



February 2012

Ref No: NCSE 01/12

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

**Submission of Applications for Resources for the 2012/13 School Year**

The NCSE is currently in discussions with the DES in relation to the detailed arrangements that will apply to the 2012/2013 allocation of teaching and SNA resources. Deadlines for the receipt of applications will apply to the allocations process as was the case last year and decisions for such applications received will issue before schools close for the summer. Applications received after this date will be processed and the NCSE will seek clarification from the DES in relation to these.

***Applications for Resource Teaching Received From Schools since 25 November 2011***

In early December, the NCSE processed valid applications for teaching supports received between September and 25<sup>th</sup> November and issued the decisions to the schools concerned. Applications for resource teaching hours received by the NCSE after the 25<sup>th</sup> November 2011 will be processed and included in the level of supports allocated for the 2012/2013 school year. 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.

### ***Applications for School Transport***

The DES has also indicated that applications for school transport should be submitted no later than Friday 27<sup>th</sup> April for children seeking transport in the 2012/2013 academic year. In this regard, the DES have stated that allowances will be made for children who have been diagnosed *after* the deadline date and transport applications for these children will be assessed in line with the terms of the scheme

**Please note that a further detailed guideline will issue following the conclusion of discussions with the DES.**

**Please see key dates for the 2012/2013 allocations process below.**

**Sé Goulding**

**Head of Operations**

**9<sup>th</sup> February 2012**

### **Key dates for NCSE Allocations Process 2012/2013**

- **24<sup>th</sup> February:** Schools to submit leavers form to SENO by 24<sup>th</sup> February at the latest. If this form is not to hand, a copy may be obtained from the NCSE website (see under News on Homepage [www.ncse.ie](http://www.ncse.ie)).
- **16<sup>th</sup> March:** Schools to submit applications to SENO by 16<sup>th</sup> March.
- **27<sup>th</sup> April:** Applications for school transport to be submitted.
- **May:** Decisions on applications for teaching supports that were submitted by 16<sup>th</sup> March deadline will issue to schools in early May.
- **May/June:** Decisions on applications for SNA resources that were submitted by 16<sup>th</sup> March deadline will commence issuing to schools from late May/early June.