

Notification to NCSE of Enrolment in Special School/Special Class

Note 1:

This form should be used to confirm enrolment of a student in a special school/special class. Please ensure that all sections of the form are completed in full prior to submitting to the SENO and that the relevant professional reports are attached.

A. STUDENT DETAILS

Name of student		Gender	M	F
Home Address		Eircode		
PPSN		Date of Birth		
Date enrolled in school		Category of assessed disability		

B. SCHOOL DETAILS

Name of School				
Address of School				Eircode
School roll number		Phone Number		
Email address		Name of Principal		
Designation of special school, as applicable				
Designation of special class, as applicable				

C. DETAILS OF PROFESSIONAL REPORT(S)

Professional	Please tick ✓	Author of report	Date of Report
Psychologist			
Visiting Teacher			
Occupational Therapist			
Psychiatrist			
Speech and Language Therapist			
Other, please specify			

D. <u>PARENTAL/GUARDIAN CONSENT and DECLARATION BY PRINCIPAL</u>				
Note 2:				
<ol style="list-style-type: none"> 1. The school should consult with parent(s)/ guardian(s) prior to notifying the NCSE of this enrolment. 2. The NCSE is provided with this information to facilitate the allocation of additional resources to schools for students with special educational needs. 3. The NCSE is required to keep and maintain these records for the purposes of identifying persons accessing additional resources and planning the provision of special educational and support services. Full details of the NCSE's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at http://ncse.ie/ncse-data-protection 4. The Declaration at end of this form must be signed by the Principal of the school. 				
<u>PARENTAL/GUARDIAN CONSENT</u>				
I/We, the undersigned, being the parent(s)/guardian(s) of the above named student confirm:				
<ul style="list-style-type: none"> • That this enrolment has been discussed with me. • That I am aware that all information relating to this notification of enrolment will be kept on file, and made available to the SENO/NCSE and may be used for planning and research purposes with a view to improving the delivery of special education services. • That placement in the school/class is subject to review. 				
Signed		Name		Date
Signed		Name		Date
Parent contact number		Parent email		
Parent contact number		Parent email		
<u>DECLARATION OF PRINCIPAL</u>				
I hereby confirm:				
<ul style="list-style-type: none"> • that this enrolment is supported by the Chairperson of the school's Board of Management. • that in making enrolment full consideration has been given to any support services already in the school. • that the staged approach to assessment as outlined in DES circular 02/05 has been followed, (where appropriate). 				
Signed		Date		