Form - HTMED1

APPLICATION FOR HOME TUITION FOR 2019/2020 SCHOOL YEAR FOR STUDENTS WITH A SIGNIFICANT MEDICAL CONDITION

Please read the following information carefully in conjunction with Circular 0043/2019 before completing the application form. The circular can be viewed at www.education.ie

Privacy Statement
The Department of Education and Skills, as far as is practicable and having regard to the resources available, provides for education and training for people resident in the State at a level appropriate to meet the needs and abilities of those people. The main purpose for which the Department requires the personal data provided by you is to determine eligibility for the Home Tuition Grant Scheme. The personal data provided may be shared with the HSE, TUSLA (Child and Family Agency), National Council for Special Education (NCSE), the Department of Children and Youth Affairs (DCYA), the Department of Education and Skills (including NEPS) and Revenue Commissioners for the purposes of determining eligibility for the Home Tuition Grant Scheme, in processing payments, to ensure there is no duplication of funding and for statistical purposes. The Privacy Notice outlining further information in relation to this Scheme can be found at https://www.education.ie/en/The-Department/Data-Protection/gdpr/parents-children/ath-2-06-2-07-10-6-privacy-notice-for-the-home-tuition-scheme.pdf. Full details of the Department's Data Protection policy setting out how we will use your personal data or that of your child, as well as information regarding your rights as a data subject, are available at https://www.education.ie/en/The-Department/Data-Protection/gdpr/gdpr.html. Details of this policy are also available in hard copy upon request from the address stated on page 6 of this form.

Section 1: Personal Details

(To be completed by Parents/Legal Guardian)

Failure to complete this form in full may result in a delay in the processing of the application. In some instances this form may need to be returned to the applicant for completion. It may take up to 15 working days to process home tuition applications as processing times can vary depending on the volume of applications received, and/or the type and complexity of the application.

* All Fields must be completed

Child's PPSN: Your child's Personal Public Service Number (PPSN) is a unique reference number that is to be used in all dealings with Public Service Agencies, including Revenue. If you need details of your child’s PPSN please contact the Department of Employment & Social Protection (DEASP) - Public Service Identity.

*Child's PPSN


*Forename of child: The child’s first name


*Surname of child: The child's surname


*Child's Date of Birth: 


Gender:

Male

Female

Have you previously applied for home tuition for this student? Yes ☐ No ☐

Are any of your other children in receipt of home tuition? Yes ☐ No ☐
Section 1
Personal Details
(To be completed by Parents/Legal Guardian)

*All fields must be completed

Parent/Legal Guardian PPSN: Your Personal Public Service Number (PPSN) is a unique reference number that is to be used in all dealings with Public Service Agencies, including Revenue. If you need details of your PPSN please contact the Department of Employment & Social Protection (DEASP) - Public Service Identity.

*Parent/Legal Guardian PPSN:

*Forename of Parent/Legal Guardian:

*Surname of Parent/Legal Guardian:

* Parent/Legal Guardian Address:

* Contact Telephone No: Parent/Legal Guardian primary contact number

*Email address: Parent/Legal Guardian primary e-mail address

Please note the last date for receipt of applications for 2019/2020 is 1st May 2020 for Post-Primary students and 29th May 2020 for Primary students
SECTION 2 (A)

Students enrolled in schools with a significant medical condition which has caused, and is likely to continue to cause, major disruption to their attendance at school.

MEDICAL DETAILS - To be completed by the student’s Doctor

| Name of student: |____________________________________________________| |
|------------------|------------------------------------------------------| |
| Student’s Medical Condition: |___________________________________________________| |
| In your opinion, will this condition continue to result in disruptions for long periods to the student’s school attendance? | Yes ☐ No ☐ | |
| Please give an estimate of the length of absence: |____________________________________________________| |
| Name of Doctor: |___________________________________________________| |
| Address: |_________________________________________________| |
| Phone No: |__________________________________________________| |
| Doctor’s Signature: |_________________________________________________| |
| Date: |__________________________________________________| |

SCHOOL DETAILS - To be completed by the School Principal

| Name of student: |____________________________________________________| |
|------------------|------------------------------------------------------| |
| Is the student currently enrolled in the school for 2019/20 school year? | Yes ☐ No ☐ | |
| If yes, state class level / year: |____________________________________________________| |
| Is the student currently in receipt of resources: | Yes ☐ No ☐ | |
| Please give details |____________________________________________________| |
| Please confirm that all of the absences listed below were as a result of the medical condition stated on the application for Home Tuition. | Yes ☐ No ☐ | |
| Has the Educational Welfare Services been notified of absences? | Yes ☐ No ☐ | |
| Name of School: |____________________________________________________| |
| School Roll No: |____________________________________________________| |
| Telephone Number: |____________________________________________________| |
| Email Address: |____________________________________________________| |

Only Attendance Details for the previous school year, i.e. 2018/2019 should be entered below

If the student attended a different school for 2018/19, attendance details should be sought from that school by the parent/legal guardian.

<table>
<thead>
<tr>
<th>Number of Days on which:</th>
<th>2018/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) the school was open:</td>
<td></td>
</tr>
<tr>
<td>(b) the student attended:</td>
<td></td>
</tr>
</tbody>
</table>

If you wish to provide the current school year’s attendance record, please attach a separate letter indicating current year’s attendance and the student’s last date of attendance in school, where applicable.

| Signature of School Principal: |____________________________________________________| |
| Date: |____________________________________________________| |
| School Stamp |____________________________________________________| |
SECTION 2 (B)
Applications on the basis of school phobia and/or associated depression/anxiety which has caused, and is likely to cause, major disruption to their attendance in school.

To be completed by School Principal

Name of student: ______________________________________________________

Is the student currently enrolled in the school for 2019/20 school year? Yes ☐ No ☐

If yes, state class level / year: ____________________________________________

Is the student currently in receipt of resources: Yes ☐ No ☐

Please give details________________________________________________________________

Please confirm that the absences listed below were on the basis of school phobia and/or associated depression/anxiety.  Yes ☐ No ☐

Has the Educational Welfare Services been notified of absences? Yes ☐ No ☐

If yes, please state when ____________________________________________

Name of School: ___________________________ School Roll No: ______________

Telephone Number: _________________________ Email Address:________________

Only Attendance Details for the previous school year, i.e. 2018/2019 should be entered below
If the student attended a different school for 2018/19, attendance details should be sought from that school by the parent/legal guardian.

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</table>

If you wish to provide the current school year’s attendance record, please attach a separate letter indicating current year’s attendance and the student’s last date of attendance in school.

Please outline details of any collaboration between the school, parents and relevant health professionals in relation to ongoing efforts to reintegrate the student into the school setting:

Please give details of engagement with the relevant support agencies (e.g. NEPS, EWO, Child and Adolescent Mental Health Services (CAMHS), TUSLA (Child and Family Agency), HSE, NCSE)

Signature of School Principal: ___________________________ Date: ______________

School Stamp:  Continued on next page
SECTION 2 (B)

Applications on the basis of school phobia and/or associated depression/anxiety which has caused, and is likely to cause, major disruption to their attendance in school.

Please refer to Section 3 Category (c) of Circular 0043/2019

A separate report from a psychologist/psychiatrist must be attached to this application form which should clearly:

- Confirm the diagnosis of school phobia and/or associated depression/anxiety
- Provide details of medical or therapeutic intervention plans in place with a view to reintegrate the student back into their school including a recommencement date
- Plan for re-integration of student back into their school
- Indicate that absence from school was/is required to facilitate appropriate medical or therapeutic intervention
- Detail engagement with the relevant support agencies (e.g. School, Child and Adolescent Mental Health Services (CAMHS), TUSLA (Child and Family Agency), HSE)

It is not the role of diagnosing professionals to recommend Home Tuition as an alternative to school. Such recommendations will not be taken into consideration when determining an application.
Important Notices

1. Please note that Sections 1 and (2A or 2B) and Section 3 of the Application Form may be sent to this Department, prior to sourcing a tutor, in order to establish if the child is, in the first instance, eligible for home tuition.

2. Tuition cannot commence until tutor details, i.e. Section 4, Appendix 1 and Appendix 2, are received, approved by this Department and a full sanction letter has issued to the parent/legal guardian setting out dates, tutor details and terms & conditions of the tuition.

3. If you intend to engage more than one tutor you must notify this Department in advance for approval, stating the number of hours tuition to be provided per week by each tutor.

4. Post-primary students who are undertaking study of subjects for Junior and Leaving Certificate Examinations need to read carefully the requirements of the State Examinations Commission for practical coursework. The subjects with practical coursework are listed at www.examinations.ie. If the State Examinations Commission requirements are not met, this may result in a student not being able to achieve all of the marks available for the subject.

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 the Home Tuition Circular 0043/2019

3. I confirm that it is in order to have this application form and any associated documents processed 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 confirm that it is in order to have my child assessed by a psychologist nominated by the Department should the Department consider it necessary.

Applications for home tuition are accepted in the knowledge that personal information supplied, including PPSN, will be used in determining eligibility for home tuition, in processing payments and for statistical purposes. Personal information may be shared between the HSE, TUSLA (Child and Family Agency), National Council for Special Education (NCSE), Department of Children and Youth Affairs (DCYA), The Revenue Commissioners and the Department of Education and Skills, including NEPS, for the reasons stated and to ensure that duplicate funding does not occur.

Signature of Parent/Legal Guardian: ____________________________________________
(Same as person named on Page 2 of Application Form)

Relationship to Child: _______________________________________________________

Date: ____________________________

Forms should be returned to the following address:
Home Tuition Unit
Special Education Section
Department of Education and Skills
Cornamaddy
Athlone
Co. Westmeath N37 X659
SECTION 4
For completion by proposed Tutor
The Statutory Declaration Form and the Form of Undertaking must be completed by the Tutor
(Appendices 1 & 2 respectively of the Application Form)

* All Fields must be completed

Tutor PPSN: Your Personal Public Service Number (PPSN) is a unique reference number that is to be used in all dealings with Public Service Agencies, including Revenue. If you need details of your PPSN please contact the Department of Employment & Social Protection (DEASP) - Public Service Identity.

*Tutor PPSN:

*Tutor Forename:

*Tutor Surname:

*Tutor Date of Birth:

D D M M Y Y Y Y

*Address:

*Email address: Your primary e-mail address.

*Contact Telephone No: Your primary contact number.

*I am currently registered with the Teaching Council  Yes ☐  No ☐
(Please note that it is a requirement of the scheme that all tutors are registered with the Teaching Council of Ireland)

*Teaching Council No:

*Are you currently in receipt of payment of a Public Service Pension e.g. former teacher, civil servant, HSE employee, semi-state employee, etc.?  Yes ☐  No ☐

If Yes, you must state the type of pension__________________________

*If you have applied to deliver tuition under this Scheme to other children please indicate no. of children:  (Where you intend to tutor 2 or more children, further details will be required before approval is given for the tuition to commence.)

Note: If you are currently availing of any of the following paid or unpaid schemes – maternity leave, sick leave, disability pension, early retirement schemes or any approved leave of absence you are not eligible to deliver home tuition. If you are on a career break or job-sharing you should refer to the web book “Terms & Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools” with regard to your eligibility to work as a tutor.
Appendix 1 - To be completed by all tutors providing Home Tuition

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. 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 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 persons by virtue of my appointment to deliver home tuition.

I am aware that I am not now, or in the future, required to disclose to the parents/legal guardians of the child by whom I have been nominated to deliver home tuition, details of any conviction regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, but that, in accordance with section 10 of that Act, this does not however apply in the case of any conviction in respect of offences specified in Part 1 or 2 of Schedule 1 of that Act or those specified in Schedule 3 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016.

Within a child protection context:

- I hereby confirm my irrevocable consent to the parents/legal guardians 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 parents/legal guardians 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/legal 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.

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__

Signed:
*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

(Please note signatures from members of An Garda Síochána are not accepted)
Appendix 2

Form of Undertaking

I can 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 student).

I also undertake to inform the parents/legal guardians of the student 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 am aware that I am not now, or in the future, required to disclose to the parents of the child to whom I am delivering Home Tuition details of any conviction regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, but that, in accordance with section 10 of that Act, this does not however apply in the case of any conviction in respect of offences specified in Part 1 or 2 of Schedule 1 or those specified in Schedule 3 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

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 parent of the student to who I am delivering the Home Tuition Programme may affect my suitability, from a child protection perspective, will constitute a breach of my role as a tutor for the Home Tuition Programme and may be grounds for summary dismissal by the parent/legal guardian.

I have carefully read and understand the Home Tuition Grant Scheme Circular 0043/2019.

I confirm that I am fully registered with the Teaching Council.

I confirm that I am currently vetted by the National Vetting Bureau and I shared the result of my vetting search, known as a vetting disclosure, with this parent/legal guardian through the Teaching Council’s secure online IT solution, called Digitary.

<table>
<thead>
<tr>
<th>Tutor Name: Block Capitals</th>
<th>Tutor: Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Date: ___________________________

I understand that I must request a newly issued vetting disclosure in circumstances where I am engaging the tutor for the first time or if I have previously engaged the tutor, I may consider whether a newly issued vetting disclosure is necessary. (see Section 5 of Circular 0043/2019)

I can confirm that the tutor I have nominated is currently vetted by the Teaching Council and I have viewed the result of the tutors vetting search through the Teaching Council’s secure online IT solution, called Digitary.

I understand Garda vetting does not provide clearance for persons to work with children. It simply provides particulars of any criminal record and/or specified information in respect of the person concerned or where there is no criminal record or specified information states this fact. The decision on the suitability of a person to work with the child is ultimately a matter for the parent/legal guardian.

<table>
<thead>
<tr>
<th>Parent/Legal Guardian Name in Block Capitals</th>
<th>Parent/Legal Guardian Signature</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

Date: ___________________________

Parent/Legal Guardian Name in Block Capitals (same as person named on Page 2 of Application Form)
Before posting to the Department please check the following

**SECTION 1: Personal Details**
I have completed all child and parent/legal guardian details as requested including PPSN and contact details.

**SECTION 2(A): Medical Condition**
The student’s Doctor has completed all details on page 3 as requested, including confirmation of medical condition and expected length of absence from school, where applicable.
The student’s school Principal has completed all details on page 3 as requested, including school roll number, school stamp and 2018/2019 attendance details.

**SECTION 2 (B): School Phobia/Anxiety**
The student’s school Principal has completed all details on page 4 as requested including school roll number, school stamp and 2018/2019 attendance details.
A separate report from the student’s Psychologist/Psychiatrist is included with the application.

**SECTION 3: Declaration**
I have read the Important Notices on Page 6.
I have read carefully, and signed, the Declaration on page 6.

**SECTION 4: Tutor Details**
I can confirm all tutor details as requested, including PPSN, Teaching Council Number, and contact details have been completed.

**APPENDIX 1** –Statutory Declaration has been completed in full, signed and stamped.
**APPENDIX 2** –Form of Undertaking has been completed and signed by tutor and witnessed by the parent/legal guardian.
I have provided a breakdown of hours for additional tutors, where relevant.

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

**October 2019 mid-term break:** 28th October 2019 to 1st November 2019 inclusive

**Christmas 2019:** 23rd December 2019 to 3rd January 2020 inclusive

**February 2020 mid-term break:** 17th February 2020 to 21st February 2020 inclusive

**Easter 2020:** 6th April 2020 to 17th April 2020 inclusive

**Bank Holidays:** All bank holidays which fall within the school year

It should also be noted that Home Tuition should reflect the school day and be provided between (9am – 6 pm). Home Tuition should not take place during school holidays, bank holidays and weekends.