Form - HTSEN1

APPLICATION FOR HOME TUITION FOR 2018/2019 SCHOOL YEAR
FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Please read the following information carefully in conjunction with Circular 0041/2018 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 7 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 Social Protection (DSP) Client Identity Services.

*Child’s PPSN


*Forename of child: The child’s first name


*Surname of child: The child’s surname


*Child’s Date of Birth: Gender:

D D M M Y Y Y Male

Female

Have you previously applied for home tuition for this pupil?

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 Social Protection (DSP) Client Identity Services.

**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 give details of proposed home tuition programme:

*Note: Do not send in assessments or reports with this application – these should only be provided to the SENO

Please note that the last date for receipt of applications for early intervention or primary-aged children is 31st May 2019

**Important notice:** If your child has turned 3 years of age, skip to page 5 of the Application Form (Section 2(B))
SECTION 2(A)

Children aged between 2½ years and 3 years of age with an Autism Spectrum Disorder based on the DSM V or ICD 10 criteria.

This part to be completed by the Parent/Legal Guardian

Name of child: ______________________________________________________________

I confirm that I have consulted with the National Council for Special Education (NCSE) with regard to sourcing an educational placement for when my child reaches their third birthday, and supplied all the relevant associated reports to the NCSE. 

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 for the remainder of the 2018/2019 school year from the date on which they reach 3 years of age.

Will the child be availing of any of the following supports during 2018/19 school year?

- Early Intervention class attached to a mainstream or special school
- Early Intervention settings attached to HSE funded service providers.
- Pre-school settings supported by the Early Childhood Care & Education Scheme (ECCE).
- Pre-school settings supported by HSE grant aid or HSE funded Pre-School Assistant.

Yes  [ ]  No  [ ]

If yes, please provide the following information

Start Date: _______________  Number of hours per week: _______________

Details of supports received

Name and address of facility and contact details

Please Note
If the child avails of one of the schemes after the application for the Home tuition grant has been processed, parents/legal guardians must notify this Department immediately.

Continued on next page
## SECTION 2(A)

**Children aged between 2½ years and 3 years of age with an Autism Spectrum Disorder based on the DSM V or ICD 10 criteria.**

### Special Educational Needs Organiser(SENO) response to parent/guardian following receipt of application form in relation to Department of Education and Skills Home Tuition Grant Scheme 2018/2019.

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<thead>
<tr>
<th>Child’s Name</th>
<th>Child’s Date of Birth</th>
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**Please complete all sections with either ✔ or N/A, where applicable**

1. Professional reports provided confirm relevant diagnosis.
   *Please note that a diagnosis stating that a child has autistic traits is not acceptable in this context.*

2. The child has a diagnosis of

3. Child is currently ineligible for DES Early Intervention class placement, i.e. less than 3 years of age

4. **SENO has indicated that it is the responsibility of parent/legal guardian to seek school placement and enrolment for when the child turns 3 years of age.**

5. SENO has provided details in relation to schools offering ASD specific provision, including Early Intervention classes attached to mainstream schools, when the child turns 3 years of age.

6. **SENO can confirm that placement is to be accessed in the following school when __________________ is 3 years of age.**

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Expected date of commencement</th>
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Parent/legal guardian may wish to access, “Choosing a School. A Guide for Parents and Guardians of Young People with Special Educational Needs”, a publication which is accessible on the website of the National Council for Special Education, [www.ncse.ie](http://www.ncse.ie)

Contact details of Special Educational Needs Organisers (SENO) can also be found on [www.ncse.ie](http://www.ncse.ie)

<table>
<thead>
<tr>
<th>SENO Name</th>
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<th>Signature</th>
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<table>
<thead>
<tr>
<th>SENO Area</th>
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SECTION 2 (B)

Children with Special Educational Needs who are seeking an educational placement, including children with ASD and aged from 3 years upwards.

This page to be completed by the Parent/Legal Guardian for:

A. Children between 3 and 4 years of age who have been assessed with an Autism Spectrum Disorder (ASD) based on the DSM V or ICD 10 criteria and for whom an early intervention placement is not available, as confirmed by the National Council for Special Education (NCSE).

B. Children over 4 years of age who have been assessed with an Autism Spectrum Disorder (ASD) based on the DSM V or ICD 10 criteria with a recommendation for an early intervention placement (who will not reach the age of 6 during the 2018/19 school year) and for whom an early intervention placement is not available, as confirmed by the NCSE.

C. Children with Special Educational Needs, including children with an Autism Spectrum Disorder (ASD), over the age of four where a school placement (including a placement in an early intervention class, if such a placement is specified in the assessment) is not available as confirmed by the NCSE. 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.

❖ I confirm that I have consulted with the NCSE with regard to sourcing an educational placement for my child, and supplied all the relevant associated reports to the NCSE.

❖ I confirm that there is no early intervention/school placement available for my child.

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 for the remainder of the 2018/2019 school year.

Will the child be availing of any of the following supports during 2018/19 school year?

- Early Intervention class attached to a mainstream or special school
- Early Intervention settings attached to HSE funded service providers.
- Pre-school settings supported by the Early Childhood Care & Education Scheme (ECCE).
- Pre-school settings supported by HSE grant aid or HSE funded Pre-School Assistant.

Yes [ ] No [ ]

If yes, please provide the following information

Start Date: [ ] Number of hours per week: [ ]

Details of supports

Name and address of facility and contact details

Please Note

❖ Where a child is attending an early intervention setting or pre-school setting (excluding Early Intervention classes in mainstream and special schools) the home tuition hours allocated will be the difference between the hours approved in the pre-school, or early intervention setting, and the maximum Home Tuition hours for which the child would normally be eligible for under the terms of this Scheme.

❖ It should be noted that the maximum number of hours which can be availed of under the above schemes is 20 hours per week.

❖ If the child avails of one of the above-named schemes after the application for the Home tuition grant has been processed, parents/legal guardians must notify this Department immediately.
### Special Educational Needs Organiser(SENO) response to parent/guardian following receipt of application form in relation to Department of Education and Skills Home Tuition Grant Scheme 2018/2019.

**Please complete all sections with either ✓ or N/A, where applicable**

| 1. | SENO has been furnished with the relevant assessments/reports to assist the NCSE with identifying for the parent a school placement. |
| 2. | The child has a diagnosis of |
| 3. | SENO can confirm that the parent/legal guardian has provided me with documentary evidence of the schools that they have already applied to and pursued with regard to placements for the child. |

| 4a. | Professional reports provided do not indicate that ______________ requires specialist provision placement. Placement should be sought in a mainstream setting. |
| OR | |
| 4b. | Professional reports provided indicate that ______________ requires a place in: |
| ASD Early Intervention Class (4 yrs+) | ASD Special Class | Special School | Special class(other) |
| OR | |
| 4c. | For a child aged 3-4 years, no recommendation in respect of Early Intervention Class placement is required |

| 5a. | SENO confirms that there is currently no educational placement available. * |
| OR | |
| 5b. | SENO can confirm that the following schools may currently have places available. |

It is the responsibility of a parent/legal guardian to enrol their child in a school placement. Failure to enrol a child in a school placement at any point during the academic year will not give rise to eligibility for Home Tuition.

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Telephone</th>
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</tbody>
</table>

| 6. | SENO can confirm placement has been offered in the following school |

<table>
<thead>
<tr>
<th>School</th>
<th>Address</th>
<th>Expected commencement date</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>


Contact details of Special Educational Needs Organisers, (SENO) can also be found on the NCSE website.

*Where no placement is available for a child who will reach the age of 6 during the school year, the SENO must advise the parent to contact the Education Welfare Service(EWS). SENOs must work with the EWS, the parent/legal guardian and local schools to secure a school placement at the earliest opportunity. Home Tuition may be approved as an interim measure only until the SENO confirms a placement for the child has been provided.*

<table>
<thead>
<tr>
<th>SENO Name</th>
<th>Block Capitals</th>
<th>Signature</th>
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</thead>
<tbody>
<tr>
<td>SENO Area</td>
<td></td>
<td>Date</td>
</tr>
</tbody>
</table>

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6 HTSEN1
Section 3

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. For post-primary students who are undertaking study of subjects for Junior and Leaving Certificate Examinations the requirements of the State Examinations Commission for practical coursework need to read carefully. 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.

Declaration

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 0041/2018

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: ________________________________

Relationship to Child: ____________________________________________

Date: ____________________________

Forms should be returned to the following address:
Home Tuition Unit
Special Education Section
Department of Education and Skills
Cormadaddy
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

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tutor PPSN:</td>
<td>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 Social Protection (DSP) Client Identity Services.</td>
</tr>
<tr>
<td>Tutor Forename:</td>
<td></td>
</tr>
<tr>
<td>Tutor Surname:</td>
<td></td>
</tr>
<tr>
<td>Tutor Date of Birth:</td>
<td>D D M M Y Y Y Y</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Email address:</td>
<td>Your primary e-mail address.</td>
</tr>
<tr>
<td>Contact Telephone No:</td>
<td>Your primary contact number.</td>
</tr>
<tr>
<td>I am currently registered with the Teaching Council</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>(Please note that it is a requirement of the Scheme that all tutors are registered with the Teaching Council of Ireland)</td>
<td></td>
</tr>
<tr>
<td>Teaching Council No:</td>
<td></td>
</tr>
<tr>
<td>Are you currently in receipt of payment of a Public Service Pension e.g. former teacher, civil servant, HSE employee, semi-state employee, etc.?</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>If Yes, you must state the type of pension</td>
<td></td>
</tr>
<tr>
<td>If you have applied to deliver tuition under this Scheme to other children please indicate no. of children:</td>
<td>(Where you intend to tutor 2 or more children, further details will be required before approval is given for the tuition to commence.)</td>
</tr>
</tbody>
</table>

**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 of that Act 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 0041/2018.**

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.

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

**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 that I must request a newly issued vetting disclosure in circumstances where I am engaging the tutor for the first time.

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: Block Capitals</th>
<th>Parent/Legal Guardian: Signature</th>
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<tr>
<td>Date:</td>
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**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.

*Note: Do not send in assessments or reports with this application – these should only be provided to the SENO*

**SECTION 2(A): 2½ - 3 years**

I have read the information on Page 3 and completed details of any additional supports.

Page 4 has been completed and signed by the SENO.

**SECTION 2 (B): 3+ no placement**

I have read the information on Page 5 and completed details of any additional supports.

Page 6 has been completed and signed by the SENO.

**SECTION 3: Declaration**

I have read the Important Notices on Page 7.

I have read carefully, and signed, the Declaration on page 7.

**SECTION 4: Tutor Details**

I can confirm all tutor details as requested including PPSN number, 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.

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**Important Notice**

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

- **October 2018 mid-term break:** 29th October 2018 to 2nd November 2018 inclusive
- **Christmas 2018:** 24th December 2018 to 4th January 2019 inclusive
- **February 2019 mid-term break:** 18th February 2019 to 22nd February 2019 inclusive
- **Easter 2019:** 15th April 2019 to 26th April 2019 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.