



**Circular: 0013/2026**

Circular to the Management Authorities of Post Primary Schools

## **Co-ordination hours to support schools with planning and co-ordination of the Special Education Teaching supports.**

### **1. The purpose of this circular**

The purpose of this Circular is to advise schools of additional hours that have been provided under the budgetary process to support the planning and coordination of special education teaching support to mainstream classes in post primary schools.

**The terms of this circular only apply to post primary schools that are within the Special Education teaching (SET) allocation Model.**

### **2. Key Messages**

This allocation is in addition to the SET allocation provided annually by the SET model to all schools.

As outlined in the guidelines ( Guidelines for Post-Primary ) under the role of the school principal, the principal can allow time for the core team to identify, plan, review, monitor and coordinate provision for young people with special educational needs.

This time should be used appropriately to ensure that there is minimal impact on the provision of targeted and high-quality special education teaching support for young people with special educational needs who have been identified on the School Provision Plan for Young People with Special Educational Needs.

The additional hours being provided under this process forms part of this requirement.



### 3. How are the additional hours being allocated to schools?

The additional coordination hours are being allocated to all schools on a pro rata basis aligned to each individual schools annual SET allocation.

The calculation of these additional hours is compiled as follows:

Individual school SET allocation divided by the overall allocation to the post primary sector multiplied by the number of co-ordination hours available. The result of this calculation is rounded to the nearest hour.

**Please note for the 2025/26 school year only the coordination hours are rounded to the nearest 0.5 of a hour.**

### 4. How will schools be advised of these additional hours?

For the 2025/2026 school year schools will receive a specific allocation letter which will outline this additionality. A copy of the letter is attached as Appendix A. The applicable hours will be loaded to OLCS for schools to draw down.

For future years commencing for the 2026/27 school year these coordination hours will be included in the annual staffing allocations and will be outlined separately in the SET allocation letter issued by the NCSE by email following their publication. Appendix 2 includes the updated annual allocation letter with the additional section highlighted in yellow.

**Special Education**

**March 2026**



## Appendix 1

Special Education Teacher Allocation -

Dear Principal,

The following letter details the Special Education co-ordination resources allocated to your school by the Department of Education as per Circular 000X/2026. This letter outlines the additional special education allocation for co-ordination and planning time.

The Special Education Teaching (SET) Co-ordination Allocation for the mainstream classes in your school for the commencement of the **2025/26** school year is as follows:

<b>SET Coordination hours (Rounded) per week</b>	<b>Effective date</b>
	<b>1<sup>st</sup> September 2025</b>

The SET Coordination hours as applicable will be loaded in the coming days and will be available to drawdown via OLCS.



## Appendix 2

### Special Education Teacher Allocation –

Dear Principal,

The following letter details the Special Education resources allocated to your school by the Department of Education as per Circular 000X/202X. This letter outlines all special education allocations and the date applicable to same.

The Special Education Teaching (SET) Allocation for the mainstream classes in your school for the commencement of the **202X/2Y** school year is as follows:

SET Hours (Rounded)	SET Post	Effective date
		1 <sup>st</sup> September YYYY

The allocated SET hours for 202X/2Y school year are calculated as follows, please refer to **circular 000X/202X** for further details.

Enrolment	Education Profile Literacy	Education Profile Numeracy	Educational Disadvantage	Total (Rounded)

In addition, the following SET Coordination hours are being allocated to your school

SET Coordination hours (Rounded) per week	Effective date
	1 <sup>st</sup> September YYYY

Where your school has enrolled a large number of Ukrainian/IPAS children (10+) the following temporary SET resources have been allocated

Temporary SET Hours	Temporary SET Posts	Effective date
		DD/MM/YYYY

Please note that the Ukrainian/IPAS hours will be adjusted at the end of each school term based on those enrolments at that time.

Kind regards,  
NCSE