



Confirmation of Parent(s)/Guardian(s): CONSENT

to review and retain student data during the course of a review of the SNA allocation to a school, in accordance with DES Circular 0030/2014

The National Council for Special Education (NCSE) Special Education Needs Organisers (SENOs) provide support to schools, and when required will conduct a review of the Special Needs Assistant (SNA) allocation to a school.

With your consent, the Principal has informed the NCSE that your child is accessing SNA support in school. On this basis, the NCSE require the consent of parent(s)/ guardian(s), before identified students can be included in the review of SNA support. Of note, the NCSE is required to retain and maintain records of students accessing SNA support for the purpose of planning and implementing the provision of special educational and support services.

In reviewing the SNA allocation to a school the SENO will:

- review and retain parental consent in respect of students meeting the Department of Education and Youth criteria for access to SNA support
- review students support plans and retain care need profiles in respect of students availing of SNA support
- view professional reports in respect of students availing of SNA support
- record SNA duties related to the care needs of students availing of SNA support
- discuss the identified care needs of students availing of SNA support with school personnel including teachers, SNAs and school management.

The NCSE are obliged to collect certain information when fulfilling our legal obligations under Section 41 of the Education for Persons with Special Educational Needs Act 2004. This obligation under the Act, together with Article 6(1)(c) of the General Data Protection Regulation (GDPR) informs the NCSE's legal basis as a data controller. Full details of the NCSE's data protection policy setting out what data we process and how we retain personal data, as well as information regarding the rights of data subjects are available at <http://ncse.ie/ncse-data-protection>

The information provided below will be viewed and retained by the SENO as part of the SNA Review

Part 1: Student and school details (to be completed by school)					
A. Student Details					
Name:				Gender:	
Home Address of Student:				Eircode:	
PPSN:			DOB:		
Class or Year Group:			Date Enrolled in School:		
B. School Details					
Name of school				Eircode:	
School roll number			Phone Number		
Email address			Name of Principal		

Part 2: Confirmation of consent to be signed by Parent(s)/Guardian(s)					
I/We as parent(s)/Guardian(s) of the above named child/young person confirm: • I/we give consent to the school to include my/our child in the planned review of SNA support • I/We understand that NCSE SENOs may view student records, observe the work of SNAs and discuss my/our child's care needs with school staff • I/We are aware that the above information will be made available to the SENO/NCSE and may be retained by the NCSE and used for planning and research purposes with a view to improving the delivery of special education services. 1.					
Signed			Name		
Signed			Name		
Parent / Guardian Contact Telephone Number					



Part 3: Additional information to be used to assist in the review process

The NCSE value the input of parents, guardians and students, including when carrying out an SNA review. Please assist us by completing the following four responses, where applicable.

Questions	Yes	No
1. Have you been involved in the planning and development of your child's Student Support Plan?		
2. Are you aware of the care needs of your child, as documented by the school? <i>If yes, please go to question 3. If no, please skip question 3 and go to question 4.</i>		
2. Are you satisfied with how your child's care needs are reflected in the care needs targets outlined in their Student Support Plan?		
3. Has your child had an opportunity to express their views and preferences regarding the (SNA?) support they receive?		