

28 September 2015

Ref No: NCSE 04/15

**To: Boards of Management, Principal Teachers and all Teaching Staff of Primary,  
Post Primary, ETB and Special Schools**

**NCSE Notice on Requirement for Personal Pupil Plans under DES Circular  
30/2014 Special Needs Assistant Scheme**

Circular 0030/2014 clarifies and restates the purpose of the SNA scheme, which is to provide schools with additional adult support staff that can assist student with special educational needs who also have additional and significant care needs. Such support is provided in order to facilitate their attendance at school and minimise disruption to class or teaching time for the students concerned, or for their peers, and with a view to developing their independent living skills.

Personal Pupil Plan (PPP)

As and from October 2015, schools are required to submit a PPP with all applications for SNA support.

Section 15 of the circular sets out the requirement for the plan **“Schools applying for SNA support from the 15/16 school year will be required to submit a Personal Pupil Plan for each pupil outlining the pupil’s special care needs and showing how the SNA will be deployed to assist the pupil. The plan should demonstrate how the school intends to actively reduce, and where appropriate, eliminate dependency on SNA support within a reasonable timeframe. The plan should include time-bound targets for the development of independence skills. Only a very small number of pupils with severe special educational needs and very significant care needs will continue to access to SNA support throughout their education” Circular 0030/2014**

It is envisaged that the PPP will be developed in conjunction with the Student Support File which has been developed by NEPS and schools are encouraged to use the NEPS Continuum of Support framework when planning for care needs of students with special educational needs.

During the year it will be necessary to develop such a plan for all students with SNA support as they are now required for all care needs reviews in schools.

#### Time Bound Allocations

**“All SNA allocations are subject to annual review by the NCSE. All allocations will be time bound, made initially for a period of three years, and subject to annual review, and subject to full re-assessment at the end of the three year period”. Circular 0030/2014**

**Noelle Connolly**

**Head of Local Services**