

An tAonad um Faomhadh Teagaisc Bhaile
An Roinn Oideachais & Scileanna
Bóthar Mhuileann na mBráthar
An Muileann gCearr
Co. na hIarmhí



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

Circular 0051/2017

Chief Executive Officer – Child and Family Agency TUSLA

Home Tuition Grant Scheme 2017 /2018 – Two Strands

- 1. Children without a school place (NSP) – Application Forms are only available from the Educational Welfare Service (EWS) Application Form HT8 NSP and**
- 2. Children in Care without a school place - (CIC) – Pilot Short Term Home Tuition Grant Scheme – Application Form HT9 CIC 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 child¹ 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

¹“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.

- Child Protection
- Payment Procedures
- Queries and appeals

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 Pilot CIC Home Tuition Grant Scheme – application form HT9 CIC 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 period of approved tuition.
- Where an applicant cannot source a fully qualified teacher the Department may consider the engagement of a person who is registered with the Teaching Council.
- All tutors must be vetted by the Teaching Council of Ireland since 29 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 HT8 NSP tuition is granted from date of sanction until the end of the school term 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 HT9 CIC 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> .

The purpose of the Departments NSP Home Tuition Grant Scheme is to provide funding towards the provision of a compensatory educational service for children who are temporarily without a school place, without the offer of a school place and who are actively seeking a school placement.

The Departments CIC Pilot 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 HT8 NSP, 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 HT8 NSP -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

A tuition grant may be sanctioned to engage a suitably qualified tutor to provide home tuition for a maximum of 9 hours per week until the end of the current school term 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 Pilot Home Tuition Grant Scheme: – application form HT9 CIC - 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/guardians **must recruit a tutor who is qualified in the relevant sector, and is registered with the Teaching Council for the duration of the approved tuition.**

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.

Teachers must grant permission to the Teaching Council for their details to be accessible on the website of the Teaching Council 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

To be eligible for the qualified rate of payment, a tutor must be registered and recognised by the Teaching Council in the sector in 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 of Ireland and who are in receipt of payment of a public service pension will be paid at the modified rate.

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 should refer to circular 0010/2011 with regard to their capacity 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.

Vetting Arrangements

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 Tuition must be accompanied by a Form of Undertaking (Appendices 1 & 2 respectively of the relevant Application Form). The form of Undertaking is also signed by the applicant.
- A Statutory Declaration form must also be completed unless the tutor has sent this form to us in the current or previous calendar year.

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.
- Please note that applications for Home Tuition are accepted in the knowledge that information supplied, including Personal Public Service Number (PPSN), will be shared between, TUSLA, Revenue and the Department of Education and Skills 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

- 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 can be obtained on the Department's website – www.education.ie – under Parents/Information/Complaints-Bullying-Child-Protection-Discrimination

7. Payment Procedures

- Applicants are advised that under no circumstances should payments be made to tutors for tuition provided by them under this scheme.
- Applicants are advised that the home tuition grant will not be back-dated.
- Home tuition should not commence until the approval letter is received by the parents/guardians confirming the date of commencement of the tuition.
- Applicants as well as tutors should ensure that they are fully aware of how payment is issued under this Scheme before any tuition is provided.
- 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 Pilot H.T. Scheme are made directly to Tusla.**
- The Department acts as a payroll agent only on behalf of the applicant. This is to facilitate compliance with statutory deduction provisions including taxation and associated provisions.
- All tutors must be fully registered with the Teaching Council of Ireland for the entire duration of the tuition.
- Applicants 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.
- Queries in respect of Home Tuition payments can be addressed to:

Special Needs and Tuition Grants, Schools Division – Financial, Department of Education & Skills, Athlone, Co. Westmeath

Contact No: 090 6483750, 090 6483872, 090 6483854

Email Address: hometuition@education.gov.ie

How the grant is paid

A separate more detailed payment information note is available to applicants and tutors on the website of the Department on the following link <http://www.education.ie/en/Parents/Services/Home-Tuition/Payments.html>

Other issues relating to the payment of the Home Tuition Grant:

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

8. Queries and Appeals

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

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 0761108574

Email Address: hometuitionapprovals@education.gov.ie

Tom Deegan

Principal Officer

Schools Division

July 2017

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:	€ 36.03 per hour worked.
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Qualified Post-Primary School Teacher Tutoring a post-primary student:	€ 42.16 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:	€ 29.14 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.

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.