



## **Guidance for Parents: NCSE Notification Process for Special Class or Special School Placement**

This document provides important guidance for parents of both prospective students (2026/2027 and beyond) and current students at Maryfield College regarding the process of notifying the National Council for Special Education (NCSE) if you are seeking a special class or special school placement for your child.

### **For Parents of Prospective Students**

If you are applying for enrolment in a special class or special school, it is essential to notify the NCSE as part of the planning and placement process. This helps the NCSE allocate resources and plan effectively for your child's educational needs.

To notify the NCSE:

1. Visit the NCSE website: <https://ncse.ie/notify-ncse-special-class-special-school>
2. Complete the online notification form with the required details.
3. Submit the form as early as possible to ensure timely consideration. Notifications should be with the NCSE before the 1<sup>st</sup> of October.

Normal application process also applies to all students seeking a place in 1<sup>st</sup> year 2026/2027. Applications open on 1<sup>st</sup> October 2025 and close on 22<sup>nd</sup> October 2025 through the school website [www.maryfieldcollege.ie](http://www.maryfieldcollege.ie)

### **For Parents of Currently Enrolled Students**

If your child is currently enrolled in a mainstream class at Maryfield College and you are considering a special class or special school placement, please follow these steps:

1. Notify the NCSE using the online form at <https://ncse.ie/notify-ncse-special-class-special-school>.
2. Inform the school directly of your intent to seek a special placement.
3. The school will also notify the NCSE of such cases before October 1<sup>st</sup> as part of our forward planning responsibilities.

**Need Assistance?**

If you have any questions or need help with the notification process, please contact the school office. We are here to support you through every step of the process.