



# HANDBOOK 2017

**DISABILITY  
ACCESS  
ROUTE TO  
EDUCATION**

**HEAR  
DARE  
CELEBRATING  
20,000  
COLLEGE  
ENTRANTS**

**DARE**

DISABILITY  
ACCESS  
ROUTE TO  
EDUCATION

**HEAR**

HIGHER  
EDUCATION  
ACCESS  
ROUTE



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Talk to **DARE & HEAR**  
Advisors about your application



# DARE & HEAR

## Application Advice Clinics

**10AM - 2PM**  
**SATURDAY 21 JANUARY 2017**



### VENUES

#### CORK

University College Cork,  
DeVere Hall, Student Centre.

#### DONEGAL

Villa Rose Hotel, Ballybofey.

#### DUBLIN

Dublin Institute of Technology,  
Courtyard Café, DIT Aungier  
Street, Dublin 2.

#### GALWAY

NUI Galway, Aula Maxima.

#### KILDARE

Maynooth University, The Phoenix.

#### KILKENNY

Maynooth University,  
Kilkenny Campus.

#### LIMERICK

University of Limerick,  
Kemmy Business School.

#### MIDLANDS

Athlone Institute of Technology,  
Coffee Dock, Main Building,  
Dublin Road, Athlone.

#### MONAGHAN

Glencarn Hotel, Castleblaney.

#### SLIGO

IT Sligo, Room B1080.

### ADDITIONAL ADVICE CLINICS

#### KERRY

The Rose Hotel, Tralee, Co. Kerry.  
18 January 2017, Time: 7-9pm.

#### WATERFORD

Woodlands Hotel, Dunmore Road,  
Waterford. 16 January, Time: 5-8pm.

#### WEXFORD

Ferrycarrig Hotel, Wexford.  
18 January 2017, Time: 2-7pm.

Details and directions to all venues - [www.accesscollege.ie](http://www.accesscollege.ie)



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# Introduction to DARE

## What is DARE?

DARE is a third level alternative admissions scheme for school-leavers whose disabilities have had a negative impact on their second level education.

DARE offers reduced points places to school leavers who, as a result of having a disability, have experienced additional educational challenges in second level education.

## Who can apply to DARE?

DARE is for school leavers under the age of 23 as of 1 January 2017 with a disability, who have been educationally impacted as a result of that disability. Applicants to DARE can present with an Irish Leaving Certificate, A-Levels and/ or other EU qualifications.

Mature students and students applying on the basis of Further Education and Training (FET) results have different admission routes. You can get further information on these routes from college and university websites.

## What types of disabilities does DARE consider?

- Attention Deficit Disorder (ADD)/ Attention Deficit Hyperactivity Disorder (ADHD)
- Autistic Spectrum Disorder (including Asperger's Syndrome)
- Blind/ Vision Impaired
- Deaf/ Hard of Hearing
- Developmental Co-ordination Disorder (DCD) – Dyspraxia/ Dysgraphia
- Mental Health Condition
- Neurological Condition (including Brain Injury and Epilepsy)
- Physical Disability
- Significant On-going Illness
- Speech and Language Communication Disorder
- Specific Learning Difficulty (including Dyslexia & Dyscalculia)



## What are the benefits of making a DARE application?

If you apply to DARE and meet the application criteria (that is, are deemed eligible for DARE) you may be offered a place even if you do not have enough Leaving Certificate points for your preferred course. Each participating college and university has a reserved number of places to offer eligible DARE applicants at lower or reduced Leaving Certificate points.

### Colleges that take part in DARE:

- Athlone Institute of Technology
- Cork Institute of Technology
- Dublin City University
- Dublin Institute of Technology
- Institute of Technology, Sligo
- Marino Institute of Education
- Mary Immaculate College, Limerick
- Maynooth University
- National College of Ireland
- NUI Galway
- Pontifical University, Maynooth
- Royal College of Surgeons in Ireland
- St. Angela's College, Sligo
- Trinity College Dublin
- University College Cork
- University College Dublin
- University of Limerick



## Reduced Points Places

An example of a reduced points offer is that the Leaving Certificate points for a particular course is 366 points. An eligible DARE applicant could be offered a place with a lower points score, e.g. 356 points. This applicant would also, like all other applicants applying to college, need to meet the minimum entry requirements and any specific programme requirements before being considered for a DARE reduced points offer. The reduction in points for DARE places can vary every year.

The amount of points a particular course is reduced by is dependent on a number of factors, such as:

- The overall number of places on the course,
- The number of reserved DARE places on the course,
- The number of DARE eligible applicants competing for these reserved places.

### Prioritisation of Reduced Points Places

#### Prioritisation of Applicants Eligible for both DARE & HEAR

Research has shown that students with disabilities from disadvantaged backgrounds face the greatest obstacles when it comes to progression to higher education. In order to increase the numbers of students facing this 'double disadvantage', colleges participating in DARE and HEAR have agreed to prioritise this group when allocating reduced points places. Further information on HEAR is available on page 5.

#### Prioritisation of Eligible DARE Applicants with a Physical or Sensory Disability

Research has identified that students with physical and sensory disabilities are particularly under-represented in higher education in Ireland relative to all students with disabilities. In order to increase the numbers of DARE students with physical and sensory disabilities being admitted to higher education, the DARE colleges have agreed to prioritise these two groups when allocating reduced points places.

**You don't have to be eligible for DARE to get support in college. All students with a verified disability, regardless of whether they come through DARE or not, can avail of a variety of academic, personal and social supports while studying at third level. Further information on the support available in college can be found at [www.accesscollege.ie](http://www.accesscollege.ie).**

## Higher Education Access Route (HEAR)

HEAR is a third level alternative admissions scheme which offers places on reduced points and extra college support to school leavers from socio-economically disadvantaged backgrounds who are resident in the Republic of Ireland.

You should apply to both HEAR and DARE if they are relevant to you. Applicants who apply and are deemed eligible for both DARE and HEAR will be prioritised by the participating colleges and universities when offering their reduced points places.

For more information on HEAR see [www.accesscollege.ie](http://www.accesscollege.ie).

## Other Useful Resources

### Disability Access Map



Students with disabilities and specific learning difficulties - follow your route to college with the Disability Access Map! This new tool will allow you to track your path to college step by step and give you lots of great information and advice about the college application procedures, what you need to do to prepare for college life, how to get supports in college and how to approach your first semester.

See [www.ahead.ie/accessmap](http://www.ahead.ie/accessmap) for details.

### Better Options

Supported by DAWN and AHEAD, Better Options is a one-day event for students with disabilities thinking of going to college. Universities, Institutes of Technology and Colleges of Further Education will provide information on courses and will be on hand to discuss supports in third level.

Better Options will take place on **Wednesday 23rd November 2016**, in the O'Brien Science Centre at University College Dublin, Belfield, Dublin 4. See [www.ahead.ie/betteroptions](http://www.ahead.ie/betteroptions) for details.

### Student Universal Support Ireland (SUSI)

For detailed information on financial support and student grants when going to third level, log on to [www.susi.ie](http://www.susi.ie).

- Use the Grant Eligibility Reckoner to indicate if you meet SUSI's criteria to receive student grant funding.
- Apply early and return requested documentation as soon as possible.
- Tick the SUSI option on your CAO application to share your college course details with SUSI.

Information on other types of assistance available to students studying in third level is available at [www.studentfinance.ie](http://www.studentfinance.ie).

## Language Waivers and Fitness to Practice

### Language Waivers

Applying to DARE and applying for a language waiver are two separate processes. Therefore, DARE applicants who require a language waiver but haven't yet applied for one need to apply to the relevant authorities (e.g. National University of Ireland, Trinity College Dublin, University of Limerick, etc.). Further information on applying for language waivers is available on the Frequently Asked Questions section of [www.accesscollege.ie](http://www.accesscollege.ie).

If there is a language requirement in the specific programme requirements for your chosen course, you must have that language.

### Fitness to Practice

Students on most professional health/ teaching courses are required to complete a medical declaration form confirming they do not have a disability/ significant on-going illness that may delay or prevent them starting or completing the professional programme.

If you are applying for these type of courses it is useful to discuss any questions or concerns you may have with the Disability/Access Service in the college in which you are interested.





## Is DARE for me?

If you have one or more of the disabilities listed on page 2 and your disability has had a negative impact on your second level education, then you should apply to DARE.

To be eligible for DARE you must meet both the DARE Educational Impact criteria and DARE Evidence of Disability criteria.



Applicants must provide the required evidence of their disability and provide an Educational Impact Statement from their school to be considered for DARE.

### Meeting DARE's Educational Impact criteria

Has your disability/ condition impacted on a combination of the following:

1. Have you received intervention or supports in post-primary school?
2. Has it impacted on your attendance or regularly disrupted your school day?
3. Has it affected your school experience and well-being?
4. Has it impacted on your learning or exam results?
5. Has it caused any other educational impact?
6. Required for applicants with Specific Learning Difficulty: is it severely impacting on your literacy or numeracy skills?

Applicants with a Specific Learning Difficulty must meet Indicator 6 plus one other indicator.

All other applicants must meet any combination of two indicators from Indicators 1 to 5.

Please see pages 16-19 of this handbook to view what documentation you are required to submit.

### Meeting DARE's Evidence of Disability criteria

DARE has specific requirements for the evidence of disability documentation for each type of disability or condition. Please see pages 20-23 of this handbook to view what documentation you are required to submit.

Detailed information on the evidence of disability criteria which are used to assess your evidence of disability documentation is available under the Providing Evidence of Your Disability Section on

[www.accesscollege.ie/dare](http://www.accesscollege.ie/dare).

## How do I apply to DARE?

### Applicants applying to DARE must:

1. Be under the age of 23 as of **1 January 2017**.
2. Apply to the CAO by 17:15 on **1 February 2017**.
3. No later than 17:15 on **1 March 2017**, disclose your disability and/ or specific learning difficulty in your CAO application and fully and correctly complete Section A of the Supplementary Information Form (SIF). To apply to DARE, **you must answer YES to Question 1 ('Do you wish to be considered for DARE?') on Section A of the fully completed SIF by 17:15 on 1 March 2017**.
4. Download Section B Educational Impact Statement (EIS) and have your school complete the form. Return the EIS to CAO to arrive by 17:15 on **1 April 2017**.
5. Download Section C Evidence of Disability, and have it completed by the appropriate medical professional (only if you do not already have a report verifying your disability which meets the DARE criteria). Return it to CAO to arrive by 17:15 on **1 April 2017**.
6. Applicants with a specific learning difficulty are asked to provide a full psychological assessment of any age completed by an appropriately qualified psychologist instead of the Section C Evidence of Disability form. This report must be accompanied by attainment scores from tests administered by your school and/ or an appropriately qualified psychologist.
7. Applicants with DCD (Dyspraxia or Dysgraphia) are asked to provide a full psycho-educational assessment of any age completed by an appropriately qualified psychologist and in addition must provide documentation from an occupational therapist, neurologist or physiotherapist. See page 22 for details on the type of evidence required by DARE.

**Get assistance from your parents/ guardians and use this handbook to help you complete your DARE application.**

**Send Section B Educational Impact Statement and Section C Evidence of Disability documents to the CAO, Tower House, Eglinton Street, Galway by 1 April 2017.**

# DARE Terms and Conditions of Application

## To apply to DARE you must agree to the DARE Terms and Conditions below:

1. I have read, understood and will comply with the rules and requirements of application as detailed in the DARE Application Handbook.
2. I understand that it is my responsibility (and not that of my parents, guardians, teachers, or anyone else) to ensure that all parts of my DARE application (i.e. Sections A, B and C) are submitted in a complete and accurate manner, within the DARE deadlines. Failure to do so will negatively affect the outcome of my DARE application.
3. I understand that:
  - a. information provided on my DARE application form by 1 March 2017,
  - b. documentation received by the CAO by 1 April 2017 and, where relevant,
  - c. any further additional documentation requested by DARE received within the specified deadline,
  - d. and any further information considered relevant by DARE,
 will be considered when determining the outcome of my DARE application.
4. Neither the CAO nor the participating DARE higher education institutions will accept any responsibility for any loss or hardship arising as a result of an applicant's failure to supply correct and complete information at the appropriate time.
5. I understand that all information supplied as part of my DARE application may be subject to verification or clarification and that DARE can request additional documentation from me in relation to any aspect of my application. Failure to supply additional documentation within the specified deadlines will result in my ineligibility for DARE.
6. I understand that DARE can request that I attend for assessment by an independent professional (or where required, by a number of independent professionals), to be nominated by DARE as part of DARE's consideration of my application, and that:
  - a. DARE will cover the cost of this assessment and any reasonable costs that I may incur in attending. The determination of such reasonable costs will rest with DARE.
  - b. Failure to attend testing within the specified deadlines will result in my ineligibility for DARE.
7. I understand that, if I accept a DARE place, a condition of acceptance is that I must register with the Disability Service of the participating higher education institution which I am admitted to, and agree on a schedule of meetings with that service. I accept that failure to register or attend scheduled meetings with the Disability Service without prior permission from the service, could result in my reduced points DARE place being withdrawn.
8. Where I am found to have made false declarations, or it is found that anyone else has made false declarations as part of my DARE application, I understand that I will be ineligible for DARE. I also understand that the participating DARE higher education institutions reserve the right not to consider my application, and/or to cancel any offers of places in cases where it is found, during or post-admission to higher education, that false or misleading information was supplied in my DARE application.
9. I understand that data contained in my DARE application will be used for research and analysis purposes by participating HEIs, agents acting on behalf of the HEIs or the CAO, but that this data will be anonymised and none of my personal data will be identifiable should it be published.
10. I certify that all information I have supplied in my DARE application is accurate and true.

# SECTION A Supplementary Information Form

## Applicant Information

Section A is filled out by you, the applicant, and asks for information on your disability, the supports you received in second level and how your disability impacted on your education. Section A must be completed by **1 March 2017**.

### Question 1:

#### Do you wish to be considered for DARE?

This question is very important as you must tick **YES** and click the Submit Button **before 1 March 2017** to be considered for DARE.

**Ticking Yes, that you want to be considered for DARE, also means that you have read and accept the DARE Terms and Conditions (see page 9).**

If you select **NO** to Question 1, your application will not be considered for DARE even if you submit supporting documents. You may still avail of disability supports in college should you be admitted.

**Note: you must answer either YES or NO to Question 1. You cannot proceed with your application without providing an answer to this question.**

**Please take particular care in reading the Terms and Conditions on page 9 of this handbook.**

### Steps for Opting into DARE

The following graphics of the CAO application form can be used as a guide in accessing the SIF form and opting into DARE.

**Step 1:** To disclose your disability or specific learning difficulty, click on the 'Modify Disability/SLD (and DARE Application) Status' button on the online application form and follow the instructions provided.

**Disability/Specific Learning Difficulty**

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If you wish to disclose a disability or specific learning difficulty or apply to the Disability Access Route to Education (DARE) click on the 'Modify Disability/SLD (&DARE Application) Status' button below.

**Step 2:** Click Yes and then choose ‘Update Selection (no details sent)’.

**Disability/Specific Learning Difficulty (Further Information)**

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If you have a disability, a significant ongoing illness and/or specific learning difficulty you are encouraged to indicate this on your application (although you are not obliged to do so).

Providing information about your disability has two purposes:

1. To allow HEIs to consider any specific support needs you may have in a higher education institution.
2. To allow HEIs to consider you for supplementary admissions routes (e.g. DARE) for applicants with disabilities.

If deemed eligible for the DARE scheme applicants may be considered for a reduced points place in participating HEIs.

Please note that disclosure of a disability and/or specific learning difficulty will not adversely affect your application in any way.

If you wish to disclose your disability or specific learning difficulty please select ‘yes’ and click on the ‘Update Selection’ button below. You will then be asked to complete the Supplementary Information Form.

**Disability/Specific Learning Difficulty?**

Yes  No

Cancel
Update Selection (no details sent)

**Step 3:** Click ‘Supplementary Information Form (& apply to DARE)’.

**Disability/Specific Learning Difficulty**

---

You indicated that you have a Disability or a Specific Learning Difficulty.

If you would like to provide more information on your Disability or Specific Learning Difficulty and/or make an application to DARE please complete the Supplementary Information Form (SIF).

Instructions for completing the SIF are given in the following section.

Supplementary Information Form (& apply to DARE)

**Step 4:** Click Yes in response to the question ‘Do you wish to be considered for DARE?’.

**Disability/Specific Learning Difficulty**

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**Q.1 Do you wish to be considered for DARE?**  Yes  No

To be eligible for DARE, your disability must have had a negative impact on your second level education. For further information on DARE Eligibility Criteria please see [www.accesscollege.ie](http://www.accesscollege.ie).

**Question 1(b):**

**Carrying forward DARE eligibility from 2016 to 2017**

Please only complete this section if you applied to AND were eligible for DARE last year.

Eligibility for DARE carries forward for ONE year provided that you:

- Apply to CAO by 17.15 on **1 February 2017**.
- No later than 17:15 on **1 March 2017**, disclose your disability and/ or specific learning difficulty in your CAO application and fully and correctly complete Section A of the Supplementary Information Form (SIF). **You must answer YES to Question 1 ('Do you wish to be considered for DARE?') on Section A of the fully completed SIF by 17:15 on 1 March 2017.**
- Supply your correct **2016 CAO number** under Question 1(b).

The outcome of your **2016** DARE application was communicated to you in writing in June **2016**. If you applied to CAO in **2016** and you were deemed eligible for DARE in **2016**, then your DARE eligibility can be carried forward to your **2017** application.

You must enter your correct CAO 2016 number in the box provided.

You are still required to complete all relevant sections of the **2017** SIF form (Section A), however you do not need to supply the Educational Impact Statement (Section B) or Evidence of Disability (Section C) as part of your application. You can contact the CAO helpdesk if you require information about your **2016** DARE eligibility.

**Supplementary Admissions Routes**

**Q.1(b) If you applied to CAO in 2016 and you were deemed eligible for DARE in 2016 please enter your 2016 CAO application number in this box.** [Click here for help.](#)

CAO 2016 Application Number:

**You must tick the 'Terms & Conditions' box to confirm that all the information you provided is correct and that you undertake to comply with the regulations of the CAO. You must press 'SUBMIT' to complete your eligibility carry forward application.**

**Question 2:****Your Primary Disability**

Question 2 asks you to indicate your primary disability. If you have more than one disability, you should consider your primary disability as the one which has had the greatest impact on your educational experience. You can only tick one primary disability.

**Section A - Applicant Information**

**Q.2 Please indicate your primary disability/specific learning difficulty:**

- Attention Deficit Disorder (ADD)/ Attention Deficit Hyperactivity Disorder (ADHD)
- Autistic Spectrum Disorder (including Asperger's Syndrome)
- Blind/ Vision Impaired
- Deaf/ Hard of Hearing
- Developmental Co-ordination Disorder (DCD) – Dyspraxia/ Dysgraphia
- Mental Health Condition
- Neurological Condition (including Brain Injury and Epilepsy)
- Physical Disability
- Significant On-going Illness
- Speech and Language Communication Disorder
- Specific Learning Difficulty (including Dyslexia & Dyscalculia)

**Question 3:****Your Other Disabilities**

Question 3 asks you to indicate if you have any other disabilities. This is important as all of your disabilities can be assessed for eligibility under DARE in the event that you supply the correct documentation for each one. For this question, you can tick more than one disability.

**Section A - Applicant Information**

**Q.3 Do you have any other disabilities/specific learning difficulties?**  Yes  No

Please indicate your other disabilities/specific learning difficulties:

- Attention Deficit Disorder (ADD)/ Attention Deficit Hyperactivity Disorder (ADHD)
- Autistic Spectrum Disorder (including Asperger's Syndrome)
- Blind/ Vision Impaired
- Deaf/ Hard of Hearing
- Developmental Co-ordination Disorder (DCD) – Dyspraxia/ Dysgraphia
- Mental Health Condition
- Neurological Condition (including Brain Injury and Epilepsy)
- Physical Disability
- Significant On-going Illness
- Speech and Language Communication Disorder
- Specific Learning Difficulty (including Dyslexia & Dyscalculia)

## Question 4: Supports

Question 4 asks you to list the supports you received in second level and those you may require in third level. Please only tick the supports you actually received in second level and those you feel are necessary in third level.

Q.4 Please list the supports you received in 2nd level. Please also list the supports you may require in 3rd level.		
Support Type	Supports actually received at second level	Supports required at third level
Accessible Accommodation	Yes <input checked="" type="radio"/> No <input type="radio"/>	Yes <input checked="" type="radio"/> No <input type="radio"/>
Alternative Print Format	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Assistive Technology	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Campus Orientation	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Counselling	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Dyslexia Support	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Examination Support	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Learning Support	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Note-taker	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Personal Assistant	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Sign Language Interpreter	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Transport	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Wheelchair Access	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
Other(s) please specify below:	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>
	Yes <input type="radio"/> No <input type="radio"/>	Yes <input type="radio"/> No <input type="radio"/>

(Click to save your details and continue on to complete the form.)



**Question 5:****Personal Statement**

This is an opportunity for you to tell us about your experience of being in school and the challenges you faced. This can include (but is not restricted to) your examination performance, access to texts/ materials, memory/concentration issues, meeting deadlines, attendance, engagement with extracurricular activities and/or the supports you needed for the educational impact of your disability. You may use bullet points if you wish.

**What is my personal statement used for?**

The personal statement is primarily used by the Disability Support Staff in the colleges to help determine what supports you may need in college. It can also be used by DARE to compliment the information you and your school provide as part of the Educational Impact Statement.

Ensure that you click on the 'SUBMIT' button when you have finished completing your DARE application form. If you have saved your DARE application form, don't forget to **SUBMIT** it by **1 March 2017**.

To confirm you have completed your online application correctly (**Questions 1-5**), go to [www.cao.ie](http://www.cao.ie), click on My Application, enter your login details and check the information you have entered.

You can make changes to your DARE application until **1 March 2017**.

If you are unable to complete the online form you can contact the CAO directly to request a paper application form. Contact the CAO by clicking on the 'Contact Us' button at [www.cao.ie](http://www.cao.ie). Alternatively, you can call the helpdesk at 091-509800.



## SECTION B

# Educational Impact Statement

The Educational Impact Statement (EIS) allows you and your school to provide detail of how your disability has impacted on your second level experience. The Educational Impact Statement is used to determine if you meet DARE criteria for educational impact of your disability. The Educational Impact Statement also helps to determine appropriate supports at third level.

### Section B - Educational Impact Statement

The Educational Impact Statement (EIS) is used along with evidence of disability documentation to help determine your eligibility for DARE. The form also provides background information to colleges on your educational experience and helps to determine appropriate supports at third level.

The appropriate teacher in the school should complete the EIS checklist with you. Your response to each of these questions should act as a guide for the teacher in deciding what information they may need to gather to complete the rest of the EIS. The person completing this form should be familiar with the impact of your disability on your academic performance and participation at second level.

You must have a PDF viewer installed on your computer before you can use a PDF form. [Click here to download Adobe.](#)

The form can be completed by your school on a PC/Laptop and or can be printed off and handwritten. [Click here for help.](#)

**Educational Impact Statement**

[Download](#)

### Completing the Educational Impact Statement

This section needs to be co-ordinated by either your:

- Guidance Counsellor
- Learning Support Teacher
- Year Head
- Visiting Teacher (for applicants who are blind/ vision impaired or deaf/ hard of hearing)
- Deputy School Principal
- School Principal

**It is important to note that it is unlikely that all 6 sections of the EIS will be relevant to you.**

Depending on the type of disability and how that disability has impacted on your individual educational experience, certain sections may be relevant and others may not.

The teacher completing the form may have to consult with other teachers in the school so that they can accurately answer the questions on the impact of your disability.

**EIS Checklist**

This should be completed by the appropriate teacher in your school in consultation with you. This outlines, from your point of view, the impact of your disability on your education. Your response to each of the six statements should act as a guide for your teacher in deciding what information may need to be gathered to complete the rest of the form.

<b>EIS Checklist</b>		
Please ask the applicant: Has your educational experience been affected by your disability/condition in any of the following ways? Record their response to each of the following:		
1. I needed and received supports in school or exam accommodations.	<b>Yes</b> <input type="radio"/>	<b>No</b> <input type="radio"/>
2. My school or class attendance has been disrupted.	<b>Yes</b> <input type="radio"/>	<b>No</b> <input type="radio"/>
3. It has impacted on my overall experience of school.	<b>Yes</b> <input type="radio"/>	<b>No</b> <input type="radio"/>
4. It has impacted on my school exam results and learning.	<b>Yes</b> <input type="radio"/>	<b>No</b> <input type="radio"/>
5. I have experienced other educational impact not listed above.	<b>Yes</b> <input type="radio"/>	<b>No</b> <input type="radio"/>
6. I have a specific learning difficulty and my literacy and/or numeracy abilities have been impacted on.	<b>Yes</b> <input type="radio"/>	<b>No</b> <input type="radio"/>



**Meeting DARE’s Educational Impact Criteria**

In order to meet DARE’s educational impact criteria, applicants must meet the correct combination of two of the following indicators of educational impact:

<p><b>1. Intervention and Supports</b></p>	<ul style="list-style-type: none"> <li>• Have you received additional support in school due to the impact of your disability? <b>OR</b></li> <li>• Have you been granted exam accommodations for the Leaving Certificate?</li> </ul>
<p><b>2. Attendance and Disruption</b></p>	<ul style="list-style-type: none"> <li>• Have you missed a significant number of school days due to your disability? <b>OR</b></li> <li>• Have you missed a significant number of classes or been unable to complete full school days? This may be due to, for example, personal care needs, appointments for learning support, fatigue or your disability/ condition means that you need to take breaks from classes.</li> </ul>
<p><b>3. School Experience and Well-being</b></p>	<ul style="list-style-type: none"> <li>• Has your potential to participate in extra-curricular activity been constrained as a result of your disability/condition? <b>OR</b></li> <li>• Have you, at any stage during your time in second level, required and received support due to the emotional impact of your disability/ condition? <b>OR</b></li> <li>• Does it take a considerable amount of time for you to complete school work/ study due to the impact of your condition? <b>OR</b> is the time you have to dedicate to school work/ study limited due to managing your disability/condition?</li> </ul>
<p><b>4. Learning and Exam Results</b></p>	<ul style="list-style-type: none"> <li>• If onset (or deterioration) of your disability/condition occurred while you were attending secondary school, has this impacted on your exam results? <b>OR</b></li> <li>• Has your disability caused you to experience additional challenges compared with your classmates in completing homework, studying for exams, participating in class or in accessing the curriculum? <b>OR</b></li> <li>• Do you attend a supported or specialised school e.g. school for the deaf?</li> </ul>
<p><b>5. Other Educational Impact</b></p>	<ul style="list-style-type: none"> <li>• Is there another educational impact related to your disability that has not been covered under any of the previous sections above?</li> </ul>
<p><b>6. Specific Learning Difficulty Attainment Scores</b></p>	<ul style="list-style-type: none"> <li>• Do you have two literacy or two numeracy scores at or below the 10th percentile from testing carried out on or after 1 February 2015?</li> </ul>

Applicants with a **Specific Learning Difficulty** must meet **Indicator 6** plus one other indicator to meet the DARE Educational Impact criteria.

All other applicants must meet any combination of **two indicators from Indicators 1 to 5** to meet the DARE Educational Impact criteria.

When your school prints the form:

You and your parent/ guardian (if you are under 18 on 1 February 2017) should sign the form to indicate you are satisfied that the content is accurate and complete.

**The form MUST be signed by the school principal or deputy school principal and contain the school stamp.**

**Applicants are not permitted to alter the responses on the EIS after it has been signed off by the principal/ deputy principal. During the DARE assessment process, where there is doubt over the authenticity of an EIS, DARE assessors may contact schools to verify the information submitted. Applicants found to have altered the EIS will be deemed ineligible.**

#### **You must submit an EIS from your current post primary school**

- If you are no longer attending school, you should submit an EIS from the most recent post primary school that you attended. EIS forms completed by a PLC or FET college will not be considered when determining DARE eligibility.
- If you have not attended your current school for your entire duration of post primary education AND the EIS from this school does not capture the educational impact of your disability/ condition, i.e. the school cannot provide sufficient information for you to be considered under two indicators or more, you should submit a second EIS from your previous school.

#### **Steps for completing the Educational Impact Statement**

- You or your teacher should download the Educational Impact Statement from [www.accesscollege.ie](http://www.accesscollege.ie) or [www.cao.ie](http://www.cao.ie).
- Your school then needs to complete the form and print off all pages.
- You and your parent/ guardian should sign the form.
- Your school principal or deputy principal MUST sign AND stamp the form.

**It is the responsibility of YOU the applicant to ensure that the Educational Impact Statement is posted to CAO to arrive by 1 April 2017.**

## SECTION C Providing Evidence of Disability Documentation

### DARE requires you to submit evidence of your disability as part of your application

Your evidence of disability documentation is used by DARE to establish whether or not you meet DARE's evidence of disability criteria and therefore overall DARE eligibility criteria. In addition, it is used by DARE colleges and universities to determine the kinds of supports you might need when you get to college. Your application will not be complete until you provide evidence of your disability by **1 April 2017**. If you would like to find out more information on DARE's eligibility criteria see pages 22-23 of this guide or go to [www.accesscollege.ie](http://www.accesscollege.ie).

The Evidence of Disability Form 2017 can be downloaded from [www.accesscollege.ie/dare](http://www.accesscollege.ie/dare) and [www.cao.ie](http://www.cao.ie).

### Getting your Evidence of Disability completed by the Appropriate Professional

When submitting your evidence of disability documentation, make sure:

- it has been completed and signed by the appropriate professional (a list of the appropriate professionals for each disability type is detailed on pages 22-23)
- the appropriate professional has filled in all parts of the form
- the writing on the form is easy to read
- there is a clear diagnosis of your disability. Documentation which only references an initial or probable or previous diagnosis is not sufficient
- it contains the stamp of the appropriate professional OR is on headed paper OR is accompanied by a business card.

### Types of Acceptable Evidence of Disability

There are a number of ways for you to provide evidence of your disability:

- some applicants may submit a report which they already have
- other applicants may need to get the Evidence of Disability Form 2017 completed by the appropriate professional.
- In addition, some evidence may be required to have been completed within a particular timeframe.

Please check the tables on pages 22-23 for information on the type(s) of acceptable evidence you can provide to complete your DARE application and for more information on the time limits of reports. If you are unsure about the evidence you need to supply, please make contact with a member of the DARE team. Contact details are listed on page 28.

## GP Verification

If you have an existing diagnosis but have difficulty accessing the appropriate professional to get confirmation of the existing diagnosis or an updated report, you may ask your general practitioner (GP) to complete the Section C Evidence of Disability form. However, the following applies:

- Your GP must have a clear diagnosis of your disability from one of the DARE appropriate specialists/consultants listed. **A copy of a document in which your diagnosis is confirmed must be included in your application when using this GP verification.**
- This document must be signed and dated by the appropriate specialist/consultant. If a time limit applies, the diagnosis or reconfirmation of diagnosis from the appropriate professional must have been made within that time limit.
- **Your GP does not need to give you a copy of your entire file – a single document which confirms your diagnosis and is within the time limit (if one applies) is sufficient.**

**For the purposes of DARE, only diagnoses made by a specialist/consultant are acceptable. Diagnoses made by GPs alone will not be acceptable and will lead to you being made ineligible.**

### If you submit an Existing Report make sure it:

- is **completed and signed** by the appropriate professional AND
- contains the **same detail** as requested on the **Section C** Evidence of Disability Form 2017 **AND**
- has been completed within the **appropriate time limit** AND
- **contains the stamp** of the appropriate professional OR is on **headed paper** OR is accompanied by a **business card**.

### Send your evidence of disability to:

**CAO, Tower House, Eglinton Street, Galway by 1 April 2017.**

## Guide to providing evidence of your disability

This is a guide to help you identify what supporting documents are required as part of your DARE application. If your type of disability does not appear in the list below, please go to the providing evidence of your disability section on [www.accesscollege.ie](http://www.accesscollege.ie) or contact a member of the DARE Team for guidance.

Type of disability	Appropriate documentation	Type of professional	Required age of report
Attention Deficit Disorder (ADD)/ Attention Deficit Hyperactivity Disorder (ADHD).	Evidence of Disability Form 2017 <b>OR</b> Existing report.	Consultant Psychiatrist <b>OR</b> Psychologist <b>OR</b> Neurologist <b>OR</b> Paediatrician.	Must be less than three years old i.e. dated after <b>1 February 2014.</b>
Autistic Spectrum Disorder (including Asperger's Syndrome).	Evidence of Disability Form 2017 <b>OR</b> Existing report.	Consultant Psychiatrist <b>OR</b> Psychologist <b>OR</b> Neurologist <b>OR</b> Paediatrician.	No age limit.
Blind/ Vision Impaired.	Evidence of Disability Form 2017 <b>OR</b> Existing report.	Ophthalmologist <b>OR</b> Ophthalmic Surgeon.	No age limit.
Deaf/ Hard of Hearing: Students may apply under ONE of the following categories: (A) Applicants who have an audiogram (B) Applicants who attend a School for the Deaf (C) Applicants with a Cochlear Implant.	(A) Applicants who have an audiogram: Audiogram (B) Applicants who attend a School for the Deaf: Letter confirming attendance from Principal of School for the Deaf <b>OR</b> Evidence of Disability Form 2017. (C) Applicants with a Cochlear Implant: Existing report confirming cochlear implant <b>OR</b> Evidence of Disability Form 2017 (DARE does not accept reports from high street retailers).	(A) Applicants who have an audiogram: Diagnostic/ Clinical Audiologist registered with the Irish Academy of Audiologists (IAA) or HSE Audiologist (B) School for the Deaf: Principal of School for the Deaf (C) Applicants with a Cochlear Implant: Ear, Nose and Throat (ENT) Consultant <b>OR</b> Cochlear Implant Programme Co-ordinator.	No age limit.
Developmental Co-ordination Disorder (DCD) - Dyspraxia/ Dysgraphia.	Full psycho educational report <b>AND</b> Evidence of Disability Form 2017 <b>OR</b> Existing report.	Full psycho educational report from Psychologist <b>AND</b> Evidence of Disability Form 2017 <b>OR</b> Existing report from: Occupational Therapist <b>OR</b> Neurologist <b>OR</b> Physiotherapist.	No age limit on either document.



Type of disability	Appropriate documentation	Type of professional	Required age of report
Mental Health condition.	Evidence of Disability Form 2017 <b>OR</b> Existing report.	Consultant Psychiatrist on specialist register.	Must be less than three years old i.e. dated after <b>1 February 2014.</b>
Neurological Condition (incl. Epilepsy and Brain Injury).	Evidence of Disability Form 2017 <b>OR</b> Existing report.	Neurologist <b>OR</b> Other relevant Consultant.	No age limit.
Physical Disability.	Evidence of Disability Form 2017 <b>OR</b> Existing report.	Orthopaedic Consultant <b>OR</b> Other relevant Consultant appropriate to the disability/condition.	No age limit.
Significant Ongoing Illness.	Evidence of Disability Form 2017 <b>OR</b> Existing report.	Relevant Consultant/ Specialist appropriate to the disability/condition.	Must be less than three years old i.e. dated after <b>1 February 2014.</b>
Speech and Language Communication Disorder.	Evidence of Disability Form 2017 <b>OR</b> Existing report.	Speech and Language Therapist.	No age limit.
Specific Learning Difficulty* (incl. Dyslexia & Dyscalculia).	Psychological Assessment Report	Psychologist	No age limit.

**\* Important note for applicants with specific learning difficulties.**

In addition to a Psychological Assessment Report of any age completed by a psychologist, **applicants with a specific learning difficulty MUST also have two literacy or two numeracy attainment scores at or below the 10th percentile (Standard Score of 81 or below).**

These attainment scores can be from one (or a combination) of the following sources:

- 1) Scores from school-based attainment testing
- 2) Scores from attainment tests carried out by a psychologist.

Testing must have been carried out after **1 February 2015** and all applicants must submit an EIS completed by their school.

Once you have provided your Evidence of Disability documentation and Educational Impact Statement your application will be assessed and the outcome of your application determined.

The outcome of your application, i.e. if you are eligible or ineligible for DARE, is established by seeing whether or not you meet DARE's eligibility criteria. To find out more about the DARE criteria which applies to your disability see [www.accesscollege.ie/dare](http://www.accesscollege.ie/dare).

## Application Checklist

- Have you answered YES to Question 1 and clicked the SUBMIT button on the Supplementary Information Form (SIF) which reads “Do you want to be considered for the Disability Access Route to Education” by 1 March 2017?
- Have you and your school completed the Educational Impact Statement and have you sent it to the CAO by 1 April 2017?
- Has your Evidence of Disability documentation been completed by the appropriate medical/ educational professional?
- Was your Evidence of Disability documentation completed by the appropriate medical/ educational professional within the last 3 years? (See tables on pages 22–23 for age limits of reports.)
- Is your Evidence of Disability documentation signed AND stamped by the appropriate professional OR on headed paper OR accompanied by a business card?
- For applicants with an SLD, have you submitted a full psychological assessment report of any age AND attainment scores dated after 1 February 2015?
- Have you sent your Evidence of Disability documentation to CAO by 1 April 2017?
- If you are applying to carry your DARE eligibility forward from 2016 to 2017 have you completed the steps to do that as detailed on page 12?

### Posting your documentation:

- Keep photocopies of ALL documents that you are posting.
- Put your name and CAO number on every document you send.
- Get proof of postage each time you are posting documentation.
- You can get a certificate of postage from An Post. For your convenience, there are four certificates of postage slips pre-printed on the back cover of the CAO Handbook. Just ask the teller in An Post to stamp one of the certificates when you are sending your documentation.
- For confirmation that the documents you posted arrived safely in CAO, enclose a stamped, self-addressed postcard with your documentation.
- While you may receive confirmation upon receipt of documentation, DARE will not contact you about incomplete or incorrect documentation, so please ensure that you have supplied all documents requested on your checklist by **1 April 2017**. Please contact a DARE advisor if you have any questions in advance of submitting your documentation.

## Some important things to remember!

- Very often it can take a number of months to gather your Evidence of Disability documentation so start gathering it as soon as possible.
- All closing dates are strictly adhered to and late applications or late documentation will not be accepted.
- You are the applicant so it is your responsibility to make sure that you have completed your DARE application fully, accurately and on time. Your school is not responsible for your application form or for sending documentation on your behalf to the CAO.
- All your disabilities can be assessed for eligibility under DARE so it is really important that you provide the correct Evidence of Disability documentation for all the disabilities that you tell us about.
- Any unsolicited correspondence from third parties (e.g. politicians, medical, clergy or academic staff) that attempts to canvass on your behalf will not be taken into account and will not be responded to.
- If you need advice or guidance around any aspects of your application, please contact a member of the DARE team (see page 28 for contact details).

**You need to check your email account regularly for important CAO notifications and reminders about the DARE application process.**



## Next Steps in the Application Process

### How is my application assessed?

To be eligible for DARE, your disability must have had a negative impact on your second level education.

Your application will be assessed for two things:

- That you have provided the appropriate Evidence of Disability documentation and that it meets the DARE criteria.
- That you have provided the Educational Impact Statement and that it meets the DARE criteria, i.e. that you meet the correct combination of educational impact indicators.

The criteria used for assessing the Evidence of Disability documentation were developed by DARE's Disability Advisory Boards, which include college professionals, consultants and specialists in each field of disability, representatives from professional and regulatory bodies and representatives from expert organisations.

The criteria used for assessing the educational impact of disability were developed by the DARE Educational Impact Advisory Board, which includes college professionals, an educational psychologist, occupational therapists, guidance counsellors, learning support teachers and a deputy principal.

### What happens after my application is assessed?

You will be notified by post of the outcome of your DARE application by the end of June 2017.

**If you do not receive a letter by 30 June 2017, contact a member of the DARE team.**

### What happens if I am eligible for DARE?

- You can compete for one of the reduced points places on offer in the colleges and universities taking part in DARE.
- All DARE course offers are made by the CAO.
- You must meet the minimum entry and course requirements to be considered for one of the reduced points places.
- Details of places available and minimum course entry requirements can be found on [www.accesscollege.ie](http://www.accesscollege.ie).

### What happens if I am ineligible for DARE?

- You will be informed by letter why your application was ineligible.
- You can still get into college if you meet the entry requirements for the course of your choice.
- You can still avail of a variety of academic, personal and social supports while studying at third level.

**DARE has a process for reviewing contested outcomes. Further information about this process, including deadlines for contesting outcomes, will be available on [www.accesscollege.ie](http://www.accesscollege.ie).**

**The DARE/ HEAR Independent Appeals Commission reviews appeals from DARE and HEAR applicants. Further information on the DARE and HEAR appeals process, including deadlines for receipt of appeals for the 2016-2017 cycle, will be published on [www.accesscollege.ie](http://www.accesscollege.ie).**

### The DARE Team

All participating colleges have a staff member who can advise you on how to apply to DARE. If you wish to speak to someone about your DARE application, contact any member of the DARE team.

DARE also organises Application Advice Clinics each year. Application Advice Clinics provide an opportunity for you and/ or your parent(s)/guardian(s) to drop in to meet with a member of the DARE team to discuss your application. The clinics will take place in a number of venues nationwide on **Saturday 21 January 2017**. Details on venues and times are available on the inside cover of this handbook.

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### CAO HELPDESK

You can also contact the CAO Helpdesk with questions on completing a DARE application. The simplest way to contact the CAO is by clicking on the 'Contact Us' button at [www.cao.ie](http://www.cao.ie). Alternatively, you can call the helpdesk at **091-509800**.

DARE will only discuss details of your application with you or your parent(s)/guardian(s).

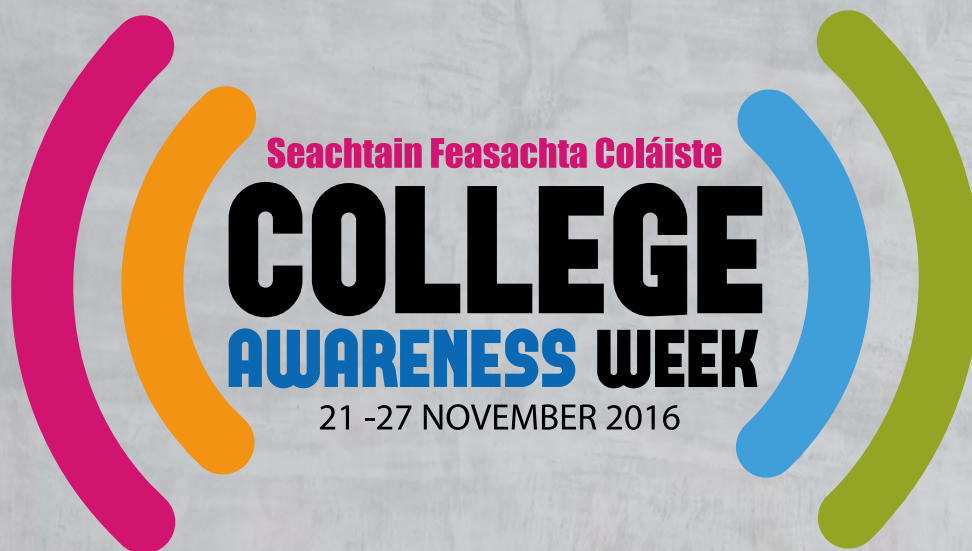
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## DARE Team Contact Details

Contact	Telephone	Email	Website
<b>National College of Ireland</b> Karen Mooney	01 659 9269	dare@ncirl.ie	www.ncirl.ie
<b>University of Limerick</b> Caoilinn Kennedy	061 234 847	dare@ul.ie	www.ul.ie
<b>Athlone Institute of Technology</b> Bernie Langtry	090 646 8142	dare@ait.ie	www.ait.ie
<b>Cork Institute of Technology</b> Laura O'Rourke	021 433 5107/5137	dare@cit.ie	www.cit.ie/dare
<b>Dublin City University</b>	01 700 5160	dare@dcu.ie	www.dcu.ie
<b>Dublin Institute of Technology</b> Bob Ó Mhurchú	01 402 7658	dare@dit.ie	www.dit.ie/disability
<b>Institute of Technology, Sligo</b> Catherine McNelis	071 930 5381	dare@itsligo.ie	www.itsligo.ie
<b>Maynooth University</b> Catherine Doherty	01 708 6025	dare@nuim.ie	www.maynoothuniversity.ie/access-office
<b>NUI Galway</b>	091 492 106	dare@nuigalway.ie	www.nuigalway.ie
<b>Pontifical University, Maynooth</b> Catherine Doherty	01 708 6025	dare@nuim.ie	www.maynoothuniversity.ie/access-office www.maynoothcollege.ie/pontifical-university/dare-scheme/
<b>Royal College of Surgeons in Ireland</b> Céleste Golden	01 402 2237	dare@rcsi.ie	www.rcsi.ie/ugcoursefinder
<b>Trinity College Dublin</b> Declan Reilly	01 896 1968	dare@tcd.ie	www.tcd.ie
<b>University College Cork</b> Darrelle Keegan	021 490 2985	dare@ucc.ie	www.ucc.ie/en/dss
<b>University College Dublin</b> Fiona Sweeney	01 7167539	dare@ucd.ie	www.ucd.ie/all
<b>Mary Immaculate College, Limerick</b> Maura Moore	061 204927	dare@mic.ul.ie	www.mic.ul.ie
<b>Marino Institute of Education</b> Mai Ralph	01 805 7744	dare@mie.ie	www.mie.ie/access
<b>St. Angela's College, Sligo</b> Una Roberts	071 9195514	dare@stangelas.nuigalway.ie	www.stangelas.nuigalway.ie

## DARE Application Timeline

<p><b>From November 2016</b></p>	<p>CAO applications open from <b>4 November 2016 at 12 noon.</b></p> <ol style="list-style-type: none"> <li>1. Review the DARE Handbook with your parent(s)/guardian(s).</li> <li>2. Make a CAO application at <a href="http://www.cao.ie">www.cao.ie</a>.</li> <li>3. Fill in the online Supplementary Information Form (SIF) at <a href="http://www.cao.ie">www.cao.ie</a>.</li> <li>4. Complete your Educational Impact Statement with your school.</li> <li>5. Gather your Evidence of Disability documentation.</li> </ol>
<p><b>By 1 February 2017</b> <b>By 1 March 2017</b></p>	<p>Apply to CAO by 17:15.</p> <ol style="list-style-type: none"> <li>1. You must indicate your wish to be considered for DARE by ticking 'Yes' to Question 1 on <a href="http://www.cao.ie">www.cao.ie</a>.</li> <li>2. You must complete Section A (Questions 1-5) of the Supplementary Information Form.</li> </ol>
<p><b>By 1 April 2017</b></p>	<p>You must return the <b>completed, signed AND stamped</b></p> <ol style="list-style-type: none"> <li>1. Educational Impact Statement (Section B)</li> <li>2. Evidence of Disability (Section C) or other evidence of Disability</li> </ol> <p>to the CAO, Tower House, Eglinton Street, Galway by 17:15.</p> <p>Make sure your documents are clear and can be easily read. Put your name and CAO number on all documents. Faxed/ emailed documents are not accepted.</p>
<p><b>April – June 2017</b> <b>Late June 2017</b></p>	<p>Assessment of DARE applications.</p> <p>You will be notified of the outcome of your DARE application by the end of June.</p>
<p><b>End June/Early July 2017</b> <b>Late July 2017</b></p>	<p>DARE Application Recheck.</p> <p>Recheck applicants will be notified of the outcome of the recheck application.</p>
<p><b>August 2017</b></p>	<p>Leaving Certificate Exam Results.</p> <p>Eligible DARE applicants compete for reduced points places.</p> <p>CAO Offers to eligible DARE applicants.</p> <p>Course offers are made and should be accepted through the CAO.</p>
<p><b>Late August/ September 2017</b></p>	<p>Attend Orientation and register with Disability Support Services.</p>



## Key Dates

1. Apply to CAO by **1 February 2017** on [www.cao.ie](http://www.cao.ie).
2. Answer **Yes to Question 1** and Complete and **submit** the online Supplementary Information Form (SIF) by **1 March 2017**.
3. Send your supporting documents to the **CAO, Tower House, Eglinton Street, Galway** by **1 April 2017**.
  - Put your name and CAO number on all documents submitted to CAO.
  - Keep the originals of all documents and proof of postage.
  - DARE will not contact you about missing, incomplete or incorrect documentation, so please ensure that you have supplied all documents requested on your checklist by 1 April 2017. Please contact a DARE advisor if you have any questions in advance of submitting your documentation.

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