

NCSE Guidance Note to Schools and Appeal Documentation

1.0 Introduction to the NCSE Appeals Process

The NCSE operates under the terms of all current and relevant Department of Education and Youth circulars, and the parameters outlined by the Department of Education and Youth and central government for the allocation of SNAs in Irish schools.

These parameters may change as required and NCSE processes adjust to adhere to both policy, financial and other parameters in this context.

The NCSE Appeals Process and NCSE SNA Guidelines 2025/26 are subject to the terms outlined in Department of Education and Youth circular 0032/2025.

- The SNA Review Appeal panel is comprised of NCSE staff who were not involved in the individual SENO review process or the SNA Review Panel members of the regional team and have a wider role in NCSE Allocations processing.

1.1 NCSE Appeals Process

The NCSE Appeals Process incorporates a review of a school's SNA allocation in line with circular 0032/2025.

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An Appeal to NCSE will include an analysis of schools under the following categories:

- Student Primary Care Needs
- School Deployment of SNA allocation resources
- School practice in areas such as Regulation First approaches, Universal Design for Learning and the role of the class and SET teacher in creating an inclusive learning environment

Schools are advised that the NCSE can distribute SNA posts to schools where posts are available to the NCSE on a National basis. While the NCSE works to identify surplus posts in the sector, this identification is timebound - All allocations occur in this context of available posts.

1.3 Deployment of SNA Allocation to support Behaviours of Concern

When a child is communicating with a Behaviour of Concern, schools must seek to understand why this is happening. Schools should then apply teaching and learning support for the student and remove possible barriers to learning environment. Using SNA allocation as an intervention to behaviour will not address the 'why' of what the student is communicating through their behaviour.

NCSE advises schools in the first instance to familiarise themselves with NCSE Relate <https://ncse.ie/relate> when working to support students to engage and participate in learning and school life. NCSE provide a range options around understanding and supporting behaviour. <https://ncse.ie/tpl>

Where an appeal is made to support behaviours of concern, NCSE reserves the right to request the most recent training availed of by teachers in classes where these challenges are experienced.

NCSE Relate has eight principles to support school staff in understanding behaviour and is the foundation for support.

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NCSE Relate guides practice in schools to respond to the variability of students' needs. The elements of support include practical strategies and opportunities for reflective practice.

The Resources section includes new tools, resources and videos made to support school staff and students. All cited and NCSE resources may also be found on the following Padlet by scanning the QR code. A Spotify playlist with all recommended podcast episodes may also be accessed through the second QR code. NCSE Advisors are trained in supporting schools' needs in student regulation and appropriate therapeutically informed strategies.

<https://ncse.ie/wp-content/uploads/2025/01/NCSE-Relate.pdf>

The NCSE SNA Appeals Process

- Schools wishing to Appeal a Review outcome can make an application for a review under the new revised process, can download the **NCSE Appeal Form 2025/26** on the NCSE Website at www.ncse.ie
- The **NCSE Appeal Form 2025/26** can on completion be submitted via the Freshdesk portal.
- An outcome following the review of the Appeal will be issued directly to the school on completion
- Any school who wishes to make a standard application over the Summer based on categories (a) (b) and (c) above can contact their SENCO by phone or email and submit the relevant documents

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- A request for additional support does not meet the terms of an Appeal
- An Appeal can be submitted only where a review has taken place and the school have received an outcome letter. The school has 10 days to appeal the outcome of the SNA Review.