**Guidelines for Admission to Special Class (ASD) 2026/2027 in Four Masters N.S.**

Following the publication of the *Approach and Key* *New Measures to Support the Forward Planning for Special Education Provision (circular 0039/2025)* published by the Department of Education, please note the following:

1)Prior to completing an application form, parents wishing to enrol their child in a special class/special school, **must** contact the NCSE and provide them with a copy of the child’s diagnosis report. They will discuss with you the range of options that are available to meet the needs of your child as identified in the report. This should be done as early as possible and must be completed before **October 1st, 2025.**

2) You will be provided with a **written confirmation from the NCSE** confirming the outcome of their review of the report(s). **A copy** of this written confirmation should be **attached to an Application for Admission**, along with a copy of the original diagnosis report.

**STEP 1:**Email the NCSE [parentsnotify@ncse.ie](mailto:parentsnotify@ncse.ie)  and notify them that you wish to enrol your child in a special class.

**STEP 2:** Once the SENO has completed their review of your child’s reports and discussed the options with you, they will give you a written confirmation. You may then apply to the school using the Application for Admission. You **should include the original diagnosis report and a copy of the NCSE written confirmation** of review.

**Timeline for applications for the school year 2026/2027:**

**9th September 2025:** Applications opens in Four Masters N.S.

**1st October 2025:** Latest date to contact NCSE

**24th October 2025:** Closing date for applications for ASD Special Class in Four Masters N.S.

(any applications received after this date are considered “Late Applications” and are dealt with as per our Admissions Policy. (See https://www.fourmastersns.ie/our-school/policies)

For further information, please see the Parents section of the NCSE website;  
<https://ncse.ie/notify-ncse-special-class-special-school>

Application form for ASD Special Class in Four Masters N.S. for children with an ASD can be found on the school website or contact us at the school at 071 984 1123 or email [secretary@fourmastersns.ie](mailto:secretary@fourmastersns.ie) for a copy.