

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



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

## **Circular 0051/2016**

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

### **Home Tuition Grant Scheme 2016 /2017 – Maternity Related Absences Component**

#### **1. Introduction**

This circular provides information in relation to the Maternity Related Absences Home Tuition Grant Scheme, operated by the Department's Schools' Division. It should be read carefully by applicants before completing the Application Form.

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

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

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

- The purpose of the Maternity Related Home Tuition Grant Scheme is to provide funding towards the provision of a compensatory educational service for girls who are unable to attend school due

to pregnancy. Provision of tuition under this scheme is for a maximum of 90 hours. The Home Tuition grant is for educational teaching intervention only.

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

- Section 1 of the form is completed by the parent or pupil if she 18 years or over
- Section 2 of the form is completed by the School Principal
- Section 3 of the form is completed by the proposed Tutor(s)
- A medical certificate, confirming pregnancy should be sent in with the completed application form

**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 90 hours in total, regardless of the number of tutors
- Tuition is granted from date of sanction for a six month period.

**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 the Department of Education and Skills pay for any home tuition that has taken place before the date advised by letter of sanction or beyond the date this approval ends.
- The Home Tuition grant is paid directly to tutors

**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**

The purpose of the Maternity Related Home Tuition Grant Scheme is to provide funding towards the provision of a compensatory educational service for girls at Post Primary level who, due to their pregnancy, are unable to attend school. All applicants must have a current school place at Post Primary level.

Maternity related Home Tuition is intended as an interim provision to assist girls to complete their education at second level.

### **3. Application Procedure**

Where a female student is unable to attend school for a period before or after the birth of her child, the Department of Education and Skills may sanction a grant to the parent/guardian or the student herself, if she is over 18 years old, to engage a suitably qualified tutor to provide home tuition. The tuition can take place over a 6 month period from the date of sanction. **The maximum number of hours that are granted under this scheme is 90 hours home tuition over a 6 month period.** The upper limit of 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](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 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 given for the tuition to commence.

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

Home tuition 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 Statutory Declaration Form and a Form of Undertaking (Appendices 1 & 2 respectively of the relevant Application Form). The form of Undertaking is also signed by the applicant.

## 5. General Information

Applicants will be required to complete an Application Form - **HT11 MRA 16/17** 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.

Home Tuition 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, Revenue and the Department of Education and Skills to ensure that duplicate funding does not occur.

The increased flexibility of this scheme allows tuition take place as required by the pupil. Tuition can now be availed of during a week when the pupil is attending school and/or during weeks that the pupil is unable to attend school. **Tuition under this scheme cannot take place at weekends or Bank Holidays or Public Holidays.** Total number of hours of tuition is 90 hours over a period of 6 months from the date of sanction. 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 provide over the sanction period**. The sanction letter will confirm the total number of hours sanctioned for each tutor.

## 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](http://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 under no circumstances will the Department of Education and Skills pay for any home tuition that has taken place before the date advised on the letter of sanction or beyond the day this approval expires. Home Tuition funding will not be back-dated.

Home tuition should not commence until the approval letter is received by the applicant confirming the date of commencement of the tuition and that the formal approval of the nominated tutor/s.

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. Further details on payments are available on the Department of Education and Skills website at the following link:

<http://www.education.ie/en/Parents/Services/Home-Tuition/Payments.html>

Please note that where a child is in the care of TUSLA grant 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/Home-Tuition-TUSLA-Payment-Claim-Form-HT10-.pdf>

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](mailto:hometuition@education.gov.ie)

**Other issues relating to the payment of 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](http://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, Mullingar, Co. Westmeath

Contact No: 0761 108575 or 0761 108581

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

Tom Deegan  
Principal Officer  
Schools Division

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## **APPENDIX**

### **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: €34.95 per hour worked.

Qualified Post-Primary School Teacher Tutoring a post-primary student: €41.01 per hour worked.

#### **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: €28.04 per hour worked

**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.**