



***Circular 0046//2018***

**Chief Executive Officer – Child and Family Agency TUSLA**

**Home Tuition Grant Scheme 2018 /2019 – Two Strands**

- 1. Children without a school place (NSP) – Application Forms are only available from the Educational Welfare Service (EWS) Application Form HT8NSP and**
- 2. Children in Care without a school place - (CIC) – Short Term Home Tuition Grant Scheme – Application Form HT9CIC are only available from a Social Worker**

**1. Introduction**

This circular provides information in relation to two strands of the Home Tuition Grant Scheme for children, other than those with special education needs, who do not have a school place, are without the offer of a school place and for whom a school place is being actively sought. These two strands of Home Tuition are operated by Schools Division of the Department of Education and Skills. This circular should be read carefully by applicants before completing the Application Form. Where a child<sup>1</sup> is temporarily without a school place; is without an offer of a school place and is actively seeking a school placement in a recognised school the Department of Education and Skills may approve a grant to engage a suitable qualified tutor to provide up to 9 hours home tuition per week for that child. The upper limit of the maximum number of hours of tuition per week may be subject to review by the Department of Education and Skills from time to time.

The Circular contains information on:

- Purpose of the scheme and criteria for eligibility under the terms of the scheme
- Application procedure
- Criteria for the Provision of Grant Aid
- General Information
- Child Protection
- Payment Procedures
- Queries and appeals

<sup>1</sup>”child” means a person resident in the State who has reached the age of 6 years and who (a) has not reached the age of 16 years, or (b) has not completed 3 years of post-primary education, whichever occurs later, but shall not include a person who has reached the age of 18 years. Section 2 of the Education (Welfare) Act, 2000.

## **Key Points of the Circular:**

**Section 2 sets out the purpose of these Home Tuition Grant Schemes and criteria for eligibility under the terms of the schemes. Important points to note include:**

- The purpose of the No School Place (NSP) Home Tuition Scheme – application form HT8 NSP is to provide interim provision for children for whom a school placement is not available. Home tuition should not be regarded as an alternative to securing a place in a recognised school. Provision of tuition under this scheme is for a maximum of 9 hours per week. Home Tuition is for educational teaching intervention only.
- The purpose of the CIC Home Tuition Grant Scheme – application form HT9CIC is to provide tuition for a maximum of 6 weeks for Children in Care who are without a school place due to emergency placement or placement disruption. Provision of tuition under this scheme is for a maximum of 9 hours per week. Home Tuition is for educational teaching intervention only.

**Section 3 sets out the Application procedure.**

For the NSP Home Tuition Grant Scheme:

- Section 1 of the form is completed by the parent/guardian.
- Section 2 of the form is completed by the Educational Welfare Officer
- Section 3 of the form is completed by the proposed Tutor(s)

For the CIC Home Tuition Scheme:

- Section 1 of the form is completed by the relevant Social Worker
- Section 2 is completed by the Parent – ONLY NECESSARY IF CHILD IS UNDER VOLUNTARY CARE.
- Section 3 of the form is completed by the proposed Tutor(s)

**Section 4 sets out the criteria for the provision of Grant Aid under the scheme, including the qualification, registration and vetting requirements of tuition providers.**

- It is a condition of the scheme that tutors are qualified in the relevant education sector and are registered with the Teaching Council for the duration of the approved tuition, up to and including issue of final payment.
- Where an applicant cannot source a fully qualified teacher the Department may permit the engagement of a person who is registered with the Teaching Council and who has a degree (minimum Level 7 on the National Framework of Qualifications) in a relevant area.
- All tutors must be vetted by the Teaching Council of Ireland since 29<sup>th</sup> April, 2016 via the Teaching Council's online vetting process prior to the commencement of the delivery of tuition.
- All tutors must submit a completed Form of Undertaking and Statutory Declaration. The Form of Undertaking is signed by both the applicant and the tutor.
- Parents/Guardians are not permitted to act as tutors for their children under the Scheme.

**Section 5 provides general information on the scheme.**

**Applicants should note the following:**

- Information supplied will be shared between various Government Departments
- Maximum number of hours is 9 hours per week, unused hours from one week cannot be transferred to another week.

- **For the Departments NSP Home Tuition Grant scheme**, – application form HT8NSP. Tuition is granted from date of sanction for a period of 12 weeks *or* until the end of the school year *or* until the child in question receives an offer of a school place, whichever occurs first.
- **For the Departments CIC Home Tuition Grant Scheme**, – application form HT9CIC. Tuition is granted from the date of sanction for a maximum of six weeks *or* until the child in question receives an offer of a school place, whichever occurs first.
- No Tuition can take place at weekends, on public or bank holidays or outside of school term.

**Section 6 provides information on Child Protection issues.**

**Section 7 provides information relating to the payment of the Home Tuition grant.**

- It should be noted that under no circumstances will home tuition funding be back dated
- The Home Tuition grant is paid directly to tutors except in cases where the child is in the care of TUSLA. In such cases the grant is paid directly to TUSLA

**Section 8 provides contact details for queries and appeals in relation to the scheme.**

## **2. Purpose of the scheme and criteria for eligibility under this scheme**

It is the responsibility of a parent/guardian to access a school place for their child. Where a parent/guardian is experiencing difficulty obtaining a school place for their child they should contact the Educational Welfare Officer who is the local officer of the Child and Family Agency. The Child and Family Agency is the statutory agency responsible for supporting school attendance and enforcing school attendance legislation. They offer a support service to parents/guardians to ensure that every child can attend school regularly. Contact details for the Educational Welfare Officers can be accessed at <http://www.tusla.ie/services/educational-welfare-services/educational-welfare-service-contacts> .

For an application for a home tuition grant to be considered by the Department the local Educational Welfare Officer (EWO), must first confirm that the child's circumstances meet the criteria of the scheme.

The Departments CIC Home Tuition Grant Scheme is solely for **Children in Care who are without a school place due to emergency placement or placement disruption**. Application forms are only available from TUSLA Social Workers. The maximum number of weeks of Home Tuition funding available under this scheme in any school year is 6 weeks. If, following 6 weeks the child is still without a school place, an application for the Departments NSP Home Tuition Grant scheme – application form HT8NSP can then be made, application forms are available from your local Educational Welfare Officer.

### 3. Application Procedure

**For the Departments NSP Home Tuition Grant Scheme:** – application form HT8NSP -This scheme is for children who are without a school place, without the offer of a school place and for whom a school placement is being actively sought.

Application Forms are **only** available from the Educational Welfare Officer of the Child and Family Agency, contact details are available from TUSLA [www.tusla.ie](http://www.tusla.ie)

A tuition grant may be sanctioned to engage a suitably qualified tutor to provide home tuition for a maximum of 9 hours per week for a period of 12 weeks *or* until the end of the current school year *or* until the child receives the offer of a school place. The upper limit of 9 hours may be subject to review by the Department of Education and Skills from time to time.

**For the CIC Home Tuition Grant Scheme:** – application form HT9CIC - This scheme is only available for Children in Care who are without a school place due to emergency placement or placement disruption. Funding under this scheme may be sanctioned to engage a suitably qualified tutor to provide home tuition for a maximum of 9 hours per week for a maximum of 6 weeks. The upper limit of 9 hours may be subject to review by the Department of Education and Skills from time to time.

### 4. Criteria for the Provision of Grant Aid

The Department of Education and Skills provides a grant towards the provision of Home Tuition. Parents engage tutors in a private arrangement however the awarding of the grant is subject to the following criteria

#### **Qualifications of tuition providers**

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/legal guardians **recruit a tutor who is qualified in the sector in which tuition is being provided, and is registered with the Teaching Council for the duration of the approved tuition, up to and including issue of final 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).

It is a requirement of the Scheme that Tutors have to notify the Teaching Council of Ireland to make their details available on the Paymaster Interface through the Teaching Council website, in order for

this Department to verify that teachers have current registration. This facility can be enabled on the ‘My Registration’ section of the Teaching Council’s website [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

To be eligible for the qualified rate of payment, a tutor must be registered and recognised by the Teaching Council in the sector for which the tuition is being provided. Tutors who are registered and recognised by the Teaching Council at a school level which is not appropriate to the sector of the student will be paid at the modified rate. Tutors, who are retired, who are registered with the Teaching Council and who are in receipt of payment of a public service pension will be paid at the modified rate – See Appendix 1 for further details.

Where a tutor intends to provide Home Tuition in excess of 27 hours, in any week, under any of the Department of Education and Skills Schemes, further scheduling details will be required before approval is considered.

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

Home Tuition under the Departments NSP Home Tuition scheme for children without a school place should not commence until the approval letter is received by the applicant confirming the date of commencement of the tuition and that the qualifications and identification of the nominated tutor/s have been formally approved in writing by the Department.

Teachers who are currently availing of any of the following schemes - maternity leave, sick leave, disability pension, early retirement schemes, job-sharing scheme or any approved leave of absence are not eligible to deliver Home Tuition. Teachers who are on a career break or job-sharing should refer to the web book [Terms and Condition of Employment for Registered Teachers in Recognised Primary and Post Primary Schools” - Edition 2](#) with regard to their eligibility to work as a home tutor.

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. This Department does not keep lists of tutors available to carry out Home Tuition. 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.

### **Vetting Arrangements**

#### **All tutors must be vetted prior to commencing the delivery of tuition.**

- Parents/legal guardians must satisfy themselves that the selected tutor/s have completed the vetting process via the Teaching Council’s online vetting process.

- All tutors must be vetted since the date of the commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012, which was on 29th April 2016.
- Parents/legal guardians 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 IT solution, called Digitary.
- Parents/legal guardians must request a newly issued vetting disclosure in circumstances where they are engaging the tutor for the first time.
- Parents/legal guardians should note that all registered teachers can apply to be vetted through the Teaching Council of Ireland's website. The process is free of charge and can take between 2-4 weeks.
- Parents/legal guardians should also take the following factors into account when deciding whether to request a newly issued vetting disclosure
  - The period of time since previous vetting was obtained.
  - Whether there are any gaps in the person's employment/career/educational history which have not been satisfactorily accounted for
  - Whether comprehensive references have been made available in respect of previous employments

The above is not an exhaustive list of factors that parents/legal guardians should take into consideration.

- Vetting does not provide clearance for tutors to work with children, but provides particulars of any criminal record and/or specified information in respect of the tutor concerned or, where there is no criminal record or specified information, states this fact.
- 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).
- Full information for tutors in relation to the process of applying for vetting is available at: <http://www.teachingcouncil.ie/en/Vetting> .

## **5. General Information**

- Applicants will be required to complete an Application Form appropriate to the scheme for which they are applying and are requested to pay particular attention to the documentation/information that is required. It should be noted that sanction is only available on completion of the full application process which culminates in the issue of an approval letter confirming the date of commencement of the tuition.
- The Home Tuition Grant is for educational teaching interventions only. The Department reserves the right to evaluate the education provision being delivered and all hours are approved subject to this condition.
- Home Tuition grants are sanctioned to provide an individualised educational programme. Tutors must therefore provide tuition on a 1:1 basis between the hours of 9.00am and 6.00pm (excluding school and bank holidays and weekends) unless otherwise sanctioned by the Department. Unused hours from any given week cannot transfer to a subsequent week. Where more than one member of the same family qualifies for tuition under this scheme, a combined allocation may apply. Parents/Guardians are not permitted to act as tutors for their children.
- Please note that applications for Home Tuition are accepted in the knowledge that information supplied, including Personal Public Service Number (PPSN), may be shared between the HSE, TUSLA (Child and Family Agency), National Council for Special Education (NCSE), Department of Children and Youth Affairs (DCYA), Revenue Commissioners and the Department of Education and Skills (DES) for stated reasons and to ensure that duplicate funding does not occur.
- If more than one tutor is being applied for a separate section 3 should be completed by each tutor. The applicant must clearly state on the application form the total number of hours each tutor will complete. The sanction letter will confirm the total number of hours for each tutor. No Tuition can take place at weekends, bank holidays, public holidays or school holidays.

## **6. Child Protection**

The Children First Act 2015, which was fully commenced by the Minister for Children and Youth Affairs from Monday 11th December 2017, has put elements of the Children First-National Guidance for the Protection and Welfare of Children on a statutory footing.

The Children First: National Guidance for the Protection and Welfare of Children has been updated by the Department of Children and Youth Affairs to outline the new statutory obligations that apply to mandated persons such as registered teachers and the new statutory obligations that apply to organisations (such as schools) under the Act. It also sets out the best practice (non-statutory) obligations which are in place for all individuals (including teachers) and for all sectors of society. The Children First Act, 2015 operates side-by-side with the Children First: National Guidance for the Protection and Welfare of Children 2017.

Information on Child Protection can be obtained on the Department's website at

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

As Home Tuition 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.

## **7. Payment Procedures**

- Parents/legal guardians engage tutors for the provision of Home Tuition in a private arrangement. The payments made to tutors on behalf of parents are subject to statutory deductions at source. The Department acts as a payroll agent only on behalf of the parents/legal guardians. This is to facilitate compliance with statutory deduction provisions including taxation and associated provisions.
- The Home Tuition Grant Rates are set out in **Appendix A**.
- The Home Tuition Grant will be paid directly to the approved tutor by the Department.
- Parents should not commence Home Tuition until they have received a grant approval letter from the Department confirming that they meet the terms and conditions of the scheme and the date of commencement of grant aid.
- Parents/legal guardians are advised that the home tuition grant will not be back-dated.
- The parent/legal guardian who has made application for home tuition must complete a Payment Claim Form. This form must be completed and signed by both the parent/legal guardian and the tutor at the end of each and every month where tuition was provided. The payment claim form is available at <http://www.education.ie/en/Parents/Services/Home-Tuition/Payments.html> . The signature provided by the parent/legal guardian may be used for verification.



- Please note that where a child is in the care of TUSLA payments in respect of tuition are made to TUSLA details are available on the following link  
<http://www.education.ie/en/Parents/Services/Home-Tuition/Payments.html>  
**All grant payments under the CIC Home Tuition Scheme are made directly to Tusla.**
- A false declaration for the purposes of claiming resources from the Department may result in the matter being referred by the Department to An Garda Síochána and, if appropriate, the Teaching Council.
- Parents/legal guardians as well as tutors should ensure that they are fully aware of how the grant will issue under this Scheme before any tuition is provided.
- Parents/legal guardians are advised that under no circumstances should they make payments to tutors for tuition provided by them under this scheme.
- Parents/legal guardians and tutors should also note that, under existing legislation, financial details in respect of this scheme are forwarded annually to the Revenue Commissioners, as home tuition payments are reckonable for taxation purposes.

#### **How the grant is paid**

A separate more detailed payment information note is available to parents/legal guardians and tutors on the website of the Department at <https://www.education.ie/en/Parents/Services/Home-Tuition/Payments.html>

#### **Other issues relating to the payment of Home Tuition:**

To comply with existing legislation, the PPS numbers of all persons, both parent(s)/legal guardian(s) and tutor(s) must be supplied in order for payment to be considered.

## **8. Queries and Appeals**

#### **Queries and appeals in relation to the Home Tuition Grant Scheme can be addressed to:**

Home Tuition Unit, Department of Education & Skills, Friars Mill Road, Mullingar, Co. Westmeath

Contact No: 0761 108584 or 0761108571

Email Address: [hometuitionapprovals@education.gov.ie](mailto:hometuitionapprovals@education.gov.ie)

Appeals in relation to decisions under the Home Tuition Grant Scheme may be submitted in writing to the above address, quoting the Home Tuition Reference No., and outlining the reasons for the appeal along with additional documents or reports, as appropriate.

**Queries in respect of Home Tuition payments can be addressed to:**

Special Needs and Tuition Grants, Department of Education & Skills, Cornamaddy, Athlone, Co.

Westmeath N37 X659

Contact No: 090 648 3883/3750/3754/3878/4273/3893/3852/3885

Email Address: [htpayments@education.gov.ie](mailto:htpayments@education.gov.ie)

This Circular, together with all relevant information, is available to download from the Department's website - [www.education.ie](http://www.education.ie) under Parents/Services.

Tom Deegan

Principal Officer

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## **APPENDIX 1**

### **The Home Tuition Grant Scheme**

#### **Grant Rates:**

There are two rates for the Home Tuition Grant based on the qualifications of the tutors engaged by Parents - the standard rate and the modified rate

Grant rates may be subject to change. The grant rates applicable are as follows:

#### **Standard Home Tuition Grant Rate:**

For teachers registered with the Teaching Council where a

Qualified Primary School Teacher is tutoring a primary student:	€ 37.29 per hour worked.
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Qualified Post-Primary School Teacher Tutoring a post-primary student:	€ 44.84 per hour worked.
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#### **Modified Home Tuition Grant rate:**

Teachers who are not registered by the Teaching Council as qualified in the sector for which tuition is being provided, will receive the modified rate of payment. Teachers who are registered and qualified and who are in receipt of payment of a public service pension will receive the modified payment.

Modified rate:	€ 33.36 per hour worked
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**Please note that these grant rates may be subject to alterations during the year and, consequently, the grant rate payable will be reflective of the rate applicable for the period in respect of which the claim is made.**

## **APPENDIX 2: Important information for students in exam years**

### **Regulations for the Acceptance and Authentication of Coursework for the Certificate Examinations**

#### **Guidance for Students and their Parents/Guardians, in respect of Home Tuition**

Students who are in receipt of home tuition support should be aware that certain subjects, specifically subjects that include a coursework component, may not meet the requirements of the State Examinations Commission (SEC) regarding the completion and presentation of coursework for assessment, if such coursework is completed outside a recognised school setting. This may mean that some students may not be able to fulfil all of the assessment demands and may not be able to achieve all of the marks available for the subject.

In order to maintain the integrity of the examination process and to ensure inter-candidate equity, the SEC has procedures in place to ensure the authenticity of Coursework submitted by students for assessment. Students who are home tutored only may have difficulties in meeting these requirements for the presentation of such coursework for assessment. The requirements are developed to ensure that all candidates complete the Coursework under the same conditions and adhere to the same process of authentication. This is to ensure inter-candidate equity and to ensure the authenticity of all Coursework presented for assessment.

If the Coursework is completed by a student or a home tutored student on his/her **own** or with private tuition outside a school, or other recognised examination centre, it **cannot** be accepted for assessment by the SEC. In such instances, it is not possible to have such work authenticated by the class teacher and school principal, as is required.

#### **Responsibility of Students and Parents/Guardians in Receipt of Home Tuition**

It is the responsibility of each student, and their parent/guardian(s), to familiarise themselves with the regulations and requirements of the SEC in relation to coursework in certain subjects and to ensure that they can comply with the regulations and requirements. Coursework must be the candidate's own individual work, completed under the supervision of the class teacher. SEC circulars S69/04 and S68/08 outline the conditions for the acceptance of valid coursework submitted by students for certification. In addition, Instructions and information outlining the conditions for the acceptance of Coursework for assessment are issued annually by the SEC in respect of individual subjects. This subject specific information, together with the governing circulars S69/04 and S68/08, are published in the Schools/Circulars/Orals and Practicals Section of [www.examinations.ie](http://www.examinations.ie).

#### **Role of Teachers/Tutors providing Home Tuition Hours**

While the students, and/or their parents/guardians, have the primary responsibility for making themselves aware of the examination requirements, teachers, and other tutors, who are providing home tuition, are advised to familiarise themselves with the requirements and are further asked to discuss these requirements with home tutored students and their parents/guardians.

#### **Home-Schooled/Tutored Students liaising with a Recognised Examination Centre**

In order to fulfil the requirements for the submission of valid Coursework for assessment, students and their teachers may be able to liaise with a recognised school, such as the school the student previously attended, or other recognised examination centre. Such schools/centres may, at their discretion, facilitate a candidate in completing the Coursework in that school or centre. The SEC accepts such Coursework for assessment provided that the teacher and the school Principal sign-off and verify that the conditions for the completion of valid Coursework have been fulfilled.

Any questions on these arrangements should be directed to the Practicals Section of the SEC at 090-6442746 or [practicals@examinations.ie](mailto:practicals@examinations.ie).