



Circular 0075/2008

Boards of Management and Principal Teachers of Primary Schools

Home Tuition Scheme

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

2. Purpose of the scheme

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

- 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:
 - (a) cannot attend school at all
 - (b) are absent for a significant proportion of the school year and where the degree of absence is such that without supplemental instruction the pupil is unlikely to be able to perform academically at the level appropriate to his/her level of ability.
- Children with Special Educational Needs awaiting an appropriate educational placement, as an interim measure.

- Children aged 2 ½ - 5 years who have been assessed under the Disability Act by the HSE as having Autistic Spectrum Disorder, requiring early educational intervention. Home Tuition is for educational intervention only. 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 therapeutic supports.

3. Criteria for eligibility under the terms of the scheme

- 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 medical note from a psychologist / psychotherapist / psychiatrist.

- Children with Special Educational Needs awaiting an appropriate educational placement:

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 SENO where necessary.

- Children with Autistic Spectrum Disorder, requiring early educational intervention:

Eligibility in this regard is dependant on a diagnosis of an Autism Spectrum Disorder. Allocation is limited to children who do not have a school based early intervention class placement available. Where a child is attending a HSE early intervention service/pre-school, attendance will be taken into consideration in determining allocation.

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 vacancy in an early-intervention class in their locality and, if not, to supply the SENO with their child's details ensure that future planning for their child's future education can commence at the earliest opportunity.

- Your local SENO contact details are available on www.ncse.ie.
- 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.

4. Allocation of hours under the terms of the scheme

- 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 level of attendance.

- Children with a Special Educational Need awaiting an appropriate educational placement

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

- Children with Autistic Spectrum Disorder, requiring early educational intervention:

The allocation for children with ASD up to 3 years of age is ten hours tuition per week and is intended to provide an individualised early educational intervention programme. This increases to 20 hours per week once the child is 3 years of age provided that he/she is not enrolled in an early intervention class. Where a child is attending a HSE early intervention service/pre-school, attendance will be taken into consideration in determining allocation. Home Tuition ceases in the summer following a child's 5th birthday, or earlier where a place in an ASD class is available.

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. However if it is not possible to recruit a tuition provider with a teaching qualification then alternative qualifications are acceptable as appropriate. [Appendix A](#) details a range of acceptable qualifications in this regard. Tuition Providers will be requested to submit a form of photographic identification displaying their signature e.g. driving licence, passport.

No tuition may commence until the qualifications and identification of the nominated tuition provider have been approved. It should be noted that as these tutors are not employed directly by the Department of Education and Science that they may not have been subject to the vetting process. It is recommended that parents/guardians take usual precautions in this regard, for example parents should not leave a child alone with the tutor.

6. 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 applying for tuition as an interim measure whilst awaiting an educational placement. 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 with autism requiring early educational intervention. 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.

Please note that information pertaining to this application may be shared between the Department and the NCSE.

7. Payment

Where the tuition is provided by a non-serving primary teacher, home tuition grants are payable to the parent/guardian on a quarterly basis in arrears. No travel or subsistence allowances are applicable. The Department of Education and Science is not responsible for

the deduction and / or payment of tax and PRSI in this regard. Payment to tuition providers are subject to income tax regulations and contact should be made with your local Revenue office for advice on an individual basis. Tutors and parents should note that details of these payments may be forwarded to the Revenue Commissioners by the Department of Education and Science.

8. Queries

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

**Home Tuition Unit
Special Education Section
Department of Education & Science
Cornamaddy
Athlone
Co. Westmeath.
Contact No: 090 6483751, 090 6483926, 090 6484153.**

[Download Application Form](#) (File Format Word 160KB) or alternatively you can contact the above section directly.

**Teresa Griffin
Principal Officer
July 2008**

APPENDIX A

The Home Tuition Scheme Acceptable Qualifications for Home Tuition Providers

A recognised teaching qualification for the relevant age-group;

B.Ed; H.Dip in Education, Montessori Qualification – successfully completed either (a) the 3 year full-time course at Montessori College in Milltown or (b) National Diploma/Degree in Humanities in Montessori in St. Nicholas College, Dun Laoghaire; Qualified Teacher Status from UK;

Please note that the Department's qualification preference is for a fully qualified teacher. Where parents cannot recruit a fully qualified teacher, then some alternative qualifications are acceptable including the following:

- A qualification in autism (an autism specific qualification) – 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 teaching 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
- As an interim measure third level qualification B.A., B.Sc., Psychology, RNMH etc. may also be appropriate depending on circumstances.