

Applications for Special Educational Needs (SEN) Transport during the current Covid-19 Period of Restrictions

Dear Parent/Guardian,

In order to ensure applications for school transport for children with special educational needs continue to be processed during this time of restrictions the following two options are available temporarily to parents/guardians who wish to make an application.

1. Complete the application form and email the form to your child's school

- The application form is available in word format [here](#). You may fill in your child's details and your contact details and email the application form directly to your child's school for completion of the relevant section/s. Please type your name in the signature section. Copies of professional reports regarding your child's application must be forwarded to your child's school either from the parent or from the author of the report.
- Your child's school will complete the relevant sections and forward the application to the relevant Special Educational Needs Organiser (SENO) in the National Council for Special Education.

OR

2. Contact School Transport Section by email or by phone to authorise them to complete the form on your behalf

- If you are unable to download the application form, you may authorise School Transport Section within the Department to complete the application form on your behalf, either by email or by contacting the Section by phone, **using the dedicated email address or phone number as set out below.**

Contact School Transport Section by Email - sentransport@education.gov.ie

- You may email your child's details to sentransport@education.gov.ie and a member of staff will complete the application form on your behalf. Please provide the following details in your email:
 - Name of Child
 - Gender
 - Home Address
 - Eircode
 - Child's PPSN
 - Child's date of birth
 - Child's disability category
 - School setting (please indicate if it is a Special School, a Special Class or a Mainstream School)
 - Has your child a recommendation for a special school/class placement (please indicate yes or no)
 - Date child will commence in the school (Date/Month/Year)
 - Parent's contact phone number
 - Parent's email address.

- A member of staff in School Transport Section will populate the application form based on the information you provide and will seek confirmation from you by email that the details are correct. Once you have confirmed that the details are correct, School Transport Section will forward your application by email to your child's school for completion of the relevant sections. The school will then forward the application form to the relevant SENO in the National Council for Special Education.

Contact School Transport Section by phone – Tel: 087-4107037

- Alternatively, you may contact School Transport Section on the dedicated number for Transport Applications for Children with Special Educational Needs – 087-4107037. A member staff in School Transport Section will confirm your child's details over the phone and populate the application form for you, based on the information you provide and will seek confirmation from you by email that the details are correct. Once you have confirmed that the details are correct School Transport Section will forward your application by email to your child's school for completion of the relevant sections. The school will then forward the application form to the relevant SENO in the National Council for Special Education.
- Copies of professional reports regarding your child's application must be forwarded to your child's school either from the parent or from the author of the report.

Processing of your application by the SENO and School Transport Section

- Once your application has been received by the SENO, they will contact you directly to confirm your consent has been given to process your child's application.
- The SENO will complete the form and will forward the application form to School Transport Section for review and a decision on eligibility for transport.
- The application will be processed in the normal manner by School Transport Section.
- Communications with Parents/Guardians during this temporary arrangement period will be via email or phone call, using the contact details provided on the application form.
- PLEASE NOTE – ACCEPTANCE OF YOUR CHILDS DETAILS BY SCHOOL TRANSPORT SECTION DOES NOT GUARANTEE A SERVICE, IT IS MERELY ENSURING THAT THE APPLICATION PROCESS IS PROGRESSED. APPLICATION FORMS WILL ONLY BE ASSESSED BY SCHOOL TRANSPORT SECTION WHEN THEY ARE COMPLETED BY ALL PARTIES.
- Please note the contact details provided in this notice are for the above service only. General school transport enquires should be made through the existing channels.