



8 August 2013

Ref No: NCSE 02/13

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

Submission of Applications for Resources for the remainder of the 2013/14 School Year

Key Dates

- **20th September:** Schools to submit applications for teaching and SNA supports to SENO.
- **20th September:** Schools to confirm pupil attendance to SENO or inform of any pupils who are enrolled but not attending in September.

Copies of application forms and confirmation of pupil attendance forms may be obtained from the NCSE website www.ncse.ie

The Department of Education and Skills has confirmed to the NCSE that a deadline of 20th September will apply for the remainder of applications from schools for the 2013/2014 school year.

Schools should now submit applications to their local SENO. Application forms are available on our website www.NCSE.ie

Applications that were received from schools after the previous deadline of 15th March will also be considered in this second round of allocations.

Children with SEN in respect of whom supports have already been sanctioned

Schools should complete and sign the attached pupil attendance form confirming that children with SEN in respect of whom they have already received sanctioned supports for are now attending in September. Should the school become aware of a pupil, who is not attending the school in September, where supports have already been sanctioned, this should be clearly indicated to the SENO on the attached form if not already done so.

Forms should be completed and signed and returned to the SENO no later than 20th September 2013.

This will enable the SENO to determine the level of additional teaching and SNA supports, which will be freed up for reallocation as appropriate and is an important element of the allocations process.

All forms are available on our website www.ncse.ie

Sé Goulding

Head of Operations