

Request to the NCSE for a Review of Allocation of Special Education Teaching Supports in mainstream classes on the grounds of exceptional circumstances

POST-PRIMARY SCHOOLS 2017-2018

1. The NCSE is provided with this information to facilitate the review of Special Education Teaching Supports to schools for students with special educational needs.
2. The NCSE is required to keep and maintain these records for the purposes of reviewing the Special Education Teaching Support allocation on the grounds of exceptional circumstances.
3. The Declaration at the end of this form must be signed by the Principal of the school.
4. Please read NCSE 04/2017, DES Cir 0014/2017 and accompanying Guidelines prior to filling out this form.
5. Familiarity with the Continuum of Support Framework is also required (available at: http://www.education.ie/en/Schools-Colleges/Services/National-Educational-Psychological-Service-NEPS-/neps_post_primary_continuum_teacher_guide.pdf)
6. All relevant sections of the application must be submitted in support of this application.
7. Schools must also complete and return Appendices 1 and 2 of this form.
8. All relevant school based information should be available in schools to support this application.
9. The completed form and accompanying documentation should be returned to the National Council for Special Education, SET Review Section, 1-2 Mill Street, Trim, Co. Meath.

Name of School			
Address of School			Eircode
School Roll Number		School email address	
Principal		School telephone number	

School Requirements

In advance of completing this request, schools are expected to confirm compliance with the following:

- Familiarisation with the intended purpose of the scheme as set out in NCSE 04/2017, DES Cir 0013/2017 and accompanying Guidelines
- Be in a position to demonstrate the use of their Special Education Teaching Allocation in accordance with the principles set out in these circulars, guidelines and the Continuum of Support Framework
- Have used the self-reflective questionnaires and support materials provided
- Have adjusted the manner in which the school deploys their special education teaching resources, as necessary, to provide for newly enrolled students who have special educational needs to ensure that support is provided for all students who are most in need of support
- Have identified and sourced relevant training and support available from the NCSE and/or NEPS or ETB School Psychological Service, where relevant.

1. Please set out the exceptional circumstances which have arisen in your school subsequent to the allocation of special education teachers (SETs) to your school for September 2017.

You are requested to use bullet points here.

2. Please give details of how the school has responded to the exceptional circumstances arising.

You are requested to use bullet points here.

3. Where do you perceive are the subsequent gaps in support, if any?

You are requested to use bullet points here.

4. In your view what is needed to fill these gaps?

You are requested to use bullet points here.

5. Please give details of any other supports which are available in the school to support students with additional /special needs e.g. SCP (School Completion Programme), NEPS interventions or programmes, school based initiatives, etc.

6. Please supply details of additional or supporting documentation that will be available in your school to support the review process.

Declaration by Principal:

I confirm:

- That this application is supported by the Chairperson of the school's Board of Management.
- That in making this application full consideration has been given to any support services already in the school.
- That the school is compliant with requirements as set out on Page 1 of this form.

Signature of School Principal

Date signed

Appendix 1: School provision plan for pupils with special educational needs (mainstream allocation)

Please ensure that all sections of the application are completed in full prior to submitting to the NCSE.

School: _____ Roll No: _____ School Year: _____ Number of students: _____

Total number of mainstream class teachers _____

Special Educational Needs Teaching (SET): _____ hours

Guidance counselling provision _____ hours for 17/18.

Behaviour for Learning Teacher: _____ hours for 17/18.

Number of additional English as an Additional Language (EAL) allocation posts _____

Teacher name	Teaching Council Number	Number of teaching hours per week	Subjects taught	Number of teaching hours timetabled for SEN per week	Subject area and role/responsibility in relation to SEN
Total number of special education teachers (SET):		Total number of teaching hours per week		Total number of teaching hours timetabled for SEN per week	
Name of SEN coordinator, if applicable:	Teaching council Number	Number of teaching hours and subject areas:		Number of coordinating hours:	

