



Home Based July Provision Grant Scheme 2018 Information Note

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1 Introduction

This document provides information on the Home Based July Provision Grant Scheme 2018.

2 Purpose of the July Provision Programme Grant Scheme

The July Provision Programme Grant Scheme is to provide funding towards an extended school year for children with a severe or profound general learning disability or children with an Autism Spectrum Disorder (ASD). The extended year is commonly known as July Provision or the July Education Programme and may also be referred to as the Extended School Year Scheme.

There are two elements to the July Provision Scheme

- (a) **School Based July Provision** – Schools that have special classes for autism and/or severe and profound learning disability can participate in the July Programme. The Department has contacted all eligible schools to invite them to participate. Further information on the school based scheme can be found on the Department's website at www.education.ie

(b) **Home Based July Provision** Grant Scheme – where eligible students cannot be accommodated in a school based programme, funding may be provided towards the provision of 40 hours home based tuition.

Where the student's school is running the programme, the child must avail of the school based July Provision.

In 2018, Home Based July Provision for primary school children will run from 2nd – 27th July inclusive. There will be no provision to make payment in respect of tuition provided outside of those dates. Post primary students may commence on June 5th and run for four consecutive weeks.

3 Application Process & General Information

The application process consists of 2 elements

- a) Submission of a completed application form by parent/guardian
- b) Formal approval from Department of Education & Skills to commence tuition

The application form consists of 4 parts, all of which must be completed in full and submitted to the Department as one application. Any parts of the form submitted individually will be returned unprocessed.

Part 1 – Child and Parent/Guardian details

Part 2 – School Details

Part 3 – Tutor details – qualification, registration and vetting requirements

Part 4 – Parental Declaration

Please note the following important information

- All four parts completed in full are required in respect of each application
- **The Department does not keep lists of tutors available to carry out Home Based July Provision.**
- To source a tutor for Home Based Provision for a child parents/guardians should advertise in local libraries/shops/community notice boards/newspapers or on education related websites. Local schools may keep lists of tutors interested in July Provision.
- Parents/Guardians are advised to source a tutor at the earliest possible opportunity to allow for applications for registration/vetting to be made by the tutor to the Teaching Council of Ireland, if necessary.
- Failure to complete the form in full will result in processing delays.
- Tuition must not commence until formal approval has been received from the Department.
- The Declaration on page 7 of the Application Form confirms it is in order for this Department to share information, including PPSN, between the Revenue Commissioners, NCSE and the Department of Education and Skills to determine eligibility for the Home Based July Provision Grant Scheme, in processing payments and for statistical purposes.

- The Department may also share information with the Teaching Council of Ireland in order to validate information provided by the tutor on the application form.
- This information note, together with all relevant information, will be available to download from the Department's website - www.education.ie by selecting the "Parents" option on the home page.
- All tutors providing home tuition, including July Provision, must be registered with the Teaching Council of Ireland. The registration must be valid for the duration of the tuition up to and including payment.
- Students completing primary school in June 2018 and moving to post primary in Aug/Sept 2018 are considered as primary school students for the purposes of July Provision 2018.
- Priority will be given to applications received on or before **4th May 2018**.
- The closing date for receipt of applications to avail of the Home Based July Provision Grant Scheme is **18th May 2018**. Applications will not be accepted after this date.

Important Notice

Before commencement of Home Based July Provision, all parents should be mindful of additional risks or potential dangers that may arise where new staff are recruited who may not be familiar with some students' highly complex medical or behavioural needs.

4 Eligibility for the Home Based Programme

- A) Pupils enrolled in a special school or in a special class in a mainstream school and who have an ASD diagnosis and/or a severe/profound General Learning Disability are eligible for home based provision if **the school* in which the child is enrolled is not providing the school based programme.**

Where the pupil's school is providing the school based programme the pupil will not be eligible for the home based programme.

- B) Pupils with an ASD diagnosis who are enrolled in mainstream classes in a school are also eligible for the home based programme.

The programme is not available to children who have yet to start school including those due to commence primary school in September 2018

***In this Information Note "school" refers only to a school as recognised under Section 10 (3) of the Education Act 1998**

5 Allocation of hours for the Home Based Programme

The total number of hours allocated are stated clearly in the sanction letter. No payment will be made for tuition hours in excess of the number sanctioned. The maximum number of hours available under Home Based July Provision is 10 hours per week for 4 weeks in July.

Tuition must be provided between 9am and 6pm, Monday to Friday only. Tuition is provided on a 1:1 basis (exceptions may apply in the case of siblings (ref. paragraph 6 below).

Should you wish to enter into a group arrangement with other parents of children for whom Home Based July Provision has been approved you must notify this section in advance for approval. Should you wish to avail of a third party educational provider, the DES can discuss the application and associated details with the third party provider and will pay the provider directly. It is also a condition of the scheme that the parent/guardian confirms their child's attendance with the third party provider.

6 Allocation of hours in respect of siblings

Allocations to siblings are reflective of the school grouping principle. This is where one teacher is allocated to a class of six pupils at the appropriate educational level, primary or post primary. The age or ability of siblings is reflected in their education level as determined by education and health professionals.

In general where a child is receiving their education in a class setting with other children of mixed age and ability, this should carry through to their July Provision. Accordingly it is considered appropriate, as in a school situation, that a tutor can provide tuition at the appropriate educational level to more than one sibling at that level simultaneously in the home. In such circumstances a combined allocation will be sanctioned and the children must be tutored together.

However, in recognition of the differentiated needs of some siblings, applications for separate allocations will be considered on a case by case basis. Applications in this regard will require supporting documentation, including professional reports from a psychologist or a letter from the principal of the school, detailing the existing arrangements currently in place for the respective children and providing reasons why they cannot be tutored together in the home.

7 Criteria for the Provision of Grant Aid

Qualifications of tuition providers and requirements

As tuition takes place outside the usual school structure it is important that home tutors are qualified to provide an educational programme. Accordingly, it is a condition of the scheme that parents must recruit a tutor who is;

- a) **Qualified in the sector in which the tuition is being provided**
- AND**
- b) **Registered with the Teaching Council of Ireland.**

Note: The teaching council registration must be valid for the duration of the scheme up to and including payment.

Where all efforts have failed to secure the services of a teacher qualified to teach in the sector concerned, the Department may consider the engagement of a person **who is registered with the Teaching Council** and has a primary degree (minimum Level 7 on the National Framework of Qualifications) in a relevant area.

It is a requirement of the scheme that Tutors have to notify the Teaching Council of Ireland to make their details available on the Teaching Council website in order for this Department to verify that teachers have current registration. This is done by sending notification to the Council. Further information is available on www.teachingcouncil.ie

To be eligible for the qualified rate of payment, a tutor must be registered and recognised by the Teaching Council of Ireland in the sector (primary or post-primary) in which the tuition is being provided.

Tutors, who are retired, who are registered with the Teaching Council of Ireland and who are in receipt of payment of a public service pension will be paid at the modified rate.

Parents/Guardians are not permitted to act as tutors for their children under the scheme.

The requirement that parents should source a third party tutor is clear from the terms and conditions provided to applicants. It is important that this Department is able to satisfy itself that the tuition has been delivered in line with the conditions of the scheme and that the funding available is used for the intended purpose. This can only be fully achieved by parents verifying that the tuition was delivered in accordance with the sanction received and by tutors verifying that they provided the tuition.

Acting as a tutor for multiple children

Where a tutor intends to provide tuition to 3 or 4 children, a timetable detailing the provision of hours will be required before approval is given for the tuition to commence. Four is the maximum number of children to which individual tuition can be provided.

Not eligible to deliver tuition

Teachers who 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 are **not eligible** to deliver the tuition. Teachers who are on a career break should refer to the web book Terms & Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools with regard to their eligibility to work as a tutor. The maximum days in the primary sector is 90 days, in post primary it is a maximum of 300 hours in a school year.

Vetting Arrangements for Tutors

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 Based July Provision Grant must be accompanied by a Statutory Declaration Form and a Form of Undertaking (Appendices 1 & 2 respectively of the relevant Application Form). A Statutory Declaration is regarded as valid if it is made in the same or previous calendar year.

8 Child Protection Issues

Children First: National Guidance for the Protection and Welfare of Children 2011 promotes the protection of children from abuse. It sets out what organisations need to do to keep children safe, and what different bodies and the general public should do if they are concerned about a child's safety and welfare.

Information on Child Protection issues can be obtained by accessing the following:

<http://www.education.ie/en/Parents/Information/Child-Protection/Child-Protection.html>

As Home Based provision takes place outside the usual school structure, parents should be mindful of additional risks or potential dangers involved in engaging tutors in a private arrangement.

- Parents should satisfy themselves that tutors are aware of their child's medical or behavioural needs.
- In addition to vetting disclosure, parents may request references and/or employment history in order to satisfy themselves regarding the suitability of the person to carry out tuition with their child.

9 Payment Procedures

To receive payment under the 2018 programme, parents/guardians **must** submit a Payment Claim Form **after** the tuition has been provided.

All tutors who provide tuition to students in accordance with the sanction approved under the July Provision Programme will be paid directly via the Department of Education and Skills Non-Teaching Staff Payroll.

The Payment Claim Form will be provided to the parent/guardian with the sanction letter. Both the parent and tutor must familiarise themselves with the requirements of the Payment Claim Form. The form will also be available to download from the Department's website. A Payroll Information Note and FAQ document will also be available on the Department's website.

The completed Payment Claim Form should be submitted as soon as all tuition has been provided as sanctioned under the scheme. The latest date for receipt of Payment Claim Forms is **7th August 2018**.

Payments to all tutors in respect of Home Based July Provision 2018 will be made on the common pay date of **1st November 2018**.

10 Queries and appeals

Parents may appeal decisions taken under the terms of this (notice/circular). Appeals will be considered by an official of at least one rank above the official whose decision is under appeal.

Parents will be notified in writing of the outcome of their appeal within 7 working days of receipt of the appeal.

Queries and appeals in relation to the July Provision Home Based Programme must be addressed to:

July Provision Unit
Special Education Section
Department of Education & Skills
Cornamaddy, Athlone
Co. Westmeath
N37 X659

Contact No: 090 648 3839
Email Address: JulyProvision2018@education.gov.ie
Web site: www.education.ie

**Priority will be given to applications received on or before 4th May 2018.
Applications will not be accepted after 18th May 2018.**

11. Important Information for Tutors

Do I need to be registered with the Teaching Council of Ireland?

All tutors must be currently registered with the Teaching Council of Ireland prior to the commencement of the Programme. **The registration must remain valid for the duration of the tuition up to and including the payment date.**

Do I need to be Garda Vetted?

All tutors must be Garda vetted by the Teaching Council of Ireland prior to the commencement of the Programme.

I am not currently vetted, what should I do?

You should contact the Teaching Council of Ireland immediately at www.teachingcouncil.ie for advice.

I am in receipt of a public service pension – can I provide tuition?

Persons who are in receipt of payment of a public service pension may provide tuition provided they meet the other eligibility criteria for tutors (refer [Section 7](#) of the Information Note), have a current registration with the Teaching Council and are garda vetted. Due to your public service pension, the rate of payment for this programme is at the **modified** rate.

Can I provide tuition to more than one child?

Yes. However it should be noted that the tuition must be provided in accordance with the terms of the sanction letter. Should you wish to provide tuition to 3 or more children a timetable detailing the provision of hours will be required before approval is given for the tuition to commence. Please refer to [Paragraph 6](#) regarding the tuition of siblings.

When can I start tuition?

Tutors should not commence tuition until they have sight of the Department's sanction letter outlining the terms and conditions of the scheme.

12. Payment Process

How is payment made for Tuition provided to my child under Home Based July Provision?

NEW ARRANGEMENTS from 2016 onwards

Since 2016, all payments due under the Home Based July Provision are made directly by the Department to the approved tutor. The Department will act solely as a payroll agent. Further information is available on the Payroll Information Note and FAQ document on the Department's website. <http://www.education.ie/en/Parents/Services/Home-Tuition/Home-Tuition-Payroll-information-note-for-home-tutors-HT4-SEN-.pdf>

Parents/guardians and tutors must complete the relevant sections of the payment claim form verifying that tuition was provided in accordance with sanction.

What is the rate of pay?

The rate of payment to the tutor will be listed in the Department's letter of sanction. A more detailed payment information FAQ is available on the website of the Department at www.education.ie under July Provision. It is recommended that parents familiarise themselves with the payment process before tuition under the programme commences.

13. Frequently Asked Questions (FAQ)

- ***When should I submit my application?***

All applications are dealt with in strict date-received order, therefore, it is important to submit your application as soon as it is completed. Priority will be given to applications received before the 4th May 2018. Applications will not be accepted after the 18th May 2018. Please note that all four parts of the application must be submitted as one. Incomplete application forms or parts of application forms submitted individually will be returned to the applicant. This will result in a delay in issuing sanction.

- ***When will I be notified if my application has been approved?***

All applications received before the closing date will be processed in date received order and a sanction letter will issue confirming the terms and conditions of the sanction once processed. Therefore, it is in the interest of applicants to submit their application at the earliest opportunity.

- ***Can I appeal the decision?***

Yes. An applicant may appeal any decision made in respect of their application. The appeal should be made in writing within 14 days from receipt of decision to the July Provision Unit at the address provided under Section 10 above and should include any supporting documentation relevant to the appeal.

Appeals will be considered by an official of at least one rank above the official whose decision is under appeal. Applicants will be notified in writing of the outcome of their appeal within 7 days of the appeal being received.

- ***How do I find a tutor?***

It is the responsibility of the applicant to source a tutor. This Department does not keep lists of tutors available to carry out Home Based July Provision. It may be helpful to contact local schools in the first instance or, alternatively, the Department is aware that many parents use education provider websites to advertise for tutors or indeed place advertisements in local newspapers or on shop/community notice boards.

- ***I want to work as a tutor, how do I register my interest?***

The Department does not keep lists of tutors available to provide tuition under the July Provision Scheme. It is the responsibility of the applicant to source a tutor for their child. To assist in obtaining work in this regard tutors should contact schools in the area and advise of your interest in providing tuition under July Provision. Parents of eligible children regularly contact schools in the first instance. In addition, tutors could advertise their

availability on education provider websites or place advertisements in local newspapers or on shop notice boards or community notice boards.

- ***Can Special Needs Assistants (SNA) provide the tuition?***

Tuition can only be provided by tutors who meet the qualification criteria as outlined in Section 7 of this information note; **if an SNA meets this criteria they can provide the tuition.**

- ***Can I have more than 1 qualified tutor for my child?***

Yes. You can have more than 1 qualified tutor per child as long as the total number of hours provided by each tutor does not exceed the total number of hours sanctioned per week and all tutors have been approved by this Unit in writing.

- ***What if I want to change the tutor?***

If you wish to change the tutor before or during the programme you must notify this Department in writing and provide all the relevant documents. Please note that the new tutor may not provide any tuition until the parent receives a sanction letter confirming the change. Tuition may **not** commence until the qualifications and identification of the nominated tutor have been approved.

- ***Is it possible to establish a grouping arrangement for my child?***

If parents of eligible children wish to establish a group arrangement they should contact the Department through the contact details provided. Should you (“the data subject”) avail of a third party educational provider, the DES can discuss the application and associated details with the third party provider and will pay the provider direct. It is also a condition of the scheme that the parent/guardian confirms their child’s attendance with the third party provider.

- ***My child’s school is providing 2 week’s tuition in July – can I also apply for the home based scheme?***

Yes. The school should indicate on the application form the dates they intend running the programme. In such cases, the child may be eligible for the balance of the weeks (subject to a maximum of 4 weeks) under the home based programme.

- ***My child is enrolled to start school in September 2018 - Is s/he eligible for the 2018 July Programme?***

No. As the programme is an extension of the school year only children currently enrolled in school for the 2017/18 school year are eligible for the programme in 2018.

- ***My child is in post primary education – Is it possible to commence the July programme in June?***

Yes. As the programme is an extension of the school year it is possible for children in post primary education to commence the programme the week after their school closes. Please be advised that tuition may not take place on weekends or on a Bank Holiday and **must be four consecutive weeks** from the date of commencement.

- ***Can I claim for tuition provided in excess of the weekly allocation?***

The 10 hour per week allocation must be strictly adhered to and any tuition hours provided in excess of 10 hours per week will **not** be funded.

- ***Can the tuition commence prior to receiving the sanction letter?***

No. Under no circumstances should tuition commence in advance of the issue of the sanction letter which sets out the terms of the sanction. **Parents and tutors should be aware of the contents of the sanction letter before commencing tuition and no tuition should take place until both parent and tutor have sight of the sanction letter.** No funding will be provided for tuition commenced in advance of the sanction letter.

- ***Can the tuition take place in the evening?***

Tuition must be provided between 9am and 6pm, Monday to Friday only. Bank Holidays and week-ends are excluded.

- ***Can I transfer hours to a subsequent week?***

Unused hours from any given week cannot transfer to a subsequent week. 10 hours per week is the maximum number of hours which can be provided.

- ***What if I'm on holidays in July? Can the tuition take place in August?***

The programme cannot be extended into August.

- ***What is the criteria used in determining the allocation of hours to siblings?***

The sanction in the case of siblings is determined by a number of factors including the age and ability of the children in question. In cases where children are of similar age and attending a school at a similar level, a combined allocation is generally sanctioned, this means that the children must be taken together for the tuition.

- ***I have 2 children who qualify for the scheme, one attends primary school and one attends post primary school?***

In such cases, as the children are attending schools at a different educational level, separate individual allocations may be sanctioned.

- ***What if I have more than 2 children who qualify and who are all attending the same school?***

In general, a combined allocation will apply. However, the Department will consider such applications on a case by case basis having regard to any additional information provided by the applicants in relation to the different needs of each child – See Section 6 above.

- ***What if I have 3 children who qualify where 2 of the children attend primary school and the other child attends post primary?***

In such cases, a combined allocation of 10 hours per week may be sanctioned in respect of the primary school children and a separate allocation of 10 hours per week may be sanctioned in respect of the child at post primary level.