

Guidance Note for Schools

Report of Education Needs for the purpose of Assessment of Need (Disability Act 2005)

Introduction

The Assessment of Need (AON) is a statutory process under the Disability Act (2005) whereby the Health Service Executive (HSE) reports on the health and education needs of a child/young person. All children/young people born on or after 1st June 2002 are eligible to apply for an Assessment of Need (AON) under the Disability Act (2005).

The AON commences when the parent/guardian makes an application for their child to the HSE.

Background

If the HSE Assessment Officer forms the opinion there may be a need for an education service to be provided to an applicant, they will request the NCSE to nominate persons with the appropriate expertise to assist in carrying out the assessment of education needs.

On receipt of a request from the HSE Assessment Officer, the NCSE will first contact the parent or legal guardian to confirm the applicant details and current school.

The HSE obtains consent from the parents/legal guardians before any action can be taken to progress with the Assessment of Need. This consent allows the sharing of data from education service providers with the HSE and NCSE.

The NCSE will then contact the school principal nominating them to complete the NCSE Report of Education Needs.

The school principal can nominate the deputy principal, class/subject teachers and/or the special education teachers to assist in the completion of the NCSE Report of Education Needs.

Purpose

This Guidance Note has been written to help you to complete the NCSE Report of Education Needs. For more information, please consult the Department of Education and Youth Circular 0069/2025.

Assessment in Education

Assessment in education is an integral part of teaching and learning and involves a wide variety of means by which the strengths and needs of students are identified. Assessment is carried out by the teacher(s) who have responsibility for the student, but may also be carried out in collaboration with the Special Education Teacher(s). Assessment in education is not synonymous with testing.

NCCA guidelines (2007) describe assessment as '*the process of gathering, recording, interpreting, using and reporting about a child's progress and achievement in developing knowledge, skills and attitudes*'. Teachers in all settings, including mainstream, special classes and special schools, use a range of assessment approaches to identify and meet the student's education needs, appropriate to the age and developmental stage of the student, and to review progress.

Completion of the NCSE Report of Education Needs for the purpose of Assessment of Need (Disability Act 2005)

Where nominated, teachers, typically, will have comprehensive information on the education needs of individual students, through interactions with them on a regular basis in the school context. All of this information may be included in the NCSE Report of Education Needs. Some of this information may be recorded in the Student Support File. However, if nominated the teacher is not limited to providing information from the Student Support File where they consider additional information to be relevant to the AON.

Where nominated, teachers can reflect on their own knowledge and experience of working with the child to outline education needs that may not be recorded in the Student Support File, but which are deemed relevant to assisting in carrying out an assessment of education needs.

Where nominated, teachers may identify, and are free to give their professional opinions and views, if any, of the child's education needs that they consider could be met by the provision of education services that are not available in the school. In identifying education needs and services, teachers should not be constrained by the cost, availability or capacity to provide for that need/service, in either their own school or another recognised school or centre of education. As per section 8(5) of the Disability Act 2005, the assessment of education needs is to be a resource blind 'gold standard' assessment.

New and newly-enrolled students

Where a teacher is nominated to complete a NCSE Report of Education Needs for a junior infant student, they should proceed based on their current knowledge of the student and any other information from the Early Learning and Childcare setting where received.

In the case of a newly-enrolled student, where information is not available, the nominated person should ask the parents/legal guardians to complete the consent form (appendix 1). The completed consent form gives the current school permission to contact the student's previous school, Early Learning and Childcare setting, home tutor or other relevant party to request a copy of relevant information, such as the student's Student Support File or Mo Scéal report. The sharing of this information will assist the nominated person to complete the NCSE Report of Education Needs for the purpose of the Assessment of Need.

The top section of page 1 of the NCSE Report of Education Needs has information pre-populated by the NCSE: Student Details / Date Sent to the School / Timeframe for Completion

The NCSE will specify the preferred date by which a school is asked to return the NCSE Report of Education Needs to comply with the HSE Assessment of Need process.

Report of Education Needs for the purpose of Assessment of Need (Disability Act 2005)

The Department of Education and Youth Circular 0069/2025 and NCSE Guidance Note for Schools should be read prior to completion of this report. Additional resources are available on the NCSE website to aid in **completion of this report**.

Section 1 Education Needs
Section 2 Assessment of Education Needs
Section 3 Services and Nominated Person(s) Details

FOR NCSE OFFICE USE ONLY

Date Report Sent to School:	/	/	School Name:
Date Report to be returned to NCSE:	/	/	Roll No:
Student Name:	PPSN:		
Address:	Date of Birth: / /		

Key Notes for completion of this report:

1. The NCSE Report of Education Needs is a fillable PDF form. Please complete all sections by typing directly into the form.
2. The NCSE Report of Education Needs should be completed by the principal, as nominated by the NCSE and in turn, the principal may nominate a deputy principal and/or teacher(s) in the school to assist in carrying out an assessment of education needs.
3. The NCSE Report of Education Needs for the purpose of the Health Service Executive (HSE) Assessment of Need (AON) process (Disability Act, 2005) is a resource blind¹ assessment and is not limited to information contained in the student support file.
4. If additional education needs have not been identified for the student, please complete up to and including section 1.2 and return to the NCSE.
5. Nominated persons can use their professional knowledge and experience of working with the student to identify additional education needs and may use any information known to them in identifying the student's education needs including the Student Support Plan and any relevant available reports.
6. In section 3.1 – Identify any education services that are appropriate to meet the education needs of the student.
7. In section 3.2 – Ensure the form is signed off by the nominated person(s) and includes names and details of other persons involved in the completion of the NCSE Report of Education Needs for the purpose of AON.
8. Child Safeguarding concerns should be dealt with in accordance with the Children First Act 2015.
9. The HSE obtains consent from parents/legal guardians prior to starting this process. This consent allows the data sharing between education service providers (school), HSE and NCSE. Additional parental/legal guardian consent is not required to complete this form.
10. If you require help in completing this form, please contact the NCSE helpline at 01 603 3456

¹ Under the Disability Act 2005 s. 8(5), the assessment must be carried out without regard to the cost of or the capacity to provide, any service identified in the assessment as being appropriate to meet the needs of the applicant concerned. It thus will indicate the "gold standard" of service requirements.

If you need help completing this form, review the available resources and Circular 0069/2025.

The NCSE will pre-populate this section before sending to schools.

Please read carefully.

The bottom section of page 1 has comprehensive instructions to assist in the completion of the NCSE Report of Education Needs and how to access additional support through the NCSE.

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The report has three parts.

Section 1 – Additional Education Needs

This section:

- Provides details about the student
- Asks the school to state whether or not additional education needs have been identified for this student

Section 2 – Assessment of Education Needs

This section provides details of:

- The assessment approaches and other professional reports used to identify additional education needs
- The identified additional education needs for the student

Section 3 – Services and Details of Nominated Persons

- Allows for additional comments or views on the education services required to meet the student's needs
- Details of the nominated persons
- Confirmation and signature of the school principal/deputy principal

Section 1 – Additional Education Needs for the purpose of AON

Section 1.1 of this report asks if additional education needs have been identified for the student.

Section 1 – Additional Education Needs for the purpose of AON

1.1 Student details

Class/Year:

Special Class

Yes No

Have additional education needs been identified for this student?

Yes No

If no additional education needs for the purpose of AON have been identified please complete section 1.2.

If additional education needs for the purpose of Assessment of Need (AON) process have been identified, please skip section 1.2 and proceed to section 2.

If no additional education needs have been identified, go to section 1.2.

If education needs have been identified, the school should skip Section 1.2 and proceed to Section 2.

1.2 Additional Education Needs for the purpose of AON have not been identified for this student

I confirm for the purpose of AON that additional education needs have not been identified for this student.

Student Name:

School:

Principal/Deputy Principal:

Signature of Principal/Deputy Principal:

Roll Number:

Date:

/ /

Complete section 1.2 only when additional education needs have NOT been identified for the student. Once completed, return the report to the NCSE at the email address provided.

Section 2 – Assessment of additional education needs for the purpose of AON

2.1 Assessment approaches

Section 2 – Assessment of Additional Education Needs for the purpose of AON

2.1 Assessment approaches

Schools use a range of assessment approaches to identify student's needs. Please tick the assessment approaches used and provide details of other sources of information used to identify additional education needs for this student.

Assessment Approaches	Tick ✓ as applicable
Information from previous setting (pre-school, primary, specialist setting)	
Parental/Guardian consultation and/or interview	
Review of student support plan and response to intervention to date	
Teacher assessment/observation measures formal and informal	
Student consultation – e.g. My Thoughts About School Checklist, NCSE Relate	
Teacher-designed measures/assessments	
Basic needs checklist	
Environmental checklist	
Literacy assessment	
Maths assessment	
Screening tests of language skills	
Behaviour observations including ABC charts, frequency measures	
Screening measures for social and emotional needs	
Intake screening test results (post primary)	
Please identify other data used to inform identification of student's current education needs e.g., professional reports. Please list:	

Please tick all applicable assessment approaches that have been used to identify the student's additional education needs.

Please include other relevant data such as external professional reports such as those provided by SLT, OT, Psychologist, Visiting Teacher Service etc.

2.2 The areas of additional education needs identified by the school

2.2 Identified Additional Education Needs for the purpose of AON

Area of identified Additional Education Needs. Complete the sections below relevant to the needs of the student.	Tick ✓ area(s) of need identified
Literacy	
Summary of student's education needs (max 100 words)	
Maths and Numeracy	
Summary of student's education needs (max 100 words)	
Language and Communication	
Summary of student's education needs (max 100 words)	
Other Learning and Academic Skills	
Summary of student's education needs (max 100 words)	
Social/Emotional and Self-regulation Skills	
Summary of student's education needs (max 100 words)	
Motor Skills Fine Motor (e.g. Handwriting) Gross Motor (e.g. PE/Sports)	
Summary of student's education needs (max 100 words)	
Life Skills and Independence Skills	
Summary of student's education needs (max 100 words)	

Using the assessment information, please tick the relevant areas where additional education needs have been identified.

Please provide a summary of the student's additional education needs in the space(s) provided.

Section 3 – Services and Nominated Persons Details

Section 3.1 – Services

3.1 Services

Recommendations by the nominated person in respect of education services for students need not be restricted to those services available in the school. The NCSE Report of Education Needs will be used by the Assessment Officer as part of the HSE Assessment of Need. The HSE Assessment of Need is to be carried out without regard to the cost of, or the capacity to provide any services considered necessary to meet the child's needs as per section 8(5) of the Disability Act 2005. It is a 'gold standard' assessment.

In the space provided, outline any education services (if any) required to meet the additional education needs for the student, as previously identified in section 2.2.

Outline any education services (if any) required to meet the additional education needs for the student, as previously identified in section 2.2.

3.2 – Persons Involved

3.2 Persons involved in Assessment of Education Needs for the purpose of AON

Please list name(s) of persons nominated by the principal to complete this Report of Education Needs.

Name: _____

Position in school:

Name: _____

Position in school:

Name: _____

Position in school:

This report has been completed in accordance with Circular 0069/2025

Name of Principal/Deputy Principal:

Signature of Principal/Deputy Principal:

School Name: _____

Roll No:

Date: _____ / _____ / _____

Report to be returned to NCSE at aon@ncse.ie upon completion

Section 3.2 is to be completed by:

- (i) School staff who assisted in the completion of the assessment report, and

(ii) The Principal/
Deputy Principal
– confirming that
the report has
been completed in
line with Circular
0069/2025

Completed Reports

The completed report should be returned by email to aon@ncse.ie

If a school requires additional support in the completion of the NCSE *Report of Education Needs* for the purpose of AON, please consult the resources available on www.ncse.ie or ring 01 603 3456. The NCSE has a team of people available to support schools as required through this process.

Appendix 1 – Consent for the release of information from previous school or Early Learning and Childcare Setting

Parents of newly-enrolled students should be asked to complete this form to allow the current school to request information from previous schools/early Learning and Childcare settings.

Schools should retain a copy of this form for their records.

Student Full Name:

Date of Birth: / /

I consent to the release of information e.g. Mo Scéal, Student Support File and any other relevant information to

for the purpose of the completion of the NCSE Report of Education Needs for the purpose of Assessment of Need (Disability Act 2005).

Signed by Parent 1 or Legal Guardian 1:

Relationship to the Child: Date: / /

** Signed by Parent 2 or Legal Guardian 2:

** Relationship to the Child: Date: / /

** If a second parent or legal guardian is available to sign

A copy of this form should be retained on the Student Support File.