**National Award for Special Educational Needs Coordination**

**Supplement Application – 2019/20**

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| 1. **Accreditation route** |
| **Please note:** If you would like to be taught in your Local authority, please tick one box in the LA  route section B |
| **A – Campus route**  Brooks day group (Week day study – 10 days) |

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| 1. **Cont… Accreditation route** |
| **B – LA route**  If you are wanting to attend taught sessions with your  Local Authority Collaborative Partner (Weekday study – 10 days)  Blackburn (delivered by Manchester Met. Tutors)  Blackpool (delivered by Manchester Met. Tutors)  Bolton  Bury  Manchester  Oldham  Tameside  Trafford  Salford  Stockport  Stoke-on-Trent  Wirral  Woodlands Centre, Wem  **Please note:** Viability will be determined by the size of the cohort |

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| 1. **Employment** | |
| School: | Local Authority: |
| Address: | |
| Postcode: |  |
| **Type of school:**  Primary  Secondary  Early Years  Special  PRU  Secure Unit  Other(please state) | |
| **Role in school:**  SENCo  Aspirant SENCo  Assistant Head teacher  Deputy Head teacher  Head teacher  Other (please state) | |
| Senior Manager/ Leader: Yes No | |
| Number of years teaching experience: | |
| Name of Head teacher: | |

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| **3. Head teacher reference** |  |
| Applicants name: | Course applied for: |
| Head teacher email address: | Head teacher phone number: |
| Statement by referee: | |
| Signature: ………………………………….. | Date: ……………….. |

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| 1. **Fees** |
| A –Self funding  B – School funding (Sponsorship letter required)  I agree to support …………………………………………….. application for the National Award for Special Educational Needs Co-ordination by paying the fees for the Programme for 2018/19, total fees £2168.00.  Print Head teacher name………………………………………………  Signature of Head teacher…………………………………………….  Date………………………………..  **Please note:** If your school is supporting you financially, please can you also email a sponsorship letter on school letter headed paper using the text above to the Tuition Fee Enquiry & Admissions team (email addresses can be found in section 6 in the Supplement application checklist). |

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| 1. **Head teacher signature of support for studies** | |
| I fully endorse this application and will ensure the named person will be given the support required to meet all the programme’s Learning Outcomes and Assessment Requirements. | Signature of head teacher: ……………………………………..  Date: ……………………. |

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| 1. **Applicant Checklist** | |
| Please check that you have included **ALL** the following in your application.  Your application **WILL NOT** be processed if all sections are not completed. | |
| **Main application - checklist** | **Supplement application – checklist** |
| **Teacher Reference number**  (section 1 – main application) | **Teaching Group preference**  (section 1 – supplement application) |
| **Attach copies of your qualifications**  (section 5 – main application) | **Current school details**  (section 2 – supplement application) |
| **Teaching history**  (section 7 – main application) | **Head teacher reference**  (section 3 – supplement application) |
| **Personal statement**  (section 8 – main application) | **Sponsorship letter** (school letter headed paper) for Head teacher’s financial support.  **Please note:** the letter must be emailed separately to [tuitionfeeenq@mmu.ac.uk](mailto:tuitionfeeenq@mmu.ac.uk) and CC in  [direct@mmu.ac.uk](mailto:direct@mmu.ac.uk) when you submit your application.  (section 4 – supplement application) |
| **Signed declaration**  (section 10 – main application) | **Head teacher signature of support for**  **studies**  (section 5 – supplement application) |