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Association of Community
and Comprehensive Schools

Cumann na Scoileanna Pobail
agus Cuimsitheacha

14th May, 2021.

The Secretary,
Board of Management and
School Principal in
each Community and Comprehensive School.

Members of the Executive of ACCS.

ACCS/Info Bulletin 27/21 Re:

1. **SNA Allocations for the 2021/22 School Year for mainstream classes (CL 0029/2021).**
 2. **Recruitment of Special Needs Assistants Supplementary Assignment Arrangements for the 2021/22 School Year (CL 0026/2021).**
 3. **Payment Arrangements for School Appointed Personnel including Panel of Registered Teachers, Superintendents for the Non-Curricular Language Proficiency Assessment and other additional costs for the running of the Leaving Certificate (Examinations and Accredited Grades) 2021.**
1. **SNA Allocations for the 2021/22 School Year for mainstream classes (CL 0029/2021).**

Circular Letter [0029/2021](#) covering the arrangements for the allocation of Special Needs Assistants to mainstream classes for the 2021/22 has now issued.

The NCSE has also published guidelines (attached) for schools on the 2021/22 exceptional review process for mainstream SNA allocations.

In light of the disruption caused by the COVID-19 pandemic, the proposed Frontload Allocation Model for SNAs for students in mainstream classes which had been approved by the government in 2019 is to be deferred for a further year to the beginning of the 2022/23 school year.

The SNA allocation arrangements for mainstream classes for the 2021/22 school year are as follows:

- Existing mainstream class SNA allocations in schools on 30 April 2021 will be maintained and will automatically roll over into the 2021/22 school year. This means that no school will receive an allocation less than that what they had on 30 April 2021.
- Existing SNAs in mainstream posts can continue in post for the next school year in the normal way.

NCSE Guidance on the 2021/22 Exceptional Review Process for SNA allocation in mainstream classes:

- A school may apply to the NCSE for an exceptional review where it can demonstrate that there are significant care needs which cannot be met within the current SNA allocation.
- Priority consideration will now be given by the NCSE to applications for increased support for the 2021/22 school year. **Particular consideration will be given to applications from schools with no current SNA allocation and developing schools. Determinations will be made before 30 June regarding these applications.** Other applications will be processed in order of date received.
- Schools wishing to apply for an exceptional review of their mainstream SNA allocation for the 2021/22 school year should use the NCSE School Support Portal (<https://ncse.ie/school-support>). The NCSE will email a new activation link to schools who have not already activated their NCSE account by 14 May 2021.
- Where circumstances change during the course of the 2021/22 school year arising from new or additional care needs which cannot be met from within the existing allocation, the school may apply to the NCSE for a review.

Please note that SNA allocations for special classes and special schools are not affected by this arrangement and will continue to be allocated in the normal way.

The NCSE will publish SNA allocations on their website (www.ncse.ie) by the end of May 2021. SNA allocations for special classes and special schools, along with special classes and special school teaching allocations will also be published on the NCSE website at the end of May 2021.

2. Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2021/2022 school year – Circular Letter [0026/2021](#).

This Circular replaces and supersedes Circular 36/2020 and details the Supplementary Assignment Arrangements for Special Needs Assistants for the 2021/22 school year.

It includes:

- SNAs and redundancy
- SNA vacancies – Process to be followed by employers
- Appendix 1 – Process Verification Document (PVD Form)
- Appendix 2 – Panel Form 1 (PF1)

All new SNA appointments (other than substitute or cover vacancies) should be made in accordance with this circular letter. Circular Letter [0051/2019](#) – Recruitment and Appointment Procedures for Special Needs Assistants is also relevant when appointing an SNA.

3. Payment Arrangements for School Appointed Personnel including Panel of Registered Teachers, Superintendents for the Non-Curricular Language Proficiency Assessment and other additional costs for the running of the Leaving Certificate (Examinations and Accredited Grades) 2021.

The State Examinations Commission has issued Circular S16/2021 (attached) on payment arrangements, including rates of payment, which will apply for school appointed personnel and other additional costs for Examinations 2021.

The Circular letter details:

- a) How to claim the costs from SEC
- b) Advance Payments to Schools
- c) Refunds to Schools
- d) Rates of Payment 2021
- e) Leaving Certificate Aides
- f) Oral Interviewers
- g) Special Centre Superintendents
- h) Examination Attendants
- i) Panel of Registered Teachers as part of the Out of School Accredited Grade process
- j) Miscellaneous Expenses
- k) Transport Associated with candidates travelling to schools for examinations over the Easter holidays and Saturdays

Relevant Forms are available on www.examinations.ie

Is mise,
Le mór mheas,



John Irwin,
GENERAL SECRETARY.