



Circular Prim 21/05

Primary Branch

To Boards of Management and Principals of National Schools

Payment of an allowance to recognised Teachers who hold a Graduate/ Higher Diploma In Special Educational Needs

1. Following consideration of a claim submitted to the Conciliation Council for Teachers an allowance will be paid to a recognised teacher who has been awarded a Graduate/ Higher Diploma In Special Educational Needs . The rate of allowance will be the same as the allowance paid to recognised teachers who completed the Advanced Diploma in Special Education from St Patrick's College of Education.
2. The allowance will be payable to recognised teachers subject to the following conditions:-
 - a) Successful completion of the graduate/higher diploma in Special Educational Needs (SEN) in one of five designated institutions. The five institutions involved are St. Patrick's College, Drumcondra, Dublin 9, Church of Ireland College of Education, Rathmines, Dublin 6, St. Angela's College, Lough Gill, Sligo, Mary Immaculate College, South Circular Road, Limerick, University College Dublin (NUI, Dublin), Belfield, Dublin 4;
 - b) A teacher must hold a full time position in a sanctioned post in an area of special education;
 - c) Teachers who voluntarily leave their SEN post within the school will not be entitled to retain the allowance;
 - d) Teachers, redeployed by school management from an SEN post to another post within a school within 4 years of receiving the allowance, will not be entitled to retain the allowance. A teacher who is redeployed by school management from an SEN post to another post within a school, or redeployed through the panel after completing 4 years in an SEN post may be entitled to retain the allowance subject to the teacher continuing to contribute to SEN within the school;
 - e) Teachers who are promoted to a post which entails them leaving their SEN post will not be entitled to retain the allowance.
3. Where a teacher ceases to be entitled to the payment of the allowance as per Sections 2 c, d and e, it is important that DES is informed immediately, to avoid overpayment.
4. Teachers who have successfully completed the Graduate/ Higher Diploma In Special Educational Needs should complete the attached claim form for payment of the appropriate allowance and forward it to the address specified on the form.
5. Please bring this Circular to the attention of all teaching staff.

6. Please provide a copy of this circular to members of the Board of Management.

A copy of this circular is also available on the Department of Education and Science website at www.education.ie

Johnny Bracken
Principal Officer
September, 2005

Application Form for Payment of an Allowance in respect of a Graduate/ Higher Diploma In Special Educational Needs

Personal Details:

Name: _____

Postal Address (as per
payslip): _____

Date of Birth: / / Contact phone number _____

Employment Details

Name of School: _____

Address of School: _____

Teacher PPSN No: _____ School Roll No. _____

Teacher Payroll no: _____ Registration NO: _____

Details of Qualification : _____

Please state the full formal title of qualification for which allowance is now being claimed:

Awarding Body: _____

Date of completion of Course _____

A statement of results must be submitted with this application.

Your application will not be processed unless the statement of results is submitted with this application.

I wish to claim for the allowance in respect of the Graduate/ Higher Diploma In Special Educational Needs.

I certify that I meet all the conditions for payment of the allowance.

Signed: _____ Date: _____

Certification by teacher:

I declare that I have not received or intend to claim any Travel and Subsistence for attending the course. Any person who claims Travel and Subsistence is not eligible to claim the SEN allowance.

Signed: _____ **Date:** _____

Certification by school authority:

I hereby certify that the above teacher is employed as a special educational needs resource teacher in this school and will be working resource hours in the 2011/2012 school year.

No of Resource hours per week _____

I also certify that the requirements of circular 21/05 are satisfied. I undertake to notify the payroll section of the Department of Education & Skills if the requirements of the Circular cease to be satisfied.

Signature of school principal _____

Date: _____

School Stamp:

Please send to: Additional Allowances Section, Schools Division, Department of Education and Skills, Cornamaddy, Athlone, Co. Westmeath

<p style="text-align: center;">Data Protection</p> <p>The Department of Education and Skills will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Departments registration with the Data Protection Commissioner - REF 10764/A</p> <p style="text-align: center;">If the information you have provided is to be used for purposes other than outlined in the Departments registration with the DPC your permission will be sought</p>
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