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| **Incomplete applications will result in a delay in processing request as they will be returned for further work.** | | | | | |
| All new applications | | | | | go to section 1 |
| Review of existing placement in Special School/Centre | | | | | go to section 2 |
| Review of Early Years placement | | | | | go to section 3 |
|  | | | | |  |
| 1. **Checklist for new application:** | | *Verification outcome will be sent within 4 weeks of application* | | | |
|  | Attachment A – for new applications (signed consent from parent/legal guardian) | | | | |
| **Student Wellbeing and Inclusion (SWI) Non-Client;** | | | | | |
|  | Support Service Request (SSR)  Parent Consent Authority (PCA) | | | | |
| **Student Wellbeing and Inclusion (SWI) Non-Client and Client;** | | | | | |
|  | A confirmed diagnosis - report from relevant health professional stating a diagnosis | | | | |
| **Evidence of adjustments and updated assessments;** | | | | | |
|  | Personalised Plan e.g. Education Adjustment Plan, Individual Behaviour Plan, Risk Management Plan  Current needs according to moderated Students Needs Profile  NCCD level of adjustment: Substantial / Extensive (circle one) | | | | |
| 1. **Checklist for review of existing placement:** | | | *Review outcome will be sent by beginning of Term 4* | | |
| Functional (adaptive behaviour) placements are reviewed yearly and full criteria/functional (complex) placements are reviewed at key transition points i.e. years 3, 6, 9. | | | | | |
|  | Attachment B - Informed Consent to Review Placement in a Special School/Centre (completed by school/parent/legal guardian) | | | | |
| **Evidence of adjustments and updated assessments;** | | | | | |
|  | Personalised Plan e.g. Education Adjustment Plan, Individual Behaviour Plan, Risk Management Plan  Current needs according to moderated Student Needs Profile  NCCD level of adjustment: Substantial / Extensive (circle one)  Updated information and relevant reports, e.g. paediatrician report, psychologist report, etc. | | | | |
| \* Please note that a review by a school psychologist will follow. | | | | | |
| 1. **Checklist for review of Early Years placement:** | | | | *Review outcome will be sent prior to the age of 8 years* | |
| An Early Years Placement is confirmed with a diagnosis of Global Developmental Delay, a diagnosis is to be confirmed prior to the age of 8. | | | | | |
|  | Attachment B - Informed Consent to Review Placement in a Special School/Centre (completed by school/parent/legal guardian) | | | | |
| **Evidence of adjustments and updated assessments;** | | | | | |
|  | Personalised Plan e.g. Education Adjustment Plan, Individual Behaviour Plan, Risk Management Plan  Current needs according to moderated Students Needs Profile  NCCD level of adjustment: Substantial / Extensive (circle one)  Updated information and relevant reports, e.g. paediatrician report, psychologist report, etc. | | | | |
| \* Please note that a review by a school psychologist will follow. | | | | | |