

# 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 blind<sup>1</sup> 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

<sup>1</sup> 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.

### Legal Responsibility

Assessment of Need process is a HSE led process. The Disability Act 2005 outlines the legal responsibility for the AON process which lies with the HSE. Within the Disability Act, the NCSE has a statutory obligation to nominate 'appropriate persons' to assist the HSE in the AON process.



## 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.

### 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: / /



If section 1.2 is complete, then this is the end of completing the form.

## 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:	

## 2.2 Identified Additional Education Needs for the purpose of AON

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 Report of Education Needs. Some of this may be recorded in the Student Support File. However, the teacher is not limited to providing information from the Student Support File where they consider additional information to be relevant to the AON. 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.

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)	

Area of identified Additional Education Needs. Complete the sections below relevant to the needs of the student.	Tick ✓ area(s) of need identified
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)	

Area of identified Additional Education Needs. Complete the sections below relevant to the needs of the student.	Tick ✓ area(s) of need identified
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)	

## Section 3 – Services and Nominated Person(s) Details

### 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.

*SAMPLE*

### 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](mailto:aon@ncse.ie) upon completion.