

PART 2 to be completed by the SCHOOL the child is currently attending

This application form must be completed by the School Principal taking into account the eligibility criteria as outlined in the Home Based July Provision Information Note provided with the application form.

Name of Child

Name of School

School Roll Number

Is child currently enrolled in your school for the school year 2017/18 Yes No

Has the child a confirmed ASD diagnosis Yes No

Has the child a confirmed severe/profound general learning disability? Yes No

Is the child currently in ; Mainstream Special Class Special School

Is your school participating in the School Based July Education Programme? Yes No

If YES, is your school participating for the full four weeks? Yes No

If YES, is this child participating in the school based programme? Yes No

If YES, for how many weeks will this child be attending the school based programme? Please give dates child will attend no of weeks
Dates _____

School Address & School Stamp

School Telephone Number

School Email Address _____

Principal's Signature

Date _____

Appendix 1 -To be completed by all tutors providing Home Based July Provision

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 adults 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 of the child by whom I have been nominated to deliver tuition under the July Provision programme, 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.

Within a child protection context:

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

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

Signed: _____
Home Tutor

Date: _____

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

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

Or

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

Or

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

Or

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

Or

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

at

in the City/ County of

on the _____ day of _____ 20__

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

* Delete as appropriate

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

Appendix 2 - to be completed by Tutor AND Applicant

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 July Provision 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 July Provision Programme.

I am aware that I am not now, or in the future, required to disclose to the parents of the child by whom I have been nominated to deliver tuition under the July Provision programme, 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 confirmation as to my conduct, character or personal background or any failure of mine to inform the parent of the child to whom I am delivering the July Provision Programme may affect my suitability, from a child protection perspective, will constitute a breach as my role as a tutor for the July Provision Programme and may be grounds for summary dismissal by the parent/guardian.

I have carefully read and understand the Home Based July Provision Grant Scheme 2018 Information Note.

I confirm that I am registered with the Teaching Council of Ireland.

I confirm that I have been vetted by the Teaching Council since 29th April 2016 and I 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.

Signed: **Tutor:** _____ Date: _____

Print Name: _____

I can confirm that the tutor I have nominated has been vetted by the Teaching Council since 29th April 2016 and I have viewed the result of the tutors vetting search through the Teaching Council's secure online vetting facility, 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 student is ultimately a matter for the parent/guardian.

Signed: _____ Date: _____

(Parent/ Guardian of above named child)

Print Name: _____

(Parent/ Guardian of above named child)

PART 4**to be completed by the APPLICANT****Declaration**

I confirm that it is in order to have this application form and any associated documents considered by the Department of Education and Skills, or any nominee of the Department as considered appropriate by the Department.

Applications for July Provision are accepted in the knowledge that information supplied including PPSN will be used in determining eligibility for the Home Based July Provision Grant Scheme, in processing payments and for statistical purposes. Personal information may be shared between NCSE, Revenue Commissioners and the Department of Education and Skills for the reasons stated.

(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 BASED JULY PROVISION INFORMATION NOTE

ALL FOUR PARTS OF THE APPLICATION FORM ARE COMPLETED AND ARE ENCLOSED
APPENDIX 1 HAS BEEN COMPLETED BY THE TUTOR
APPENDIX 2 HAS BEEN COMPLETED BY THE TUTOR AND WITNESSED BY ME, the APPLICANT

Signature of parent/guardian

Date

COMPLETED FORMS SHOULD BE RETURNED TO THE FOLLOWING ADDRESS NO LATER THAN 18TH MAY 2018

Application Forms must be submitted by POST. Emailed forms cannot be accepted.

July Provision Unit

Special Education Section

Department of Education & Skills

Cornamaddy, Athlone

Co. Westmeath.

N37 X659

Contact No: 090 6483839

PRIVACY STATEMENT

The Department of Education and Skills, as far as 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 Based July Provision Grant Scheme. The personal data provided may be exchanged with the NCSE and Revenue Commissioners for the purposes of determining eligibility for the Home Based July Provision Grant Scheme, in processing payments and for statistical purposes. Full details of the Department's data protection policy setting out how we will use your personal data or that of your child's data as well as information regarding your rights as a data subject are available at <https://www.education.ie/en/The-Department/Data-Protection/Details-of-this-policy-are-also-available-in-hard-copy-from-the-address-above-upon-request>.

CHECK LIST FOR APPLICANTS

Part 1: I have completed all child and parent/guardian details on page 1 as requested including child's PPSN, contact telephone number and sibling details, if relevant.

Part 2: The child's school has completed all details on page 2 as requested including school roll number and confirmation of diagnosis. The school has **stamped** the form.

Part 3: The tutor I have engaged to deliver tuition has completed all details on pages 3-6, and has included teaching council registration number.

NOTE: Tutors must be registered with the Teaching Council of Ireland .

The following documents have also been completed;

APPENDIX 1 – Statutory Declaration has been completed in full, signed and **stamped** as Appropriate

APPENDIX 2 – Form of undertaking has been completed and signed by tutor and by the applicant

Part 4: PARENTAL DECLARATION – Page 7 has been completed and signed by the applicant.