

REDUCED SCHOOL DAY NOTIFICATION FORM

FORM A – (once complete please forward by email to reducedschoolday@tusla.ie – further details in Notes section below)

Student's Name:			
Address:			
Date of Birth:			
Parent's/Guardian's Name(s):		Tel No.	
Student's Class/Year:			
School Name:			
School Address:		Roll No.	
School Email:		Tel No.	
Name and contact details of the person in the school overseeing the reduced school day:			
Have the parents/guardians consented to the use of a reduced school day?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Has the student been involved in the process?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Please set out the reasons for the use of a reduced school day.			

Has the student special education needs? *	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has the local SENO been notified of this reduced school day?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Please confirm that a student support plan has been developed and implemented?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has the school engaged with relevant support services for advice on supporting the student?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Which of the following apply (please tick one)? <small>(*Please see 'Student identified as requiring additional teaching support under the Continuum of Support framework' at Appendix 1)</small>	Student is attending a Special School <input type="checkbox"/> Student is attending a Special Class in a mainstream School <input type="checkbox"/> Student is attending a mainstream class, but has significant/complex additional learning needs* <input type="checkbox"/> None of the above apply <input type="checkbox"/>
Date reduced school day arrangement to finish:	
How many hours per week will the student attend school while the reduced school day is in place? <small>(Daily hours may differ depending on the timetable. If so, please input an average per day)</small>	Daily Hours <input type="checkbox"/> Total Weekly Hours <input type="checkbox"/>
Has a return to school plan been agreed?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<small>*Tusla will share personal data with the NCSE, to ensure that they are appropriately engaged with the child and an integrated approach is in place. The legal basis for this is Section 28 of the Education (Welfare) Act 2000. If you have any concerns about this, please contact TESS.</small>	

To which ethnic or cultural background group does the student belong (please tick one)?

(While this question is optional, written consent is sought by the student's school to collect this information from the Parent/Guardian and for the school to forward it to Tusla and the Department. The legal basis for processing the data by Tusla is section 28 of the Education (Welfare) Act 2000.)

- White Irish
- Irish Traveller
- Roma
- Any other White background
- Black or Black Irish – African
- Black or Black Irish – Any other Black background
- Asian or Asian Irish – Chinese
- Asian or Asian Irish – Any other Asian background
- Other (include mixed background)
- No consent granted

Name of Principal or authorised member of staff:

(Capitals)

Date: _____

NOTES:

1. Educational welfare officers are not authorised to approve reduced school days for schools.
2. E-mail this notification form to reduced schoolday@tusla.ie when complete.
3. A copy of this form when completed should be issued to the student's parents/guardians or the student if over 18 years.
4. For parents/guardians: If you wish to seek advice or assistance or if you are not happy with the proposed use of a reduced school day for your child, you can contact an educational welfare officer. Contact details for Tusla Education Support Services regional offices are available at www.tusla.ie/tess/get-in-touch/.
5. Original of form (copy emailed to Tusla) is to be retained by the school and made available to DE Inspectorate if requested.

Appendix 1

The Student is attending a Special School

The Student is attending a Special Class in a Mainstream School

The Student is attending a mainstream class, but has significant/complex additional learning needs*

*These will be the students who the school has already identified as requiring the greatest level of additional teaching support under the Continuum of Support framework, as follows:

- They are the students in mainstream schools who present with the most significant learning needs and **are accessing the highest levels of support in school at the School Support Plus/Support for a Few stage of the Continuum of Support**
- A student support plan will generally have been developed for students in receipt of school support plus, which will include detailed and individualised planning for that students learning needs.
- Students with more complex and enduring needs will generally have been identified by schools to receive specific individualised interventions, teaching approaches and/or learning activities.
- Students will have been recorded on the “School Provision Plan of Pupils with Special Educational Needs who are in receipt of interventions through the Continuum of Support Framework” as those students in receipt of School Support Plus.
- Students who have a level of special educational need which is beyond the additional teaching support provided for students with mild learning difficulties, or who require some additional teaching support in literacy and numeracy at whole school support or additional classroom support level.

Guidance is available to schools as to how to identify students for additional special education teaching support and as to how to prioritise students for the highest level of support.

Primary School Guidance is available at this [Link](#)

Guidelines for post-primary schools available at this [Link](#)

FORM B - (to be retained at school level and made available to Department of Education Inspector if requested)

(i) Consent of Parent/Guardian to special category data (ethnic or cultural background)

I _____ (Parent/Guardian) give **consent** for the school to transfer the **special category data** in this question to Tusla Education Support Services and the Department of Education. The legal basis for the processing this data by Tusla Education Support Services is Section 28 of the Education (Welfare) Act 2000.

Name of Parent/ Guardian _____ Date _____

Signature of Principal or member of staff who the Board of Management have delegated authority on Reduced School Days to:

Name of Principal or member of staff: _____
(Capitals)

(i) Consent of Parent/Guardian to reduced school day

I _____ (Parent/Guardian) **consent to the use of a reduced school day** as outlined above for the student named above. I am aware that I can withdraw my consent at any time and I have been informed of the process involved.

Signature of Parent/Guardian _____

Signature of Principal or member of staff who the Board of Management have delegated authority on Reduced School Days to:

Date: _____

Name of Principal: _____
(Capitals)