). There are two changes in the procedure for 2010. The first is that schools are requested to submit their leavers on appendix 5 to the SENO in advance of submitting applications for resources. The second relates to parental consent on the application form and relates to the planning and research responsibilities of the Council. Please see further details overleaf in this regard.*

*Copies of NCSE 01/05, DES Circ Sp Ed 01/05 and NCSE 01/09 and Appendices 1 to 7 may be accessed on the NCSE website at [www.ncse.ie](http://www.ncse.ie)*

## Summary of Applications process for 2010

### Leavers

Following discussions with the Management Bodies, it has been agreed that in advance of the applications process, all schools will be informed by their local SENO of their teaching resources which will carry forward from the 09/10 academic year to the 10/11 academic year taking into account the teaching resources which the school will lose due to pupils leaving in June 2010.

All schools, including schools with no new applications for resources for September 2010, must list pupils with SEN (appendix 5 enclosed) who will not be returning in September 2010 and submit this form to their SENO by 22<sup>nd</sup> March 2010. A confirmation letter will issue to the school indicating the minimum teaching resources that will be rolled over to the new academic year. This will assist schools with the process of managing resources.

### Applications for Resources

Applications may be submitted immediately using the forms available on the NCSE website. Forms should be fully completed prior to getting parental consent and forwarding to SENO. Incomplete application forms will be returned and will lead to a delay in the process.

*Applications should be submitted before May 21<sup>st</sup> 2010 to ensure that a decision regarding the total school allocation for 10/11 year may issue before the end of the 09/10 year.*

**It will not be possible to process an application without the PPS number.** Parents can obtain the number from the Dept of Social and Family Affairs, Client Identity Section, Carrick on Shannon, Co Leitrim, Tel No 01-7043281 if necessary or contact their local Social Welfare office for assistance.

Applications for areas where currently the SENO is absent should be forwarded to the normal address and they will be processed locally. We will endeavour to process applications in a timely manner, however, schools should be aware that some delays may be unavoidable where service is provided on a cover basis.

***Note:** Application forms and the SNA school profile form may be downloaded from the NCSE website [www.ncse.ie](http://www.ncse.ie)*

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 20\_\_**

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 Hours	Assist Tech	Transport
Address										
1 <sup>st</sup> Name	Surname									
Address										
1 <sup>st</sup> Name	Surname									
Address										

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

Date \_\_\_\_\_

