



**Circular 0026/2012**

## **Boards of Management and Principal Teachers of Schools**

### **Home Tuition Scheme 2012/2013**

#### **1. Introduction**

This circular is intended to provide information in relation to the Home Tuition Scheme. In particular it contains information on:

- Purpose of the scheme
- Criteria for eligibility under the terms of the scheme
- Allocation of hours under the terms of the scheme
- Qualifications of tuition providers
- Completion of application form
- Payment Procedures

**Please note applicants for tuition for the 2012/2013 school year are requested to return their application forms to the Department of Education and Skills by 28<sup>th</sup> September 2012.**

#### **2. Purpose of the scheme**

Home tuition is intended to provide a compensatory educational service to:

- (a)** Children with a significant medical condition which is likely to cause major disruption to their attendance at school on a continuing basis. Therefore home tuition in this category is to be provided for pupils who:
- (i) cannot attend school at all.
  - (ii) are absent for a significant proportion of the school year and where the degree of absence is such that without supplementary instruction the pupil is unlikely to be able to perform academically at the level appropriate to his/her level of ability.

(b) Children with Special Educational Needs awaiting an educational placement, as an interim measure, including children with an Autism Spectrum Disorder (ASD), aged from 3 years upwards who cannot access a place in an ASD setting including an early intervention class.

(c) Children aged between 2 ½ year and 3 years of ages (who have been assessed as having Autistic Spectrum Disorder based on the DSM IV or ICD 10 criteria).

Home Tuition is for educational teaching intervention only and is provided only on the basis that a school placement is not available.

The provision of therapeutic services such as Speech and Language Therapy, Occupational Therapy, psychological services etc are a matter for the HSE. Home Tuition funding may not be used for such services.

The Department reserves the right to make arrangements for the evaluation of the educational provision being delivered as part of the funding provided under the Home Tuition Scheme and all hours approved under the scheme are subject to this condition.

Home Tuition funding is provided for children with an ASD aged between 2½ years of age and 3 years of age as they cannot enrol in a school.

Home tuition funding is only provided to children aged between 3 years and 4 years of age where a placement in an early intervention setting is not available.

Home tuition funding is not provided to children with ASD aged over 3 years of age unless a school placement is not available. A school placement can be a place in a special school which enrolls children with ASD; a place in a special class for children with ASD attached to a mainstream school; a place in an early intervention class for children with ASD or a place in a mainstream class in a mainstream school - with additional resources allocated by the NCSE in line with DES policy. Parents are advised that they must apply, in a timely manner, for enrolment in a school. If a school refuses to enrol a child, aged over 4, it is open to a parent to appeal the refusal to enrol their child through section 29 of the Education Act

**Role of the NCSE:**

The role of the NCSE is to advise parents of potential placements in special classes or in special schools where such settings are being considered for the child. The NCSE will process applications for additional teaching and/or SNA supports from mainstream and

special schools which enrol children with special educational needs, including ASD. The NCSE also advises the Department of the availability of school placements.

### **When Placements Become Available During the 2012/13 School Year:**

Places in special classes and/or in special schools can become available during the school year – sometimes very early in the school year. In the event that a child over 3 years of age is being funded through the home tuition scheme, and a placement becomes available, the SENO will advise all the parents in the general school placement area as well as the DES that such places are now available. If a placement becomes available during the year, parents in receipt of home tuition funding will be requested to provide evidence to the DES of their application to secure the available placement. Home tuition funding will be discontinued for all parents who do not apply for such places. In order for home tuition funding to continue, parents must be able to demonstrate to the DES that such applications have been made within 3 weeks of being notified by the SENO and that the application to the school for enrolment has not been successful.

The Department strongly urges all parents of children who have been assessed as having an ASD to contact the SENO in their local area as early as possible. Contact details are available on [www.ncse.ie](http://www.ncse.ie).

### **3. Criteria for eligibility under the terms of the scheme**

**(a)** Children with a significant medical condition which is likely to cause major disruption to their attendance at school on a continuing basis are eligible for tuition under the scheme:

Eligibility in this regard is assessed with reference to a completed medical report and attendance records supplied by the school in which the pupil is enrolled. Absences arising from school phobia and/or depression must be accompanied by a separate full report from a psychologist / psychotherapist / psychiatrist advising of the steps being taken to actively improve attendance. The Department may seek updated reports during the course of the year.

**(b)** Children with Special Educational Needs awaiting an educational placement including children with an autism spectrum disorder aged from 3 years upwards who cannot access a place in an ASD setting including an early intervention class.

Eligibility in this regard is determined in consultation with the National Council for Special Education (NCSE) through the local Special Education Needs Organiser (SENO) as appropriate. Tuition hours are allocated to provide education for pupils awaiting an

educational placement as an interim measure. Applications in this regard must have section 2B or 2C completed in conjunction with the SENO where necessary and be accompanied by all relevant professional assessments/reports. Where an educational placement has been identified by the NCSE and the parents or guardians choose not to avail of the proposed placement the child will not be eligible for tuition during the 2012/2013 school year.

The State supports early intervention for children with special educational needs through providing funding to a number of crèche/pre-school settings including:

- Early Intervention settings attached to mainstream and special schools.
- Early Intervention settings attached to HSE funded service providers.
- Private pre-school settings supported by the Early Childhood Care & Education Scheme.
- Private pre-school settings supported by HSE grant aid or HSE funded Pre-School Assistant.
- Home Tuition.

The intention is over time to support a single early intervention setting structure. In the meantime, subject to availability of service and where applicable meeting the eligibility criteria for support, parents can access one or more of the above mentioned early intervention settings. **The maximum number of hours which can be availed of under the above schemes is 20 hours per week. Allocations made under the Home Tuition Scheme will be reduced to reflect attendance in another early intervention setting.**

Please note that applications for Home Tuition are accepted in the knowledge that information supplied including PPSN will be shared between the HSE, NCSE, Office for Minister Children & Youth Affairs and the Department of Education and Skills to ensure that duplicate funding does not occur.

Once a child has been diagnosed with an Autism Spectrum Disorder, parents or guardians should contact their local SENO to establish whether there is a school place in their locality and, if not, to supply the SENO with their child's details to ensure that planning for their child's future education can commence at the earliest opportunity. Your local SENO contact details are available on [www.ncse.ie](http://www.ncse.ie). Where an educational placement has been identified by the NCSE and the parents or guardians choose not to avail of the proposed placement the child will not be eligible for tuition during the 2012/2013 school year.

**(c)** Children aged, between 2 ½ and 3 years of age (who have been assessed as having Autistic Spectrum Disorder based on the DSM IV or ICD 10 criteria).

Eligibility in this regard is dependant on a diagnosis of an Autism Spectrum Disorder using the DSM IV or ICD 10 criteria.

All relevant parts of this form must be completed in full. Failure to complete the form in full may result in delays. In some instances the form may need to be returned for further completion. It should be noted that sanction is only available on completion of the full application process which includes the issue of an approval letter confirming the date of commencement of the tuition.

#### **4. Allocation of hours under the terms of the scheme**

**(a)** Children with a significant medical condition which is likely to cause major disruption to their attendance at school on a continuing basis.

The maximum allocation of home tuition hours for children with a medical ailment is 10 hours per week, with the allocation reflecting the age of the child and their level of attendance.

**(b)** Children with a Special Educational Need awaiting an educational placement including children with an autism spectrum disorder aged from 3 years upwards who cannot access a place in an ASD setting including an early intervention setting.

The maximum allocation of home tuition hours for children awaiting an placement is 20 hours per week subject to the appropriate school calendar.

**(c)** Children 2 ½ and 3 years of age (who have been assessed as having Autistic Spectrum Disorder based on the DSM IV or ICD 10 criteria).

The allocation for children with ASD up to 3 years of age is 10 hours tuition per week and is intended to provide an individualised early educational intervention programme.

## **5. Qualifications of tuition providers:**

As the tuition takes place outside of school supervision there is a need to ensure that the tuition provider is a fully qualified teacher who is registered with the Teaching Council of Ireland.

However if it is not possible to recruit a tuition provider who is a qualified and registered teacher then alternative qualifications may be acceptable as appropriate. [Appendix A](#) details a range of acceptable qualifications in this regard. In cases where the nominated tutor is not a qualified teacher, applicants should retain evidence of attempts made to source a tutor with a teaching qualification.

To be eligible for the qualified rate of payment, a teacher must have current registration with and be recognised by the Teaching Council of Ireland. Where a teacher is not recognised by the teaching council, detailed information regarding their qualifications must be submitted to the Department. Tuition Providers not registered with the Teaching Council must submit a full copy of their relevant qualifications and also a form of photographic identification displaying their signature e.g. photocopy of driving licence / passport. This identification will be held pending receipt of the first claim for payment where the signature on the claim forms will be cross referenced against the signature on the identification. The signature will then be noted on file and the identification disposed of on a confidential basis.

Parents are not permitted to act as tutors for their children unless as an exceptional interim measure.

### **No tuition may commence until the qualifications and identification of the nominated tuition provider have been approved**

Under the Department guidelines teachers who opt for a career break (circular 10/03), choose to job-share (circular 11/03) or take unpaid leave (circular 35/10) are not permitted to engage in the delivery of Home Tuition. Teachers who have retired and who are in receipt of a public service pension will be paid at the modified rate only.

Departmental circular [0031/2011 on Teacher Recruitment Registration and Qualifications](#) may also provide assistance to you. All circulars are accessible on [www.education.ie](http://www.education.ie).

## 6. Vetting Arrangements

**All tutors must be vetted prior to commencing the delivery of Home Tuition.**

### Qualified Teachers Registered with the Teaching Council.

1. If the tutor is a recognised teacher who is registered or has applied to be registered with the Teaching Council then the tutor should apply to the Council to be vetted. Similarly if the tutor was not vetted in the same or previous calendar year, they are required to complete the vetting process again. The tutor will need to request a Garda Vetting application form from the Teaching Council by emailing [vetting@teachingcouncil.ie](mailto:vetting@teachingcouncil.ie) providing their full name, postal address and confirm that they are a teacher, alternatively they can call the Teaching Council at 01 6517900.
2. Recognised teachers who have been vetted by the Teaching Council in the same or previous calendar year need not reapply for vetting. However such teachers must be able to provide the original vetting letter to the parents and a certified copy to the Department.

**All tutors must also return a completed *Statutory Declaration (Appendix 2)* and *the Form of Undertaking (Appendix 3)* to the Department.**

### Unqualified Teachers not recognised by the Teaching Council

If the tutor is not a recognised teacher they must apply to the Department to be vetted by completing a *Garda Vetting Application Form (Appendix 1)*. The tutor must also complete the *Statutory Declaration (Appendix 2)* and *the Form of Undertaking (Appendix 3)* and return all forms to the Special Education Section with the application form.

The Department will liaise with the Garda Vetting Office to process the form. Every effort will be made to complete the vetting process prior to commencement of tuition. However where this is not possible tuition may commence subject to the tutor submitting a completed *Statutory Declaration Form (Appendix 2)* and *the Form of Undertaking (Appendix 3)*.

The Department of Education and Skills will liaise with the Garda Central Vetting Unit in this regard on receipt of the relevant documentation from tutors. The Garda Vetting Unit does not provide clearance for persons to work with children. The Unit gives the Department a statement to the effect that according to Garda records there are no previous convictions recorded against the applicant. The Department will then inform the parents accordingly. In the event there is a record against an applicant related to child abuse, the Department will advise the parent not to engage the person as a tutor.

## 7. Completion of application form

The application form comprises two sections.

Section 1 requires general details including name, address and previous allocation reference where appropriate, and also qualification details of the nominated tuition provider(s).

Section 2 comprises three subsections **only one of which will be appropriate:**

Section 2 (a) requires medical information and attendance details for children applying for tuition where a significant medical condition is likely to cause major disruption to their attendance at school on a continuing basis. Copies of recent professional/and or medical reports should be attached as appropriate.

Section 2 (b) requires details on placement for children with Special Educational Needs awaiting an educational placement, as an interim measure, including children with an Autism Spectrum Disorder(ASD), aged from 3 years upwards who cannot access a place in an ASD setting including an early intervention class. Copies of recent professional/and or medical reports should be attached as appropriate. Details and verification of contact with the NCSE will also be requested.

Section 2 (c) is specifically directed at applications for tuition for children aged between 2 ½ and 3 years of age (who have been assessed as having Autistic Spectrum Disorder based on the DSM IV or ICD 10 criteria). Copies of recent professional/and or medical reports should be attached as appropriate. Details and verification of contact with the NCSE may also be requested if appropriate.

All relevant parts of this form must be completed in full. Failure to complete the form in full may result in delays. In some instances the form may need to be returned for further completion. It should be noted that sanction is only available on completion of the full application process which includes the issue of an approval letter confirming the date of commencement of the tuition. In order to comply with vetting arrangements for the scheme, Appendix 2 and in some circumstances Appendix 1 will need to be completed.

[Download the Application Form from our website or alternatively you can contact the above section directly.](#)



## 8. Payment Procedures

Parents/Guardians are advised that, under no circumstances will home tuition funding be back-dated. Home tuition funding is only available on completion of the full application process which includes the issue of an approval letter confirming the date of commencement of the tuition.

Once approval has been granted for the provision of Home Tuition, the approval letter is copied to the home tuition payment section of this Department. All further dealings will be with the payment section. Details of payment rates are attached in Appendix B.

However if the circumstances for which home tuition was granted change then the Special Education Section should be informed immediately.

### How the grant is paid

**Parents and Legal Guardians are strongly recommended to read the FAQ notes on the payment procedures for the Home Tuition Grant Aid before any tuition is provided. The FAQ should be downloaded from the website of this Department at [www.education.ie](http://www.education.ie)**

Home Tuition grants are paid using two separate methods:

(A) If home tuition is provided by a teacher who is currently on the primary teachers' payroll of the Department of Education and Skills as a **permanent primary** school teacher, payment will be made directly to the teacher through the Department's payroll. A completed claim form signed by both the parent and the teacher should be returned to the payments section at the end of each month. Parents must not pay their tutors who are permanent primary school teachers as the Department will not refund you any payments made by you.

(B) If home tuition is provided by a teacher / tutor who is NOT currently on the primary teachers' payroll as a permanent primary school teacher, payment must be made directly to the legal guardian. Such payments are made **only by Electronic Fund Transfer (EFT)** directly into the bank account of the legal guardian only. Direct payment into the bank account of a tutor is not permitted. Only the parent / legal guardian of the child can seek payment of Home Tuition.

### When will payment issue?

Payment should issue within four to six weeks of receipt by the Department of the claim form. The Department will issue advance payment upon receipt of the claim for the periods September 2012 to December 2012 and also from January 2013 to the end of the school year. Details of how to apply for advance payment are available on the claim form, which is available on the website of this Department. The website of this Department is updated weekly to advise parents of the status of the claims received for payments.

It should be noted that if more than one tutor is providing tuition to a child at different rates of payment, advance payments may not be possible and parents will have to claim on a monthly basis in arrears.

Subsequent claims should be processed within a 5-10 working day period.

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

To comply with existing legislation,

The PPS numbers of all persons, both parent(s) and tutor(s) / teacher(s) must be supplied in order for payment to be considered.

### **Parents / legal guardians**

Who receive direct grant payments must provide a current tax clearance certificate in their own name.

Payments cannot issue until this tax certificate is submitted.

Information on tax clearance certificates can be obtained by accessing [www.revenue.ie](http://www.revenue.ie).

An application for a tax clearance certificate from the Revenue Commissioners can be made by accessing: <http://www.revenue.ie/en/online/tax-clearance.html>

Parents, teachers and tutors should note that under existing legislation financial details in respect of this scheme are forwarded annually to the Revenue Commissioners.

No travel or subsistence allowances are applicable for home tuition.

Additional claim forms for the payment of the home tuition grants are available at [www.education.ie](http://www.education.ie).

## **9. Queries**

### **Queries in relation to the home tuition scheme can be addressed to:**

Home Tuition Unit, Special Education Section, Department of Education & Skills, Athlone  
Co. Westmeath

Contact No: 090 6483757, 090 6483926, 090 6483921.

### **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 6484239, 090 6483872.

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

Jim Mulkerrins  
Principal Officer  
Special Education Section  
June 2012

A copy of this circular is also available on the Department of Education and Skills website  
at [www.education.ie](http://www.education.ie)

## APPENDIX A

### The Home Tuition Scheme

As the tuition takes place outside of school supervision there is a need to ensure that the tuition provider is a fully qualified teacher who is registered with the Teaching Council of Ireland.

However if it is not possible to recruit a tuition provider who is a qualified and registered teacher then alternative qualifications may be acceptable as appropriate including the following :

- **Bachelor Education, H.Dip in Education, Montessori Qualification**  
– National Diploma/Degree in Humanities in Montessori in St. Nicholas College, Dun Laoghaire
- **Qualified Teacher Status from UK**
- **Third level qualification B.A., B.Sc., Psychology, RNMH etc.**  
(depending on circumstances)
- **A qualification in autism (an autism specific qualification) or from St. Patrick's College of Education, Drumcondra, or Birmingham University, or other UK University; (or US/Australia) or a qualification in an applied approach to teach pupils with autism – in ABA, PECS, TEACCH. This should be an official certificate or diploma course ratified by a university, college or organisation. (A short course or a certificate from school etc is not acceptable): or**
- **Successfully completed the 3 year full-time course at Montessori College in Milltown**

**APPENDIX B**  
**The Home Tuition Scheme**

**Rates of payment**

There are two rates of payment applicable to tutors engaged in the provision of Home Tuition  
- the standard rate and the modified rate

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

**Standard rate:**

Where registered with the Teaching Council and a

qualified Primary School Teacher tutoring a primary student:	€ 34.54 per hour worked.
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qualified Post-Primary School Teacher tutoring a post-primary student:	€ 34.22 per hour worked.
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**Modified rate:**

Where the tutor is not registered with the Teaching Council and/or not qualified to teach in the sector for which tuition is being provided then the modified rate applies.

Modified rate:	€ 26.07 per hour worked
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Teachers who have retired and who are in receipt of a public service pension will be paid at the modified rate only.