

APPLICATION FOR HOME TUITION FOR THE 2011/2012 SCHOOL YEAR

Please read the following information carefully in conjunction with [circular 0050/2011](#) before completing the application form. *The circular can be viewed at www.education.ie*

Home Tuition is for educational intervention only. The provision of therapeutic services such as Speech and Language Therapy, Occupational Therapy, psychological services etc are a matter for the Health Service Executive (HSE). Therefore Home Tuition grants must not be used under any circumstances to fund these or any other health related supports.

Failure to complete the form in full may result in delays. In some instances the form may need to be returned to you for completion and it should be noted that sanction is only available on completion of the full application process. Copies of recent psychological assessments/professional reports should be attached.

Section 1 must be completed by all applicants.

Section 2 comprises three subsections **only one of which will be appropriate.**

Section 2(a) should be completed in respect of children applying for tuition where a significant medical condition is likely to cause major disruption to their attendance at school on a continuing basis.

Section 2(b) should be completed in respect of children with Special Educational Needs applying for tuition as an interim measure whilst awaiting a school placement. It should be noted that regular reports will be requested on the up-to-date position regarding placement during the year. Home tuition will only be sanctioned for these children on a term-by-term basis.

Section 2(c) should be completed in respect of children over 2 ½ years (who have been assessed as having Autistic Spectrum Disorder based on the DSM IV or ICD 10 criteria) for whom a school placement is not available. It should be noted that parents/guardians of children seeking early intervention must supply all relevant information to the NCSE – including all psychological and any other professional reports on the child, so that the planning process for the child's future educational provisions can start at the earliest opportunity.

The State supports early intervention for children with special educational needs through providing funding to a number of crèche/pre-school settings. The intention is over time to support a single early intervention setting structure. In the meantime, subject to availability of service outlined in the Home Tuition circular and where applicants meet the eligibility criteria for support, parents can access one or more of the early intervention settings detailed in the circular.

Please note that applications for Home Tuition are accepted in the knowledge that information supplied including PPSN will be shared between the HSE, NCSE, Office for Minister Children & Youth Affairs and the Department of Education and Skills to ensure that duplicate funding does not occur.

Contact details for the Special Educational Needs Organiser (SENO) are available on www.ncse.ie.

Declaration on page 8 must be completed in respect of each application.

Details and qualifications of the proposed tutor must be included in the application form. To be eligible for the qualified rate of payment, a teacher must be granted recognition with the Teaching Council of Ireland at the relevant school level. Where a teacher is not registered with the Teaching Council, detailed information regarding their qualifications should be submitted to the Department. Tuition Providers not registered with the Teaching Council must submit a full copy of their relevant qualifications and also a form of photographic identification displaying their signature e.g. photocopy of driving licence / passport. This identification will be held pending receipt of the first claim for payment where the signature on the claim forms will be cross referenced against the signature on the identification. The signature will then be noted on file and the identification disposed of on a confidential basis. No tuition may commence until the qualifications and identification of the nominated tuition provider have been approved.

No arrangements should be entered into with tutors in anticipation of funding until confirmation of sanction has been granted by the Department and payment will not be made in respect of tuition given before approval. Parents/Guardians are advised that under no circumstances will home tuition funding be back-dated. Home tuition funding is only available on completion of the full application process which includes the issue of an approval letter confirming the date of commencement of the tuition.

All tutors must be vetted prior to commencing the delivery of Home Tuition. The Department of Education and Skills will liaise with the Garda Central Vetting Unit in this regard on receipt of the relevant documentation from tutors. The Garda Vetting Unit does not provide clearance for persons to work with children. The Unit gives the Department a statement to the effect that according to Garda records there are no previous convictions recorded against the applicant. In the event there is a record against an applicant related to child abuse, the Department will advise the parent not to engage the person as a tutor.

Before commencing tuition all tutors must apply to the Department to be vetted by completing a *Garda Vetting Application Form (Appendix 1)* and a *Statutory Declaration (Appendix 2)* and returning both forms to the Special Education Section with the Home Tuition application form. The Department will forward the form to the Garda Vetting Office to be processed. Every effort will be made to complete the vetting process prior to commencement of tuition. However where this is not possible tuition may commence subject to the tutor submitting a completed *Statutory Declaration Form* subject to the conditions outlined above.

Recognised teachers who have been vetted since January 2010 need not reapply for vetting. However such teachers must be able to provide the original vetting letter to the parents and a certified copy to the Department. However these teachers must also return a completed *Statutory Declaration* to the Department.

The child protection related *Statutory Declaration Form* must be completed by all tutors and returned to the Department prior to the commencement of tuition.

As tuition takes place outside the usual school structure it is important that home tutors are qualified to provide an educational programme and you should seek to recruit a fully qualified teacher who is registered with the teaching council. In the event that a fully qualified teacher is unavailable, other qualifications are acceptable on an interim basis only - see appropriate qualifications listed below.

Acceptable Tuition Provider's Qualifications

Acceptable Qualifications for Home Tuition Providers

A recognised teaching qualification for the relevant age-group;

Bachelor Education, H.Dip in Education, Montessori Qualification – National Diploma/Degree in Humanities in Montessori in St. Nicholas College, Dun Laoghaire;

Qualified Teacher Status from UK;

Please note that the Department's qualification preference is for a fully qualified teacher. Where parents cannot recruit a fully qualified teacher, then some alternative qualifications are acceptable, as an interim measure including the following:

A qualification in autism (an autism specific qualification) - from St. Patrick's College of Education, Drumcondra, or Birmingham University, or other UK University; (or US/Australia) or a qualification in an applied approach to teaching pupils with autism – in ABA, PECS, TEACCH. This should be an official certificate or diploma course ratified by a university, college or organisation. (A short course or a certificate from school etc is not acceptable);

or

Successfully completed the 3 year full-time course at the Montessori College in Milltown:

or

Third level qualification B.A., B.Sc., Psychology, RNMH etc. may also be appropriate depending on circumstances.

Teachers registered with the Teaching Council must grant permission to the Teaching Council for their details to be displayed on the website of Teaching Council in order for this Department to verify that teachers have current registration. This is done by sending notification to the Teaching Council.

Further information is available from www.teachingcouncil.ie

➤ **It should be noted that the following periods *will not* be covered for payment for any pupil availing of the Home Tuition Scheme:**

<u>October 2011 mid-term break:</u>	31st October 2011 to 4th November 2011 inclusive
<u>Christmas 2011:</u>	23rd December 2011 to 6th January 2012 inclusive
<u>February 2012 mid-term break:</u>	13th February 2012 to 17th February 2012 inclusive
<u>Easter 2012:</u>	02nd April 2012 to 13th April 2012 inclusive
<u>Bank Holidays:</u>	All bank holidays which fall within the school year

It should be noted that Home Tuition cannot be delivered at the weekend (Saturday and Sunday).

SECTION 1: PERSONAL DETAILS
(To be completed by Parents/Guardian)

Name of Pupil: _____ Date of Birth: _____

Pupil PPS number: _____

Has your child previously received home tuition? Yes No

Home Address: _____

Name of Parent/Guardian: _____

Parent PPS number: _____

Telephone No: _____

Email Address: _____

FOR COMPLETION BY PROPOSED TUTOR

Please give details of current or proposed home tuition programme:

Tutor Name:	
Address :	
Telephone No :	
Teaching Council of Ireland No.	
Qualifications :	
School Roll No:	
Tutors PPS number:	

If not registered with the Teaching Council, please forward copy of relevant qualification

Are you in receipt of a public sector pension? Yes No

Has ID been submitted with application form? Yes No

Please indicate: Drivers Licence Passport

Has ID been submitted previously? Yes No

Tutor must give details of other children to whom he/she is delivering tuition under the Home Tuition Scheme: _____

Home tuition grants are sanctioned to provide an individualised educational programme. Tutors must therefore provide tuition on a 1:1 basis and may not give more than 48 hours tuition in any week.

Tutors Signature: _____ Date: _____

Tutors and parents should note that any information submitted to this Department in relation to this Home Tuition Scheme including all payment details issued as a result of any claims made may be forwarded to the Revenue Commissioners and to other Government Departments and State Agencies.

SECTION 2: COMPRISES 3 SUBSECTIONS ONLY ONE OF WHICH MUST BE COMPLETED BY EACH APPLICANT (A), (B) OR (C)

SECTION 2 (A): MEDICAL DETAILS - TO BE COMPLETED BY THE CHILD'S DOCTOR/ PSYCHIATRIST AS APPROPRIATE *

Name of child: _____

Child's medical condition: _____

Will this medical condition, in your opinion, continue to result in recurring disruptions for long periods to the child's school attendance?

(1) During the current school year? Yes No

(2) In subsequent school years? Yes No

(3) Estimate length of time absence is likely to occur: _____

Name of Doctor: _____

Address: _____

Phone No: _____

Doctor's Signature: _____ Date: _____

*Applications arising from school phobia and/or depression must be accompanied by a separate full report from a psychologist/psychiatrist/psychotherapist advising of the steps being taken to actively improve attendance.

TO BE COMPLETED BY SCHOOL PRINCIPAL

Is the child currently attending school? Yes No

If yes, state class level / year: _____

Name of School: _____ School Roll No: _____

Address: _____

Telephone Number: _____ Email Address:: _____

Number of Days on which:	2010/2011	Sept 2011 to Date
(a) the school was open:		
(b) the child attended:		

Signature of School Principal: _____ Date: _____

SECTION 2 (B): To be completed in respect of children with Special Educational Needs who are awaiting an educational placement.

Name of child: _____

Reason child is not attending school: _____

***(Please enclose most recent psychological / other relevant professional reports, if not already submitted to the Department)**

I confirm that I have consulted with the National Council for Special Education to identify an educational placement and to supply the NCSE all the relevant associated reports.

Signature of parent /guardian: _____

It should be noted that regular reports will be requested on the up-to-date position regarding placement during the year. Where an educational placement has been identified by the NCSE and it is decided not to avail of the proposed placement the child will not be eligible for tuition during the 2011/2012 school year.

To be completed by Special Educational Needs Organiser (SENO):

I confirm that there is currently no educational placement available to the above named child and furthermore I have been furnished with relevant assessments/reports to assist the NCSE with identifying an educational placement.

There will be a placement available in:

_____ (School) _____ (Roll Number)

From the following date: _____

Address: _____

Expected commencement date: _____

Signed By SENO: _____

Date: _____

SECTION 2 (C)

Children aged over 2 ½ years (who have been assessed as having Autistic Spectrum Disorder based on the DSM IV or ICD 10 criteria) for whom a school placement is not available. Copies of recent professional reports should be attached. Please note that a diagnosis stating a child has autistic traits is not acceptable in this context.

Name of child: _____

I confirm that there is no early intervention/school placement available for my child currently. I have consulted with National Council for Special Education with regard to sourcing an educational placement and supplied to the NCSE all the relevant associated reports. Where an educational placement has been identified by the NCSE and it is decided not to avail of the proposed placement the child will not be eligible for tuition during the 2011/2012 school year.

Please outline details of any resources or funding which the applicant is in receipt of in respect of the following:

- Early Intervention settings attached to HSE funded service providers.
- Private pre-school settings supported by the Early Childhood Care & Education Scheme.
- Private pre-school settings supported by HSE grant aid or HSE funded Pre-School Assistant.

To be completed by the parent if the child is in receipt of any of the above.

Is the child currently in receipt of any of the above supports: Yes No

If yes, please provide the following information.

Number of hours per week: _____

Details of facility or supports received: _____

Name and address of facility: _____

Contact telephone number for facility: _____

Email Address: _____ **Website Address:** _____

Details of the school in which the child is to be enrolled must be forwarded to the Department by December of the school year in which the child turns 5 years of age.

Signature of parent/guardian: _____

To be completed by Special Educational Needs Organiser (SENO):

I confirm that there is currently no educational placement available to the above named child and furthermore I have been furnished with relevant assessments/reports to assist the NCSE with identifying an educational placement.

There will be a placement available in: _____ (School) _____ (Roll Number)

From the following date: _____

Address: _____

Expected commencement date: _____

Signed By SENO: _____

Date: _____

DECLARATION

I consent to have this application form and any associated documents considered by the Department of Education and Skills or any nominee of the Department of Education and Skills if this is considered appropriate by the Department. In addition I consent to have _____ (child's name) assessed by a psychologist nominated by the Department should the Department consider it necessary.

Applications for Home Tuition are accepted in the knowledge that information supplied including PPSN will be shared between the HSE, NCSE, Office for Minister Children & Youth Affairs and the Department of Education and Skills to ensure that duplicate funding does not occur.

Signed: _____

(1) I DECLARE THAT THE INFORMATION CONTAINED IN THIS FORM IS ACCURATE TO THE BEST OF MY KNOWLEDGE.

(2) I HAVE CAREFULLY READ AND UNDERSTAND CIRCULAR AND PAGES 1 2 & 3 OF THIS FORM.

Signature of Parent / Guardian: _____

Date: _____

COMPLETED FORMS SHOULD BE RETURNED TO THE FOLLOWING ADDRESS:

**Home Tuition Unit,
Special Education Section,
Department of Education and Skills,
Cornamaddy,
Athlone,
Co. Westmeath.**

Data Protection

The Department of Education and Skills will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Departments registration with the Data Protection Commissioner - REF 10764/A.

If the information you have provided is to be used for purposes other than outlined in the Departments registration with the Data Protection Commissioner your permission will be sought here.

Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No Yes Please provide details

DATE	COURT	OFFENCE	COURT OUTCOME

DECLARATION OF APPLICANT

I, the undersigned who have applied for a position as a _____ hereby authorise An Garda Síochána to furnish to **Department of Education & Skills** a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere, or a statement of all convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be.

Signature of Applicant: _____ **Date:** _____
()

To be completed by Department of Education & Skills Offices only

Line Manager/Contact Person: _____ Location: _____
PLEASE PRINT ALSO ()

Authorised Signatory: _____ (Dept of Education & Skills)
PLEASE PRINT ALSO ()

Registration Number: _____ Date: _____

To be completed by the Garda Central Vetting Unit

According to Garda records there are no previous convictions recorded against the above named applicant:

OR the attached convictions appear on Garda Records:

OR the attached prosecutions are pending:

NOTE: Checks were carried out by this office based on the information supplied. The convictions supplied may apply to the subject of your enquiry. Please verify information disclosed with the applicant.

Signed: _____ **Member I/C** C.V.U.

Appendix 2

In order to comply with child protection guidelines the following child protection related Statutory Declaration must be provided by all persons being appointed as home tutors. This form must be witnessed by a Practising Solicitor/Commissioners for Oaths/Notary Public/Peace Commissioner

Statutory Declaration

This statutory declaration must be completed prior to a person being appointed to deliver home tuition.

"I _____ of, _____

in the county of _____ aged eighteen years and upwards do SOLEMNLY AND SINCERELY DECLARE as follows:-

that to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed in relation to children or vulnerable adults by virtue of my appointment to deliver home tuition.

Within a child protection context:

- I hereby confirm my irrevocable consent to the parents of the child by whom I have been nominated to deliver home tuition to the making of such enquiries as they deem necessary in respect of my suitability to deliver home tuition.
- I hereby accept and confirm the entitlement of the parent/guardian of the child I am delivering tuition to reject my application or terminate my delivery of the tuition if I have omitted to furnish the parent/guardian of the child to whom I am delivering home tuition with any information relevant to my application for the position as a home tuition provider.
- I understand that any false or misleading information submitted by me in relation to my application to deliver home tuition for the child in question will render me liable to automatic disqualification or render me liable to automatic termination of my role as a home tutor.
- I also undertake to inform the parents of the child to whom I am delivering home tuition of any changes to the above stated position that may affect my suitability, from a child protection perspective, for continuing in the role as a home tuition provider.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.”

Signed: _____ Date: _____
Home Tutor

Print Name: _____

Declared before me _____ [name in capitals] a [notary
public][commissioner for oaths][peace commissioner] [practising
solicitor]by _____

*who is personally known to me,

or

*who is identified to me by _____ who is personally known to
me,

Or

*whose identity has been established to me before the taking of this Declaration by the
production to me of passport no. [passport number] issued on [date of issue] by the
authorities of [issuing state], which is an authority recognised by the Irish Government]

Or

National identity card no.[identity card number] issued on [date of issue] by the
authorities of [issuing state] [which is an EU Member State, the Swiss Confederation
or a Contracting Party to the EEA Agreement]

Or

[Aliens Passport no. (document equivalent to a passport)[passport number] issued on
[date of issue] by the authorities of [issuing state] which is an authority recognised by
the Irish Government]

Or

Refugee travel document no. [document number] issued on [date of issue] by the
Minister for Justice, Equality and Law Reform]

Or

Travel document (other than refugee travel document) [document no.] issued on [date
of issue] by the Minister for Justice, Equality and Law Reform

at

in the City/ County of _____

on the _____ day of _____ 20__

*Practising Solicitor / Commissioner for Oaths / Notary Public / Peace Commissioner

* Delete as appropriate

Note: Further information in relation to Commissioners for Oaths and Peace Commissioners is
available on www.citizensinformation.ie