

NCSE Application Checklist

SNA Review Application Guide for Irish Schools

School: _____ Roll No: _____ Date: _____

Student: _____ Class: _____ SENO: _____

1 Before You Start

- Current SNA allocation baseline reviewed (check Circular 0049/2024)
- Application window dates confirmed (Sept-Nov for in-year; April for next year)
- Students with significant primary care needs identified
- SENO contact details noted for your school area

2 Gather Evidence

- Student Support File (SSF) up to date with current support level
- Log of Actions completed with daily care need entries
- Care needs documented across the 6 primary categories (see Quick Reference)
- Professional reports collected where available (psychologist, OT, medical)
- Classroom and school-level interventions documented (SET, environmental, peer, assistive tech)
- Evidence recorded that other supports were tried before applying for SNA

3 Care Needs Documentation

- Primary care needs identified and categorised (Feeding, Toileting, Mobility, Medication, Communication, Behaviour)
- Secondary/associated care tasks noted where applicable
- Support level recorded for each student (Level 1, 2, or 3)
- Frequency and duration of SNA support documented for each care need

4 Student & Parent Input

- Parent/guardian informed about the application and consulted
- Signed parental consent form obtained for NCSE application
- Student voice captured using age-appropriate methods (Lundy Model)
- Parent's description of care needs at home recorded

5 Complete NCSE Forms

- SNA Review Application Form downloaded from ncse.ie and completed
- Form 1 (Application for Access to SNA Support) completed if new application
- BCN1 Form completed if student has behavioural care needs
- School Care Needs Record Form completed for whole-school register
- All supporting documents attached (SSF, Log of Actions, professional reports)

6 Internal Review

- Principal has reviewed and approved the application
- Special Education Teacher (SET) input included
- SNA deployment plan updated to reflect current care needs
- Register of Students with care needs is current and accurate
- Application is consistent with SSF and Log of Actions evidence

7 Submit & Follow Up

- Application submitted via the NCSE School Portal
- Copies of all submissions and attachments retained
- SENO contact details saved for follow-up queries
- Preparation notes made for SENO Support Meeting (if requested)
- Calendar reminder set for expected outcome notification

Quick Reference: 6 Primary Care Need Categories

From Circular 0030/2014:

Feeding: Assistance with eating, drinking, swallowing

Toileting: Personal care, hygiene, changing

Mobility: Physical movement, transfers, positioning

Medication: Administration, supervision, monitoring

Communication: Assistive communication support

Behaviour: Safety-related behavioural support arising from a care need

3 Support Levels

Level 1 - Whole-school support (ALL students)

Level 2 - School Support (SOME students with greater care needs)

Level 3 - School Support Plus (FEW students with most significant needs)

Key Application Windows

September - November - In-year SNA review applications

April onwards - Applications for the following school year

Any time - Exceptional reviews for new/significantly changed care needs

Key NCSE Forms

[SNA Review Application Form](#)

[Form 1 \(SNA Access\)](#)

[BCN1 \(Behavioural\)](#)

[Care Needs Record](#)

[Form 5 \(Leavers\)](#)

[Form 6 \(Attendance\)](#)

Download all forms from ncse.ie/for-schools



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