



Disability Access Route to Education

APPLICATION GUIDE

FOR ENTRY AUTUMN 2012



DARE APPLICATION ADVICE CLINICS

Nationwide, Saturday
January 14th 2012

See accesscollege.ie for
locations & times

www.accesscollege.ie

www.facebook.com/accesscollege

www.twitter.com/accesscollegeie

Advice and Support

Full details of the DARE scheme can be found on accesscollege.ie

CAO HELPDESK

For questions on completing a DARE application, please contact the CAO Helpdesk by clicking 'Contact Us' at www.cao.ie or calling 091 509800.

Contact details for all the colleges and universities which take part in DARE are available on page 17 of this Application Guide.



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 further education colleges will provide information on courses and will be on hand to discuss supports in third level. There will also be workshops on DARE for students and Guidance Counsellors.

Wednesday 30th November 2011, 10.30-2pm
at National College of Art and Design, Dublin



For information on the Higher Education Access Route (HEAR) for school leavers from socio-economically disadvantaged backgrounds log on to

www.accesscollege.ie



For information on financial support for higher education log on to www.studentfinance.ie

Introduction to DARE



What is the Disability Access Route to Education (DARE)?

The Disability Access Route to Education (DARE) is a supplementary admissions scheme which offers college places on reduced points to school leavers with disabilities.

DARE has been set up by a number of colleges and universities as evidence shows that disability can have a negative impact on how well a student does at school and whether they go on to college.



Who should apply to DARE?

School leavers (under 23 years as at 1st January 2012) who have the ability to benefit from and succeed in higher education but who may not be able to meet the points for their preferred course due to the impact of a disability.

Mature and FETAC students have different admission routes and you can get further information on these routes from college and university websites.



What disabilities are eligible?

- Asperger's Syndrome/Autism
- ADD/ADHD
- Blind/Vision Impaired
- Deaf/Hearing Impaired
- DCD – Dyspraxia/Dysgraphia
- Mental Health Conditions
- Neurological Conditions (incl. Brain Injury, Speech and Language Disabilities)
- Significant Ongoing Illness
- Physical Disability
- Specific Learning Difficulty (incl. Dyslexia & Dyscalculia)

? What Colleges take part in DARE 2012?

- Athlone Institute of Technology
- Cork Institute of Technology
- Dublin City University
- Dublin Institute of Technology
- Mater Dei Institute of Education
- National College of Ireland
- NUI Galway
- NUI Maynooth
- Pontifical University, Maynooth
- Trinity College Dublin
- University College Cork
- University College Dublin
- University of Limerick

? Why should I apply to DARE?

You should complete a DARE application if you wish to compete for one of the reduced points places on offer in the participating colleges.

Each participating college and university has a reserved number of places to offer eligible DARE students at lower Leaving Certificate points. This is what we mean by reduced points places.

You must meet the minimum course entry requirements to be considered for one of the reduced points places. Details of places available and the minimum course entry requirements can be found at **accesscollege.ie**

You don't have to be eligible for DARE to get support in college. All students with a 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 **accesscollege.ie**

? How do I apply to DARE?

STEP 1

Apply to CAO www.cao.ie by 17:15 on **1st February 2012**.

STEP 2

No later than 17:15 on **1st March 2012**, you must disclose your disability and/or specific learning difficulty in your CAO application and fully and correctly complete Section A of the Supplementary Information Form (the SIF is a part of your CAO application). If you wish to be considered for the DARE scheme, you must indicate this on Section A of the fully completed SIF by ticking “Yes” to Question 5 by 17:15 on **1st March 2012**.

STEP 3

You must return the fully completed Second Level Academic Reference (Section B) and Evidence of Disability (Section C) to the CAO by 17:15 on **1st April 2012**.

To confirm you have completed your online application correctly (Questions 1-6), please go to 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 **1st March 2012**.

If you are unable to complete the online form you may contact the CAO directly to request a paper application form.



Guidelines for Completing the Online Application



GRAPHIC SYMBOLS



Eye provides essential instructions/information.



Screenshot shows you what the DARE / Supplementary Information Form Online Application looks like.



Paper Symbol means that you need to supply documentary evidence to CAO. This evidence must be supplied to CAO by April 1st 2012.

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Section A 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 **1st March 2012**.

? Question 1 (Q1.)

Question 1 asks you to indicate your primary disability/specific learning difficulty. If you have more than one disability, your primary disability is the one which has had the greatest impact on your educational performance. You can only tick one primary disability.



Q1. Please indicate your primary disability/specific learning difficulty:

- ☐ Asperger's Syndrome/Autism
- ☐ Attention Deficit Disorder (ADD)/Attention Deficit Hyperactivity Disorder (ADHD)
- ☐ Blind / Vision Impaired
- ☐ Deaf / Hearing Impaired
- ☐ DCD-Dyspraxia/Dysgraphia
- ☐ Mental Health Condition
- ☐ Neurological Conditions (incl. Brain Injury, Speech and Language Disabilities)
- ☐ Significant Ongoing Illness
- ☐ Physical Disability
- ☐ Specific Learning Difficulties (incl. Dyslexia & Dyscalculia)

? Question 2 (Q2.)

Question 2 asks you to indicate if you have any other disabilities/specific learning difficulties. This is important as all of your disabilities can be assessed for eligibility under DARE. For this question, you can tick more than one disability.



Q2. Do you have any other disabilities/specific learning difficulties?

☐ Yes ☒ No



Question 3 (Q3.)

Question 3 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.



Q3. 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 ☐ No ☒	Yes ☐ No ☒
Alternative Print Format	Yes ☐ No ☒	Yes ☐ No ☒
Assistive Technology	Yes ☐ No ☒	Yes ☐ No ☒
Campus Orientation	Yes ☐ No ☒	Yes ☐ No ☒
Counselling	Yes ☐ No ☒	Yes ☐ No ☒
Dyslexia Support	Yes ☐ No ☒	Yes ☐ No ☒
Examination Support	Yes ☐ No ☒	Yes ☐ No ☒
Learning Support	Yes ☐ No ☒	Yes ☐ No ☒
Note-taker	Yes ☐ No ☒	Yes ☐ No ☒
Personal Assistant	Yes ☐ No ☒	Yes ☐ No ☒
Sign Language Interpreter	Yes ☐ No ☒	Yes ☐ No ☒
Transport	Yes ☐ No ☒	Yes ☐ No ☒
Wheelchair Access	Yes ☐ No ☒	Yes ☐ No ☒
Other(s), please specify below:		
	Yes ☐ No ☒	Yes ☐ No ☒
	Yes ☐ No ☒	Yes ☐ No ☒
	Yes ☐ No ☒	Yes ☐ No ☒

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

Save



Question 4 (Q4.)

Question 4 asks you to complete a Personal Statement. This outlines, from your point of view, the impact of your disability on your education. This is an opportunity for you to tell us about your experience of being in school and some of the challenges you faced. These may include; access to texts/materials, memory/concentration difficulties, difficulty in meeting deadlines, attendance, ability to fully participate in class and examination performance. You may enter up to 1,500 characters (approximately 300 words).

Sample Personal Statement 1

Ever since I was fourteen I've been struggling with depression. I've missed a lot of days here and there as a result. It got really bad in fifth year and I was hospitalised for four weeks. Settling back into school was difficult because I had missed a lot of work and found it really hard to catch up.

Sixth year has been a real challenge for me. I'm on heavy medication and it's hard to concentrate in class. Sometimes when I go home, I've no idea what happened that day. My Psychiatrist changed my medication to help improve my concentration but the new medication made me very sick. I've already missed a couple of weeks this year because my depression has been getting worse.

I'm not getting extra support in school and I'm finding it hard to revise on my own. I feel like I'm falling behind and won't do as well in the Leaving Cert as a result.

Sample Personal Statement 2

Having dyslexia has had a big impact on my time in school. I study every night but don't get results that reflect the amount of work I put in. This is really frustrating for me, especially when I see my classmates doing better than me.

I work a lot slower than my classmates. I often spend four hours doing my homework which leaves me little time to study. I am a slow reader and I usually have to re-read the same page three or four times before I understand what I'm reading.

Class tests are difficult because it takes me longer to read a question and understand it. Also, when I'm under pressure my writing becomes very untidy and difficult to read. I spell lots of words wrong and so lose marks.

I've been granted a Reader and Scribe for the Leaving Cert but still feel my results won't be as good as they should be.

Section B Second Level Academic Reference

The Second Level Academic Reference provides background information on your educational experience and helps to determine appropriate supports at third level. The Second Level Academic Reference must be returned to the CAO before **1st April 2012**.



You must **print this form** and ask your school teacher/Guidance Counsellor/Visiting Teacher to fill it out. As the Second Level Academic Reference asks for background information on your educational experience, it's important that the person completing the form is familiar with the impact of your disability on your academic performance and participation at second level.



Section B - Second Level Academic Reference

The Second Level Academic Reference provides background information on your educational experience and helps to determine appropriate supports at third level.

Your School Teacher/Guidance Counsellor/Visiting Teacher **and** School Principal should complete this form. The person completing this form should be familiar with the impact of your disability on your academic performance and participation at second level.

It is your responsibility to ensure that all sections of the Second Level Academic Reference are completed. Remember to keep a photocopy for your personal records.

Click on the following link to print the 'Second Level Academic Reference' form: [PRINT THIS FORM](#)



The form must be signed by your school teacher/Guidance Counsellor/Visiting Teacher and school principal. It must also be stamped by your school.



We recommend that YOU post the Second Level Academic Reference to the CAO. Please remember to keep photocopies of all documents you send to the CAO.



Please keep proof of postage when sending documents to the CAO. We recommend that you get a certificate of postage from An Post. For convenience, there are four certificate of postage slips pre-printed with the CAO's address on the inside back cover of the CAO Handbook.

Section C Evidence of Disability

The Evidence of Disability provides verification of your disability and helps to determine appropriate supports at third level. The Evidence of Disability must be returned to the CAO before **1st April 2012**.



You must **print this form** and ask the accepted Medical Consultant/Specialist for your disability to fill it out (please see the table of accepted Medical Consultants/Specialists on page 11).

All applicants must complete the Evidence of Disability form with the exception of the following:

- Applicants with specific learning difficulties (incl. Dyslexia and Dyscalculia) and applicants with DCD-Dyspraxia/Dysgraphia must provide a full psycho-educational assessment completed by an appropriately qualified psychologist. You should go to **accesscollege.ie** for guidelines on the information required in the psycho-educational assessment. Please note that additional verification is also required for applicants with DCD-Dyspraxia/Dysgraphia.
- Applicants who have an existing report completed by the accepted Medical Consultant/Specialist. The report must contain the same detail as the Evidence of Disability form and must have been completed within the required timeframe.



Section C - Evidence of a Disability

The Evidence of Disability Form provides verification of your disability and helps to determine appropriate supports at third level.

All applicants must complete this form with the exception of the following:

- Applicants with specific learning difficulties (incl. Dyslexia and Dyscalculia) and applicants with Dyspraxia or Dysgraphia must provide a full psycho-educational assessment completed by an appropriately qualified Psychologist. Please note that verification from an Occupational Therapist or Neurologist is also required for applicants with Dyspraxia and Dysgraphia.
- Applicants who have an existing report completed by the accepted Medical Consultant/Specialist. The report must contain the same detail as the Evidence of Disability. This form must be completed by the accepted Medical Consultant/Specialist. ([More Information](#))

The form must be stamped by the accepted Medical Consultant/Specialist or accompanied by the Medical Consultant/Specialist's business card or headed paper. If the form is not verified as outlined above then the evidence of disability will not be deemed eligible for consideration.

Evidence from a General Practitioner/family doctor or support organisation will not be accepted as verification of a disability.

It is your responsibility to ensure that all sections of the Evidence of a Disability form are completed. Remember to keep a photocopy for your personal records.

You should provide verification for all disabilities you have disclosed. Click on the following link to print the 'Evidence of a Disability' form: [PRINT THIS FORM](#)

Section C Evidence of Disability (continued)



The Evidence of Disability must be stamped by the accepted Medical Consultant/Specialist or accompanied by the accepted Medical Consultant/Specialist's business card or headed paper. If the form is not verified as outlined above the evidence of disability will not be considered and you will be deemed ineligible for DARE.



As all your disabilities can be assessed for eligibility under DARE, it is important to provide verification for all disabilities you disclose.



Very often it can take a number of months to get verification of your disability. It is essential that you start gathering your supporting documentation as soon as possible.



We recommend that YOU post the Evidence of Disability to the CAO. Please remember to keep photocopies of all documents you send to the CAO.



Please keep proof of postage when sending documents to the CAO. We recommend that you get a certificate of postage from An Post. For convenience, there are four certificate of postage slips pre-printed with the CAO's address on the inside back cover of the CAO Handbook.



Table of accepted Medical Consultants/Specialists

TYPE OF DISABILITY	ACCEPTED MEDICAL CONSULTANT/ SPECIALIST	AGE OF REPORT
Asperger's Syndrome/ Autism	Appropriately qualified Psychiatrist OR Psychologist OR Neurologist OR Paediatrician who is a member of his or her professional or regulatory body.	No age limit
Attention Deficit Disorder/Attention Deficit Hyperactivity Disorder	Appropriately qualified Psychiatrist OR Psychologist OR Neurologist OR Paediatrician who is a member of his or her professional or regulatory body	Must be less than three years old i.e. must be dated after 1st February 2009
Blind/Vision Impaired	Ophthalmologist OR Ophthalmic Surgeon	No age limit
Deaf/Hearing Impaired	Professionally qualified Audiologist	No age limit
DCD-Dyspraxia/ Dysgraphia	Appropriately qualified Psychologist AND Occupational Therapist OR Neurologist who is a member of their respective professional or regulatory body	Report from Psychologist must be less than three years old i.e. must be dated after 1st February 2009 No age limit on report from Occupational Therapist/Neurologist
Mental Health Condition	Psychiatrist	Must be less than three years old i.e. must be dated after 1st February 2009
Neurological Conditions (incl. Brain Injury, Speech & Language Disabilities)	Neurological Conditions: Neurologist OR other relevant Consultant. Speech & Language Disabilities: Speech and Language Therapist	No age limit
Physical Disability	Orthopaedic Consultant OR other relevant consultant appropriate to the disability/condition.	No age limit
Significant Ongoing Illness	Epilepsy: Neurologist Diabetes Type 1: Endocrinologist or Paediatrician. Cystic Fibrosis (CF): Consultant Respiratory Physician or Paediatrician Gastroenterology Conditions: Gastroenterologist Others: Relevant Consultant in area of condition or Consultant Registrar/Registrar	Must be less than three years old i.e. must be dated after 1st February 2009
Specific Learning Difficulty (incl. Dyslexia & Dyscalculia)	Appropriately qualified Psychologist	Must be less than three years old i.e. must be dated after 1st February 2009

Supplementary Admissions Routes (applying to DARE)

The final part of the online application is a section on 'Supplementary Admissions Routes' which must be completed by all DARE Applicants.



Question 5 (Q5.)

Question 5 asks if you wish to be considered for DARE.

This question is very important as you must tick 'Yes' before 1st March 2012 to be considered for DARE.



Q5. Do you wish to be considered for DARE? Yes ☒ No ☐

By 17:15 on 1 March

You must complete Section A of the Supplementary Information Form and indicate your wish to be considered for DARE.

By 1 April

You must submit the **Second Level Academic Reference** (Section B) and the **Evidence of Disability** (Section C or existing report) to:

The CAO,
Tower House,
Eglinton St.,
Galway.

Verification should be provided for all disabilities you have disclosed.



Q5. Do you wish to be considered for DARE? Yes ☐ No ☒

Evidence of a disability is required so that the HEIs can be made aware of supports you might require should you be offered a place and register in the autumn. Please provide evidence for all disabilities/medical conditions which you have disclosed.

An existing report from an appropriate professional will suffice, provided that all the required information is contained in the report. Evidence of a Disability form or a report from an appropriate professional should be returned to the CAO as soon as possible.



If you select 'No' to Question 5, your application **will not be considered** for DARE but you may still avail of supports in college.



To be eligible for DARE your disability must have had a significant impact on educational performance. You can download the eligibility criteria for your disability at Question 5 of the online application or from accesscollege.ie



Question 6 (Q6.)



Carrying forward DARE eligibility from 2011 to 2012.

Eligibility for DARE may be carried forward for one year. If you applied to CAO in 2011 and you were deemed eligible for DARE in 2011 (eligible applicants received a letter from DARE in June 2011 stating that they were eligible for the scheme), then your DARE eligibility may be carried forward to your application for entry in 2012. In order to carry forward eligibility from 2011 to 2012 you must:

- Apply to CAO by **17.15 on 1st February 2012**.
- No later than **17.15 on 1st March 2012**, you must disclose your disability and/or specific learning difficulty in your CAO application and fully and correctly complete Section A of the Supplementary Information Form (the SIF is part of your CAO application). You must indicate that you wish to be considered for the DARE scheme by indicating this on Section A of the fully completed SIF by ticking 'Yes' to Question 5 by **17.15 on 1st March 2012**.
- You must supply your correct 2011 CAO number at Question 6 of the SIF.

Applicants seeking to carry forward their eligibility DO NOT need to supply supporting documentation Second Level Academic Reference (Section B) or Evidence of Disability (Section C) as part of the 2012 application to DARE. Applicants can contact a DARE representative if they require information about their 2011 DARE eligibility or the carry forward of DARE eligibility.

Important: If you are applying to enter any HEI that is not participating in the DARE scheme then you must supply supporting documentation for 2012.

In the event of being offered and accepting a DARE place in 2012, you will be required to provide the original supporting documentation which accompanied your 2011 DARE application.



Q.6 If you applied to CAO in 2011 and you were deemed eligible for DARE in 2011 please enter your 2011 CAO application number in this box. [Click here for help](#) 
CAO 2011 Application Number:



Finally, 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. **Press 'Submit' to complete your application.**



Some important things to remember...

- Please note that there are specific deadlines for applying to DARE. Closing dates will be strictly adhered to and late applications will not be accepted.
- You must indicate your wish to be considered for DARE by ticking 'Yes' to Question 5 by **1st March 2012**.
- Please note that the Evidence of Disability must be completed by the accepted Medical Consultant/Specialist for your disability (please see the table on page 11).
- The Evidence of Disability must be stamped by the accepted Medical Consultant/Specialist or accompanied by the accepted Medical Consultant/Specialist's business card or headed paper. If the form is not verified as outlined above the evidence of disability will not be considered and you will be deemed ineligible for DARE.
- We recommend that **YOU** post all supporting documentation to the CAO and that you keep photocopies for your personal records. You must put your name and CAO number on all documentation.
- Please keep proof of postage when sending documents to the CAO. We recommend that you get a certificate of postage from An Post. For convenience, there are four certificates of postage slips pre-printed with the CAO's address on the inside back cover of the CAO Handbook.
- It is your responsibility to ensure that your DARE application is completed fully and accurately. Your school is not responsible for sending documentation to the CAO on your behalf.
- DARE will only discuss your application with you or your parent(s) / guardian(s).
- Any unsolicited correspondence from a third party (e.g. public representative, clergy, academic staff...) that attempts to canvass on behalf of the applicant will not be taken into account.



The address for returning documents is: CAO, Tower House, Eglinton Street, Galway

Next Steps in the Application Process

? How is my application screened?

To be eligible for DARE your disability must have had a significant impact on your educational performance. Specific criteria have been developed to determine the significance of each disability and the impact on educational achievement.

The criteria used for assessing the impact of disability were developed by Disability Advisory Boards, which included HEI professionals, consultants and specialists in each field of disability, representatives from professional/regulatory bodies, and representatives from expert external organisations.

You can download the eligibility criteria for your disability from **accesscollege.ie**





What happens after my application is screened?

You will be informed in writing by the end of June of the outcome of your DARE application.



If you are eligible for DARE

- You can compete for one of the reduced points places on offer in the universities and colleges taking part in the DARE scheme. If you receive a DARE course offer it will be through the Central Applications Office (CAO) system.
- 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 [accesscollege.ie](https://www.accesscollege.ie)**



If you are NOT eligible for DARE

- You will be told why your application was ineligible.
- You can request to have your application rechecked if:
you believe there was an administrative error in the screening of your application
OR
your supporting documents were not received by the CAO. You must however have proof of postage and photocopies of the documents to prove that you sent them on time and to the correct location.
- You can still get into college through the CAO 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.**

Contact Details for Colleges taking part in DARE 2012



CONTACT	TELEPHONE	EMAIL	WEBSITE
Athlone Institute of Technology Patricia Kearney	090 646 8141	dare@ait.ie	www.ait.ie
Cork Institute of Technology Laura O'Rourke	021 433 5107	dare@cit.ie	www.cit.ie
Dublin City University Anne O'Connor	01 700 5160	dare@dcu.ie	www.dcu.ie
Dublin Institute of Technology Bob Ó Mhircú	01 402 7658	dare@dit.ie	www.dit.ie
Mater Dei Institute of Education Carmel Carroll	01 808 6584	dare@materdei.dcu.ie	www.materdei.ie
National College of Ireland Geraldine Feeney	01 659 9269	dare@ncirl.ie	www.ncirl.ie
NUI Galway Angela Joyce	091 492 875	dare@nuigalway.ie	www.nuigalway.ie
NUI Maynooth Catherine Doherty	01 708 6025	dare@nuim.ie	www.nuim.ie
Pontifical University, Maynooth Sandra Norgrove	01 708 4772	dare@nuim.ie	www.maynoothcollege.ie
Trinity College Dublin Declan Reilly & Alison Doyle	01 896 3111	dare@tcd.ie	www.tcd.ie
University College Cork Mary O'Grady	021 490 2985	dare@ucc.ie	www.ucc.ie
University College Dublin Fiona Sweeney	01 716 1658	dare@ucd.ie	www.ucd.ie
University of Limerick Brenda Shinnars Kennedy	061 202346	dare@ul.ie	www.ul.ie

DARE Timeline

This timeline will take you through all the steps you must follow from applying to DARE to starting in college.

By 1st February 2012	You must apply to the CAO at www.cao.ie
By 1st March 2012	1. As part of your CAO application you must indicate that you have a disability/specific learning difficulty 2. You must complete Section A (Questions 1-4) of the Supplementary Information Form 3. You must indicate your wish to be considered for DARE by ticking 'Yes' to Question 5
By 1st April 2012	1. You must return the completed Second Level Academic Reference (Section B) to the CAO 2. You must return the completed Evidence of Disability (Section C) to the CAO
April – June 2012	Screening of DARE applications
June 2012 (after Leaving Certificate exams)	Applicants notified of eligibility
July 2012	DARE Application Recheck
August 2012	Leaving Certificate Exam Results CAO Offers to eligible DARE applicants Accept CAO Offer

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