



13th February 2026

Update for families seeking a Letter of Eligibility from the NCSE after 1st October 2025

The window for Parents Notify closed on October 1st, 2025. If you attempt to submit a form you'll see the message, "this form is not available".

- The NCSE has advised the DEY of an increasing number of children who have come to their attention since the October 1st deadline
- The NCSE sought the support of the DEY for the development of an appropriate pathway for these children.
- The NCSE continue to carry out a comprehensive review of submissions made via Parents Notify which were received following the October 1st, 2025 deadline and any additional information provided by parents and guardians since then.
- **After careful consideration, the Department has confirmed that the NCSE are in a position to issue further letters of eligibility where we have been provided with the required information and DEY criteria have been met.**
- Eligibility letters will be provided by the NCSE where applicants have the required reports and meet the criteria of circular 0039/2025. Click here for a link to the circular: [Approach and key measures to support the Forward Planning for Special Education Provision for the 2026/2027 school year and beyond](#)
- The NCSE network of SENOs and Team Managers continue to provide support to families through the identification and notification of potential placement opportunities.
- On foot of the NCSE, DEY and Patrons' ongoing work with schools, SENOs will have further information on new classes for the coming academic year.
- SENOs may also receive information on placement opportunities becoming available in the current academic year and will provide this to you
- We encourage you to engage with them, if not already done so.

To support parents and guardians, it is important to note the following:

- The purpose of an eligibility letter is to support your application to a special class or school by telling the school that the NCSE has determined that your child



meets Department of Education and Youth criteria to be considered for enrolment.

- Each school prepares and publishes their own admissions policy and runs their own admissions process in line with the Admissions Act. Individual schools will determine the outcome of applications received by them in accordance with their own admissions policy and procedures. In fact, some admissions processes may now be closed and that is why Circular 39/2025 invited parents to engage with the NCSE before 1st October 2025. Where a school's deadline for applications may have passed, late applications can still be made.
- An eligibility letter does not guarantee your child a special class or school place.

The NCSE will engage with you in the following ways:

- SENOs will provide you with a letter of eligibility as swiftly as possible and are sensitive to the fact you may be applying to schools now.
- If you already have an eligibility letter dated 2025 and seek a placement for the current school year, this letter can be used to support applications. Your local SENO can provide an updated version which can be used when applying to schools for placement for the 2026/27 school year.
- Ensure you are informed of new special class and special school provision
- Make sure you have as much detail you need to apply to schools of your choice, including information on all new special classes/special schools and their dates of running Admissions
- Advise you of next steps, if you are unsuccessful in securing your preferred placement
- Respond to your calls/emails when you have questions or queries within a reasonable timeframe
- Keep you briefed on any new developments
- Every couple of weeks, new classes are announced – your SENO will be informing you of these so that you can consider applying to them.
- The NCSE website will contain this information with new classes announced regularly. Please visit [Special Classes Lists](#) regularly



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for Special Education

- In circumstances where a special class or a special school placement is not secured, the NCSE will continue to engage with families in exploring the option of attending a mainstream placement with supports, or alternative provision which may be considered.
- NCSE SENOs are working hard to support you and your child.
- A full list of SENOs is available at our [SENO Contact List](#) webpage.

If you are having any difficulty contacting your SENO please let us know by calling **01 603 3346**