

**National Council for  
Special Education**

Mill Street  
Trim  
Co Meath

☎ 046 948 6400

**An Chomhairle Náisiúnta um  
Oideachais Speisialta**

Sráid an Mhuilinn  
Baile Átha Troim  
Co na Mi

☎ 046 948 6404

**19 January 2005**

**Ref No: NCSE 01/05**

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

**The National Council for Special Education**

**Information and Guidelines for Primary Schools in Processing Applications for  
Resources for**

**Children with Special Educational Needs**

**On and from 1 January 2005**

This notification should be read in conjunction with DES Circular SP.ED.01/05, which advises the authorities of primary schools of the transfer of functions from the Department of Education and Science (DES) to the National Council for Special Education (NCSE) in relation to children with disabilities with special educational needs on and from 1 January 2005.

This should be regarded as the first step in the assumption of the complete role of the Council in relation to the provision of services to children with special educational needs.

***1. New Applications Procedure***

***Scope***

On and from 1 January, 2005, the Department of Education and Science has determined that the NCSE will assume its full functions as set out in the Ministerial Order establishing the Council dated December 2003. As a result, applications for resources in relation to children with disabilities, who have special educational needs, should now be made to the Council through the Special Educational Needs Organiser (SENO). Such resources could include as appropriate:

- Application for resource teaching hours *in respect of children with low incidence disabilities (as per DES Circular SP.ED.01/05)*

- Application for special needs assistant (SNA) hours
- Application for school transport for children with disabilities with special educational needs
- Application for other resources e.g. assistive technology

*It is important to note that from 1 January 2005, such applications should no longer be sent directly to the Department of Education & Science but should be made to the SENO otherwise this will delay the process. It should also be noted that the relevant professional reports should accompany the application as heretofore.*

### ***Role of the SENO – Decisions on Resource Teaching and SNA Applications***

With effect from 1 January, 2005, the NCSE will decide on

- applications for resource teaching from schools in meeting the special educational needs of children with low incidence disabilities, as set out in Circular SP.ED.01/05 and
- applications for SNA support in respect of all children with disabilities with special educational needs.

In considering such applications, the SENO will take into account a number of factors including

- i) The special educational needs of the child as identified and documented in the professional assessments supporting the application
- ii) The proposals from the school as to how it will meet the needs of the child
- iii) The views of the parents
- iv) The Departmental policy on the teaching and SNA supports to which the school is entitled by reference to the nature and degree of disability of the child
- v) The overall resource teaching and SNA supports already available in the school to meet such needs

In considering applications the SENO will

- examine the application and the supporting documentation
- consult with and seek clarification from schools and parents as necessary as regards the special educational needs of the child in the school setting and discuss the child's needs with the teachers and parents as appropriate. This may include observation of the child within the school setting and classroom as appropriate.
- take account of any existing resources in the school including teaching or special needs assistant resources that may be freed up by the exit of other children with disabilities from the school.

### ***Role of the SENO – Communication of the Decision***

When a decision is made, the SENO will inform the Principal. The Principal or the Principal and the SENO will inform the parents as to how the special educational needs of the child will now be met by the school. A copy of the decision will be forwarded to the Head Office of the NCSE and also to the Department of Education & Science. A copy of the decision form is attached as Appendix 1.

It is important to note that Special Education circular SP.ED.01/05 authorises the school to act immediately on the decision of the SENO where additional resource teaching or special needs assistant resources are approved. On receipt of such approval the Board of Management/Principal should act to implement the decision.

### ***Role of the SENO – Recommendations on Applications for Assistive Technology/Special Equipment***

While SENOs are not currently responsible for deciding on applications for assistive technology/special equipment, the Department of Education & Science will wish to draw on the local knowledge of the SENO as part of the decision making process.

Therefore such applications should be submitted in the first instance to the SENO who is assigned responsibility for your school who will forward them to the Department with a recommendation regarding the application. This should have the effect of speeding up the process of dealing with such applications.

In the case of applications for special equipment for visually or hearing impaired pupils, the SENO will seek the recommendation of the appropriate Visiting Teacher before submitting the application to the Department

### ***Role of the SENO – Recommendations on Applications for School Transport***

Similarly, the Department of Education & Science will wish to draw on the local knowledge of the SENO as part of the decision making process in the case of applications for school transport for children with special educational needs.

Such applications should be submitted in the first instance to the SENO who is assigned responsibility for your school who will forward them to the Department with a recommendation regarding the application. This should have the effect of speeding up the process of dealing with such applications.

### ***Applications Process***

In the interest of the child and administrative efficiency, all applications relating to a particular child for resource teaching, SNA supports, transport and special equipment should be attached together and forwarded to the SENO for consideration. A sample notification for this purpose is attached at Appendix 2.

### ***Review of Decisions***

In the absence of a formalised appeals process, the NCSE will undertake to review the relevant decision on teaching or SNA supports on foot of a request from the school or parents/guardians, when accompanied by relevant additional information, which may not have been to hand at the time of the decision.

### ***Future Role***

The above procedures reflect the commencement of the transfer of functions process from the Department of Education & Science to the NCSE. The involvement of the Council in areas such as the assessment of need arising from a disability e.g. liaison with the health sector as regards the provision of health supports, and the preparation of individual education plans (IEPs) will expand progressively.

Further information notifications/guidelines and circulars will issue from the Council and the Department of Education & Science as appropriate.

### ***Contact Points for SENOs***

On 22 December 2004, an information notice issued to your school providing the name, official address and contact number for access to the SENO with responsibility for your school. As the SENO will spend considerable time away from the office, it is important that you leave your contact details on the messaging service, if the SENO is not available. The SENO will access such messages regularly and will return your call.

If for any reason your school has not received this information notice, contact may be made with the NCSE at 1-2 Mill Street, Trim, Co. Meath. Telephone: 046 9486400.

Sé Goulding  
Principal Officer  
National Council for Special Education

## Appendix 1

# National Council for Special Education

## Application from Primary Schools for

## Resource Teaching Hours and Special Needs Assistant Allocations

### Decision of Special Educational Needs Organiser

School; \_\_\_\_\_

Roll No: \_\_\_\_\_

Principal: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. I have examined the allocation of teaching resources available to the above school for children with assessed special educational needs in the lower incidence disabilities as set out in [Circular SP.ED.01/05](#) and the overall SNA resources in the context of the recent assessment of the children on the attached list.
2. I certify that, in accordance with the findings of the assessment and the Department of Education and Science resource allocation policy and the resources currently available to the school the following adjustments should be made:

Resource Teaching Hours:

No change  
Additional Hours \_\_\_\_\_per week  
Reduction in Hours \_\_\_\_\_per week

Following these adjustments the school will have a total of \_\_\_\_\_Resource Teaching Hours to provide for the assessed special educational needs of \_\_\_\_\_children in the lower incidence special educational needs category.

Special Needs Assistant Hours:

No change  
Additional Hours \_\_\_\_\_per week  
Reduction in Hours \_\_\_\_\_per week

Following these adjustments the school will have a total of \_\_\_\_\_Special Needs Assistant Hours to provide for the assessed special educational needs of \_\_\_\_\_ children with disabilities with Special Educational Needs.

**Signed** \_\_\_\_\_  
**SENO**

**SENO Area** \_\_\_\_\_

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

*CC : Department of Education and Science  
NCSE*

**Application from Primary Schools for  
Resource Teaching Hours and Special Needs Assistant Allocations**

**Decision of SENO in Relation to the Following Children**

*For Use by NCSE Only*

School: \_\_\_\_\_ Roll No: \_\_\_\_\_  
Address: \_\_\_\_\_ Principal: \_\_\_\_\_  
                  \_\_\_\_\_ Date: \_\_\_\_\_  
                  \_\_\_\_\_

**List of Children**

Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_  
Name: \_\_\_\_\_ PPS NO. \_\_\_\_\_

## Appendix 2

# Application to NCSE for Access to Resources

Name of Student: \_\_\_\_\_

Home address of Student: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

PPS Number: \_\_\_\_\_

Name of School: \_\_\_\_\_

Roll Number of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Principal: \_\_\_\_\_

<b>The following applications are enclosed for the attention of the SENO in respect of the above-named</b>	<b>Please</b>  √
<b>Resource Teaching (<i>for decision</i>)</b>	
<b>SNA Hours (<i>for decision</i>)</b>	
<b>School Transport (<i>for recommendation</i>)</b>	
<b>Other resources e.g. assistive technology (<i>for recommendation</i>)</b>	

Signed by Principal: \_\_\_\_\_ Date: \_\_\_\_\_