

Rannóg Tuismitheoirí, Foghlaimeoirí and Bunachar
 Sonraí
 An Roinn Oideachais & Scileanna
 Bóthar Mhuileann na mBráthar
 An Muileann gCearr
 Co. na hIarmhí



Parents, Learners and Database
 Section
 Department of Education & Skills
 Friar's Mill Road
 Mullingar
 Co. Westmeath

APPLICATION FOR HOME TUITION for students on maternity related absences

Please read the following information carefully in conjunction with Circular 051/2016 before completing this application form. This circular can be viewed at the following link <http://www.education.ie/en/Parents/Services/Home-Tuition/Circulars-and-Application.html>

Purpose

This purpose of this scheme is to provide home tuition to female students who are enrolled in a recognised¹ school at post primary level studying at junior or senior cycle and whose education may be disrupted due to pregnancy. The Department of Education and Skills may approve an application for home tuition to cover this maternity related absence from school for up to a maximum of 9 hours per week and for up to a maximum of 10 school weeks. Approved tuition must be taken in blocks of school weeks but not necessarily consecutive school weeks. The upper limit of the maximum number of hours of tuition per week and the upper limit of the maximum number of weeks may be subject to review by the Department of Education and Skills from time to time.

Who Can Apply?

The Applicant for this home tuition grant scheme is the parent/guardian of the student or the student herself if she is over 18 years of age at the time of application.

How to Apply?

The applicant must, using this application form, do the following:

- Step 1** Complete Section 1
- Step 2** Ensure Section 2 is completed by the School Principal
- Step 3** Enclose a medical certificate from their medical practitioner confirming pregnancy
- Step 4** Identify a person or persons who may be suitable tutors/s. The proposed tutor(s) should complete Section 3 and relevant appendices of this form. **The proposed tutor must be registered with the Teaching Council of Ireland** Further information regarding registration is available from www.teachingcouncil.ie or by emailing info@teachingcouncil.ie . **All tutors must have applied for and have been vetted by the Teaching Council of Ireland since 29th April 2016 via the Teaching Council's online vetting process prior to commencing the delivery of tuition.** If you have more than one tutor this section will need to be completed by each tutor proposed by you.

¹ A **recognised** school is a school recognised by the Minister for Education and Skills in accordance with section 10 of the Education Act, 1998.

Notes

1. Failure by the applicant to complete and return this application form **in full**, including associated documentation, may result in a delay in processing of the application. In some instances the form may need to be returned to the applicant for completion.
2. The information supplied on this form, including the Personal Public Service Number, will be shared between the school, TUSLA and the Department of Education and Skills for the purpose of processing home tuition applications.
3. Tutors and parents/guardians 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 will be forwarded to the Revenue Commissioners in accordance with current legislation.
4. 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 those outlined in the Department's registration with the Data Protection Commissioner your permission will be sought beforehand.
5. Applicants 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 by the Department of Education and Skills to the applicant of an approval letter confirming the date of commencement of the tuition. **Hence applicants must not enter into any agreement with their proposed tutors in anticipation of funding until confirmation by the Department that their application has been approved. The Department will only grant payment from the sanction date as set out in its letter of approval to the applicant.**
6. Once the application is approved, only the applicant who has signed the form and whose name appears on the letter of sanction will be in a position to make the claim for/receive information in relation to payment of the grant. This is to comply with Data Protection legislation.
7. Where an application is received from persons other than the parent of the child in question, it must include confirmation of guardianship, such as a placement order from TUSLA or a court order.
8. Since January 2015 the method of grant payment has changed for tutors engaged under this Scheme other than those engaged by The Child and Family Agency (TUSLA). A payroll method of payment was introduced for non- TUSLA tutors on foot of a direction from the Office of the Revenue Commissioners that home tuition grant payments are subject to statutory deductions at source. A separate more detailed payment information note is available to parents/guardians and tutors on the website of the Department at the following link:
<http://www.education.ie/en/Parents/Services/Home-Tuition/Payments.html>

**COMPLETED FORMS AND ALL RELEVANT DOCUMENTATION SHOULD BE
RETURNED TO THE FOLLOWING ADDRESS:**

**Department of Education and Skills
Home Tuition Approvals Unit
Parents, Learners and Database Section
Friar's Mill Road
Mullingar
Co. Westmeath**

**Contact Details: hometuitionapprovals@education.gov.ie
Phone Number: 0761 108581 or 0761 108575**

Do you plan to engage more than one tutor to provide tuition YES NO

If the answer is YES please state the number of hours tuition to be provided by each tutor.

Tutor 1: name _____ number of tuition hours per week: _____
Tutor 2: name _____ number of tuition hours per week: _____
Tutor 3: name: _____ number of tuition hours per week _____
Tutor 4: name _____ number of tuition hours per week _____

Please note that these are the tuition hours that will be approved for each tutor if your application is successful

DECLARATION

1. I, the applicant, consent to the information supplied by me in this form including my Personal Public Service Number (PPSN) and, where relevant, that of my child together with my child's medical certificate being shared between the school, TUSLA and the Department of Education and Skills for the purpose of processing this home tuition application.
2. In the event that my application is approved I further consent to my PPSN, name and address submitted to the Department of Education and Skills as part of this application together with payment details being forwarded by the Department to the Revenue Commissioners when payments of grants are made.
3. 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.
4. I understand the terms of the scheme and declare that the information contained in this form is accurate to the best of my knowledge.
5. I can confirm that the tutor I have nominated has been vetted by the Teaching Council of Ireland since 29th April 2016 and I have viewed the result of the tutors vetting search, known as a vetting disclosure, which the tutor can share through the Teaching Council's secure online vetting facility called Digitary.

Signature of Legal Guardian : _____
(if the student is over 18, she can sign here)

Relationship to Child: _____

Date: _____

Where a student is in the care of the TUSLA, this form must be signed by the child's legal guardian and the VAT Number must be provided :

Signature of Facility/Residential Unit Manager: _____

Print Name (BLOCK CAPITALS): _____

VAT Number _____

Date: _____

***Applicant must also sign section 3,
Appendix 2 - Form of Undertaking***

NOTE: The applicant under the Home Tuition Grant Scheme is the child's legal guardian. Where an application is received from persons other than the parent of the child in question, it must include confirmation of guardianship, such as a placement order from HSE/TUSLA or a court order. Where a child is in the care of the Child & Family Agency (CFA) the applicant in such instances is the CFA and the VAT number and address of the relevant CFA area must be provided.

Section 3

Engagement of Tutors

Tutors are engaged by the applicant i.e. Parent/Guardian/student (if over 18) and should be aware that the following conditions apply

1. No arrangements should be entered into with tutors in anticipation of funding until confirmation of sanction for the grant has been issued by the Department. Payment will not be made in respect of home tuition given prior to such sanction.
2. Applicants 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 a sanction letter confirming the date of commencement of the tuition, the duration of the tuition and the name of the proposed tutor(s).
3. **All Tutors must be vetted prior to commencing the delivery of tuition. Parents must satisfy themselves that all tutors have applied for and have been vetted by the Teaching Council of Ireland since 29th April 2016 via the Teaching Council's online vetting process.** Full information for Tutors in relation to the process of applying for vetting is available at: <http://www.teachingcouncil.ie/en/Vetting/Guide-to-applying-for-Vetting>. It should be noted that this is a requirement for all tutors and that the process can take approximately four weeks. Parents can confirm that tutors are vetted by viewing the result of the tutors vetting search, known as a vetting disclosure, which the tutor can share through the Teaching Council's secure online vetting facility called Digitary. Please note that each application for Home Tuition must be accompanied by a Statutory Declaration Form and a Form of Undertaking (Appendices 1 & 2 respectively of the relevant Application Form). The form of Undertaking is also signed by the applicant.
4. Home tuition grants are sanctioned to provide an individualised educational programme. Tutors must therefore provide tuition on a 1:1 basis as outlined in the sanction letter, tuition can be provided during weeks the student is attending school and during school holidays but **cannot take place on public and bank holidays or at weekends**, unless otherwise sanctioned by the Department.
5. **The Department requires that all tutors are registered with the Teaching Council of Ireland.** Tutors registered with the Teaching Council must grant permission to the Teaching Council for their details to be displayed on the website of the Teaching Council in order for this Department to verify that they have current registration. Further information is available from www.teachingcouncil.ie or by emailing info@teachingcouncil.ie.
6. As tuition takes place outside the usual school structure it is important that tutors are qualified to provide an educational programme appropriate to the level at which the child is to receive tuition. The Department's preference is for tutors to have qualifications appropriate to the sector of the student, for example a post primary recognised and registered tutor should provide tuition to a post primary student.

The proposed tutor must complete the following documentation (please note that only original forms will be accepted):

- Section 3: Details of Proposed Tutor, and sign declaration and undertaking at part 8 of Section 3
- Statutory Declaration (Section 3, Appendix 1). Please note that if a tutor previously submitted a completed Statutory Declaration to the Home Tuition Approval Unit in the current or previous calendar year, it will **not** be necessary to do so again, however they must indicate on Section 3 of the form the name of the student they tutored.
- Form of Undertaking (Section 3, Appendix 2). **Please note that this signature must also be witnessed by the Parent/Guardian.**

Where a tutor intends to provide Home Tuition to 3 or more children, and/or for 27 hours or more in any week, under any of the Department of Education and Skills home tuition schemes, further details will be sought from the proposed tutor before approval is given for the tuition to commence.

Payment of Grants under the Home Tuition Scheme

The home tuition grant is paid in accordance with the terms outlined in the letter of sanction.

Since January 2015 a payroll method of payment has been introduced for home tuition grants under this Scheme for tutors engaged by parents/guardians (other than The Child and Family Agency TUSLA). Where a tutor is engaged by TUSLA there is no change to the payment method. The grant payment will continue to be paid directly to TUSLA. TUSLA will in turn arrange for payment to the tutor. There is no provision to pay the grant directly to the tutor in these circumstances.

The payroll method of payment has been introduced on foot of a direction from the Office of the Revenue Commissioners that home tuition grant payments are subject to the statutory deductions of PAYE, PRSI and USC **at source**. The Department will make these deductions at source from the tutor's gross payment and will issue the tutor with a net payment. The PAYE, PRSI and USC deducted will then be sent by the Department to the Revenue Commissioners.

This payment method does not change the relationship between the tutor and the parent/guardian/applicant who engaged them. Under the Department's Scheme it continues to be the parent/guardian/applicant who engages the tutor and since January 2015 this Department acts as payroll agent **only** on behalf of that parent/guardian/applicant (other than cases where TUSLA engages the tutor).

The home tuition grant will be paid via the Department of Education and Skill's Non-Teaching Staff (NTS) Payroll. For payroll purposes the employers registered number is **9599516K**. To prepare for being paid on the NTS Payroll tutors (non-TUSLA) must inform their local Revenue Office that they are engaged as a home tutor under

this Scheme and will be paid on the Department of Education and Skills Non-Teaching Staff (NTS) Payroll. To do this the tutor will need the Department's registered number **9599516K** and their own **PPSN**.

The local tax office will then issue the tutor with a tax credit certificate and will also issue the NTS Payroll with a tax credit certificate. If the tutor does not receive a tax credit certificate they will be taxed at emergency rates.

The Department maintains details of **one bank account only** for payment purposes. If you are currently, or were ever employed as a teacher, SNA or other or you are a retired teacher and are (were) on any of the Department's payroll's the home tuition grant payment will issue to the bank account into which your current salary or pension is being paid or was previously paid into. If you wish to change your bank details or your address details you must complete a change of bank account form and/or a change of address form.

Further information for tutors (non-TUSLA) on being paid on a payroll is contained in the Department's website at the following link <http://www.education.ie/en/Parents/Services/Home-Tuition/Payments.html>

The home tuition grant is calculated based on the number of hours tuition provided and the qualification and registration status of the tutor. There are two grant rates: a standard rate and a modified rate.

The standard rate applies where a tutor has current registration with and is recognised by the Teaching Council of Ireland at the relevant school level (i.e. post primary qualified teacher providing tuition for a post primary student).

The modified rate applies where a tutor has current registration with the Teaching Council of Ireland and is recognised by the Teaching Council at a school level which is not appropriate to the sector of the student (i.e. a primary qualified tutor tutoring a post-primary level child.) It also applies to tutors registered with the Teaching Council who are retired and in receipt of a public service pension. Details of the current rates may be obtained by emailing the Home Tuition Payments Unit at hometuition@education.gov.ie

Note:

Under Departmental guidelines teachers who, choose to work-share or take unpaid leave or any approved leave of absence cannot be engaged to provide home tuition.

It should be noted that home tuition **cannot be delivered on bank holidays, public holidays, Saturday or Sunday.** No payment will be made by the Department for any tuition provided during these periods or for any tuition provided outside of the period set out in the Department's letter of sanction.

SECTION 3: DETAILS OF PROPOSED TUTOR**To be completed by Proposed Tutor****1. Tutor Details** (Please note that you must be registered with the Teaching Council)

Please ensure this section is **fully completed**, failure to do so **will lead** to a delay in the sanctioning of home tuition for this this child.

Name of student who is to receive tuition as per Section 1 above:	
Tutor's Name:	
Tutor's Address :	
Postcode	
Telephone Number:	
Tutor's email address:	
Teaching Council of Ireland Ref No:	
Tutor's PPSN :	
Tutor's Date of Birth:	
Tutor's PAYROLL No* (see * below)	
Are you in receipt of a pension from the Public Service e.g. former teacher, civil servant, HSE employee, semi-state employee, etc? You must state YES or NO and if YES you must state the type of pension	

* If you were previously or are currently paid on a Department of Education & Skills payroll. If you have never been on the payroll of the Department of Education & Skills, please leave blank.

2. Please give details of other children to whom you are or were delivering tuition under the Home Tuition Scheme: _____

3. I have been Garda vetted by the Teaching Council since 29th April 2016.

4. Home tuition grants are sanctioned to provide an individualised educational programme. Tutors must therefore provide tuition on a 1:1 basis unless otherwise sanctioned by the Department.

5. Tutors should also note that Home Tuition applicants should seek confirmation from them that since the date they signed the statutory declaration that there is nothing from a child protection perspective, in relation to the proposed tutor that would adversely affect the position of trust in relation to children in which they would be placed in by virtue of their engagement by the home tuition applicant where a grant is approved.

6. Tutors and parents/guardians should note that any information submitted to the Department in relation to this Home Tuition Grant Scheme including payment details may be forwarded to the Revenue Commissioners.

7. If there is more than one tutor employed to carry out the tuition for the above named child please indicate the number of hours in total you intend to provide tuition to this pupil

Total Number of Hours _____

8. Declaration and Undertaking

I declare I have read and understand the contents of this application form. I consent to the sharing of my information as provided in this form with the Department, other Government Departments and State Agencies for the purposes as outlined above.

I confirm that since the date on which I signed the attached statutory declaration, 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 should adversely affect the position of trust in relation to children in which I would be placed by virtue of my engagement by the above applicant at Section 1 above as a home tutor.

I undertake to show the applicant the Teaching Council Garda Vetting disclosure.

I also undertake to inform the applicant, as per Section 1 above, of any changes to the above stated position that may affect my suitability, from a child protection perspective, for continued engagement by them as a tutor.

I acknowledge and understand that any false or misleading information as to my conduct, character or personal background or any failure of mine to inform the applicant at Section 1 above of relevant changes that may affect my suitability from a child protection perspective, will constitute a breach of my contract of engagement with the above applicant who may terminate my contract forthwith.

Tutors Signature: _____ Date: _____

(Please ensure Appendix 1- Statutory Declaration and Appendix 2 - Form of undertaking are both fully completed and submitted with the completed Section 3 of the application form. *The Statutory Declaration Form at Appendix 1 must be signed/stamped by one of the following; Practising Solicitor/Commissioner for Oaths/Notary Public/Peace Commissioner. Originals of these forms are required – copies will not be accepted. If you have submitted Statutory Declaration Form in the current or previous calendar year, you are not required to submit it again.*

Please note that under no circumstances should tuition be provided by any tutor until written confirmation of sanction for the tuition has been issued by the Department. No payment will be made by the Department for any tuition provided by a tutor prior to such sanction.

Section 3 - Appendix 1: Must be completed by Tutors who have not previously submitted this form in the current or previous calendar year

In order to comply with child protection guidelines the following child protection related Statutory Declaration must be provided by all persons before being engaged as home tutors. A Statutory Declaration is regarded as valid if made in the same or previous calendar year. 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 engaged by the applicant/carer to deliver home tuition unless the person being engaged has previously provided that applicant with a statutory declaration which was made during the same or previous calendar year.

"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 being contracted for the delivery of home tuition.

Within a child protection context:

- I hereby confirm my irrevocable consent to the parents/guardian of the child to whom I have been requested to deliver home tuition and the Department of Education and Skills to the making of such enquiries as they deem necessary in respect of my suitability for the position, in respect of my application to be engaged as a home tutor for the child of the applicant.
- I hereby accept and confirm the entitlement of the parent/guardian of the child to whom I am delivering tuition, to reject my application or terminate my contract for service 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 of home tutor.
- I understand that any false or misleading information submitted by me in relation to my application for a home tutor or my continuing role as a tutor for the child in question will render me liable to automatic disqualification or terminate any contract for service with the applicant.

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 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 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 number _____ (document equivalent to a passport) _____ issued on _____ [date of issue] by the authorities of _____ [issuing state] which is an authority recognised by the Irish Government

Or

Refugee travel 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 number _____ 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__

Signed: _____

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

* Delete as appropriate

AFFIX OFFICIAL STAMP

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

Section 3 - Appendix 2

Form of Undertaking

I confirm that, since the date on which I signed the attached statutory declaration, 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 relation to children or vulnerable adults in which I would be placed by virtue of my position as a tuition provider to _____ (name of child).

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 tutor for the Home Tuition Programme.

I acknowledge and understand that any false or misleading confirmation as to my conduct, character or personal background or any failure of mine to inform the parent of the child to who I am delivering the Home Tuition Programme may affect my suitability, from a child protection perspective, will constitute a breach as my role as a tutor for the Home Tuition Programme and may be grounds for summary dismissal by the parent/guardian.

Please complete the following:

I am a qualified teacher and I am fully registered with the Teaching Council. Yes No

I have been vetted by the Teaching Council since 29th April 2016
 And I have shared the result of my vetting search, known as a vetting disclosure with this parent/guardian through the Teaching Council's secure online vetting facility called Digitary.

Yes No

Tutor: _____

Date: _____

Print Name (Tutor): _____

Witnessed by Parent/Guardian: _____

Date: _____

Print Name (Parent/Guardian) : _____

Before posting to the Department please check the following:

- **You have enclosed a medical certificate confirming pregnancy.**
- **Section 1** – has been fully completed (including declaration) completed and signed by applicant.
- **Section 2** – has been fully completed and signed by the school principal.
- **Section 3** – has been fully completed and signed by the proposed tutor. A separate Section 3 including appropriate appendices must be completed in respect of EACH proposed tutor. All proposed tutors are required to submit the following documents:
- **Statutory Declaration (Appendix 1)** signed by the tutor and witnessed by one of the following; Commissioner for Oaths/Peace Commissioner/Notary Public/Practising Solicitor. This form is not required if the proposed tutor has submitted a completed form to the Home Tuition Approval Unit within the current or previous calendar year, but you must include details of other children to whom the tutor is currently or has previously delivered tuition to.
- **Form of Undertaking (Appendix 3)** must be completed by all proposed tutors and signed by parent/guardian.

**COMPLETED FORMS TOGETHER WITH SUPPORTING DOCUMENTATION
SHOULD BE RETURNED TO THE FOLLOWING ADDRESS:**

**Department of Education and Skills
Home Tuition Approvals Unit
Friar's Mill Road
Mullingar
Co Westmeath**

**Email: hometuitionapprovals@education.gov.ie
Phone No: 0761 108581 – 0761 108575**

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 beforehand.