

# Lusk Community College

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# Coláiste Pobail Lusca

Lána Ráth Éanaigh. Bóthar an Rátha  
Mhóir, Lusca, Contae Bhaile Atha Cliath.



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Bord Oideachais & Oiliúna  
Ath Cliath & Dún Laoghaire  
Education & Training Board  
Dublin & Dún Laoghaire

22<sup>nd</sup> September 2025

## Re: Important changes to Lusk Community College special class application - NCSE Parent Notify process

Dear Parents/Guardians,

I am writing to inform you of an important change to the process of application for the Lusk CC Special Class places for the school year 2026-27.

The National Council for Special Education (NCSE) now require that all applications for a **special class or special school** places must be accompanied by a letter of eligibility from the NCSE. This letter must be applied for through the [Notify NCSE – Special Class/Special School Placement](#) online form **by October 1st, 2025**. Please find attached the step-by-step information as issued by the NCSE.

Please note Lusk CC applications for the special class submitted without the above letter of eligibility will not be considered as a valid application.

Should you have any questions or need assistance, please contact the school's SEN team on [aen@luskcc.ie](mailto:aen@luskcc.ie) or reach out directly to the NCSE via [parentsnotify@ncse.ie](mailto:parentsnotify@ncse.ie) or **01 603 3346**.

Kind regards,

Ciara Grant  
Deputy Principal

# The first step for your child's Special School or Special Class placement for September 2026



SUBMIT YOUR FORM BY  
1ST OCTOBER 2025



## What is Parents Notify?

Parents Notify is an online form to let the NCSE know that you are seeking a place for your child in a Special Class or Special School. Once the form is submitted, the NCSE will review your information. If the reports meet the criteria, you will receive an eligibility letter, which is required when applying for a Special Class or Special School placement. If you already have an eligibility letter, you don't need to complete the form. Please contact your SENO for an updated eligibility letter. If you are unsure whether you need to fill out the form, please [contact your local SENO](#).



## What You'll Need

To complete the online form, you'll need:

- Professional reports supporting a placement
- Your child's PPS number
- Date of birth
- Eircode



## What Happens Next?

Once you've submitted the form:

- You'll receive confirmation.
- We'll check eligibility for special school or Special Class placement.
- Your local SENO will contact you directly.

Submitting this form is not the same as applying to a school for placement'



An Chomhairle Náisiúnta  
um Oideachas Speisialta  
National Council  
for Special Education

