

APPLICATION FOR HOME TUITION FOR 2019/2020 SCHOOL YEAR FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Section 1

Personal Details

(To be completed by Parents/Legal Guardian)

***All fields must be completed**

Parent/Legal Guardian PPSN: Your Personal Public Service Number (PPSN) is a unique reference number that is to be used in all dealings with Public Service Agencies, including Revenue. If you need details of your PPSN please contact the Department of Employment & Social Protection (DEASP) - Public Service Identity.

***Parent/Legal Guardian PPSN:**

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***Forename of Parent/Legal Guardian:**

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***Surname of Parent/ Legal Guardian:**

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*** Parent/Legal Guardian Address:**

*** Contact Telephone No:** Parent/Legal Guardian primary contact number

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***Email address:** Parent/Legal Guardian primary e-mail address

Please give details of proposed home tuition programme:

***Note: Do not send in assessments or reports with this application – these should only be provided to the SENO**

Please note that the last date for receipt of applications for early intervention or primary-aged children is
29th May 2020

Important notice: If your child has turned 3 years of age, skip to page 5 of the Application Form (Section 2(B))

SECTION 2(A)

Children aged between 2½ years and 3 years of age with an Autism Spectrum Disorder based on the DSM V or ICD 10 criteria.

This page to be completed by the Parent/Legal Guardian

Name of child: _____

I confirm that I have consulted with the National Council for Special Education (NCSE) with regard to sourcing an educational placement for when my child reaches their third birthday, and supplied all the relevant associated reports to the NCSE. ☐

Where an educational placement has been identified by the NCSE and it is decided not to avail of the proposed placement, the child will not be eligible for tuition for the remainder of the 2019/2020 school year from the date on which they reach 3 years of age.

Will the child be availing of any of the following supports during 2019/20 school year?

- Early Intervention class attached to a mainstream or special school
- Early Intervention settings attached to HSE funded service providers.
- Pre-school settings supported by the Early Childhood Care & Education Scheme (ECCE).
- Pre-school settings supported by HSE grant aid or HSE funded Pre-School Assistant.

Yes

☐

No

☐

If yes, please provide the following information

Start Date:

Number of hours per week:

Details of supports received

Name and address of facility and contact details

Please Note

If the child avails of one of the schemes after the application for the Home Tuition grant has been processed, parents/legal guardians must notify this Department immediately

Continued on next page

SECTION 2(A)

Children aged between 2½ years and 3 years of age with an Autism Spectrum Disorder based on the DSM V or ICD 10 criteria.



Special Educational Needs Organiser (SENO) response to parent/guardian following receipt of application form and supporting evidence in relation to Department of Education and Skills Home Tuition Grant Scheme 2019/2020

This section to be completed by the SENO only.

Child's Name (Block Capitals)		Child's Date of Birth	
			SENO to complete below sections with either ✓ or N/A, where applicable
1. Professional report(s) provided confirm a diagnosis of Autism Spectrum Disorder <small>*Please note that a diagnosis stating that a child has autistic traits is not acceptable in this context.</small>			
2. Child is currently ineligible for DES Early Intervention class placement, i.e. less than 3 years of age			
3. SENO has informed the parent/legal guardian of their responsibility to seek an Early Intervention placement and enrolment for when the child turns 3 years of age.			
4. SENO has provided details in relation to schools offering ASD specific provision, including Early Intervention classes attached to mainstream schools, to assist planning for when the child turns 3 years of age.			
5. SENO has informed the parent/legal guardian of supports available under the Early Childhood Care and Education Programme (ECCE) including the Access and Inclusion Model (AIM)			
6. SENO can confirm that placement is to be accessed in the following school for when the child is 3 years of age.			
School Name and Roll no.		Address	
		Expected date of commencement	
Parent/legal guardian may wish to access, "Information booklet for parents of children and young people with special educational needs", a publication which is accessible on the website of the National Council for Special Education, www.ncse.ie Contact details of Special Educational Needs Organisers (SENO) can also be found on www.ncse.ie			
SENO Name	Block Capitals	Signature	
SENO Area			
Date			

SECTION 2 (B)

Children with ASD who are seeking an Early Intervention/Pre-school placement, aged from 3 years upwards

This page to be completed by the Parent/Legal Guardian

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

(1) Early Childhood Care and Education (ECCE) Programme including the Access and Inclusion Model (AIM) for children with special educational needs, including Autism. A programme of supports is now available to all Early Childhood Care and Education Programme (ECCE) mainstream pre-school settings designed to ensure that children with special educational needs, including Autism, can access their local (ECCE) pre-school and can participate fully in the pre-school curriculum alongside their peers.

(2) Early Intervention classes, attached to mainstream schools, for children with ASD

Early Intervention classes are for children aged between 3 and 4 years of age with a diagnosis of Autism Spectrum Disorder (ASD). Early Intervention classes are also for children over 4 years of age with ASD diagnosis and a recommendation for an early intervention placement (who will not reach the age of 6 during the 2019/20 school year).

(3) Early Intervention settings in HSE funded service providers or Pre-school settings supported by HSE Grant Aid or HSE funded Pre-School Assistant

Will the child be availing of any of the above supports during 2019/20 school year? YES ☐ NO ☐

If yes, please provide the following information

Start Date: Number of hours per week:

Details of supports

Name and address of facility and contact details

- ❖ I confirm that I have consulted with the NCSE with regard to sourcing an Early Intervention placement for my child, and supplied all the relevant associated reports to the NCSE ☐
- ❖ I am aware of my responsibility to enrol my child in an Early Intervention placement, where available ☐
- ❖ I confirm that there is no Early Intervention placement available for my child ☐

Please Note

- The child will not be eligible for home tuition for the remainder of the 2019/2020 school year where a placement in an Early Intervention class, attached to a recognised school, is identified but is not accepted.
- Where a child is attending an ECCE early intervention setting or pre-school setting (excluding Early Intervention classes in mainstream, and special schools) the home tuition hours allocated will be the difference between the hours approved in the pre-school, or early intervention setting, and the maximum Home Tuition hours for which the child would normally be eligible for under the terms of this Scheme.
- The maximum number of hours which can be availed of under the above schemes is 20 hours per week.
- If the child avails of one of the above-named schemes after the application for the Home tuition grant has been processed, parents/legal guardians **must notify this Department immediately**

SECTION 2 (B)

Children with ASD, who are seeking an Early Intervention/Pre-school placement, aged from 3 years upwards



Special Educational Needs Organiser (SENO) response to parent/guardian following receipt of application form and supporting evidence in relation to Department of Education and Skills Home Tuition Grant Scheme 2019/2020.

This section to be completed by the SENO only.

It is the responsibility of a parent/legal guardian to seek school placement for their child and the NCSE can assist with this process. Parents/legal guardians are required to provide documentary evidence of the schools that they have already applied to and pursued with regard to placements for their child. This requirement of the Home Tuition Grant application process also assists schools in identifying potential candidates for enrolment, should a place become available. **Home Tuition may be approved as an interim measure only until the SENO and/or parent/legal guardian confirms a placement for the child has been provided.**

Child's Name (Block Capitals)		Child's Date of Birth	
SENO to enter ✓ in box, where applicable			
		YES	NO
1. Professional report(s) provided confirm a diagnosis of ASD which meets Department of Education and Skills criteria			
1a. Additional diagnosis, if any			
SENO to enter ✓ in box, where applicable			
2a. Child is 3-4 years of age: <input type="checkbox"/> <i>(No recommendation in respect of an Early Intervention Class placement is required for children aged between 3 and 4 years of age.)</i> <p style="text-align: center;">OR</p> 2b. Child is over 4 years of age (will not be aged six during this academic year) and has a professional report recommending an ASD Early Intervention Class <input type="checkbox"/>			
2c. Parent/Guardian is not seeking a placement in a school (where the child is aged 4 years +)			<input type="checkbox"/>
SENO to enter ✓ in box, where applicable, otherwise leave blank.			
3. SENO confirms that the parent/legal guardian has been informed of supports available under the Early Childhood Care and Education Programme (ECCE) and the Access and Inclusion Model (AIM)		<input type="checkbox"/>	
3a. SENO confirms that there is currently no educational placement available in an Early Intervention Class attached to a recognised school		<input type="checkbox"/>	
OR			
3b. SENO confirms that the following school(s) may have places available in Early Intervention Class(es) currently.			
School Name and Roll No.		Address	
		Telephone	
SENO Name	Block Capitals:		Signature:
SENO Area			Date

SECTION 2 (C)

Children with Special Educational Needs, including ASD, who are seeking a school placement aged from 4 years upwards

This page to be completed by the Parent/Legal Guardian

- ❖ I confirm that I have consulted with the NCSE with regard to sourcing an educational placement for my child for 2019/2020 school year, and supplied all the relevant associated reports to the NCSE ☐

Date of first consultation with the NCSE _____

- ❖ After consultation with the SENO, and with reference to my child's relevant reports, I have decided to seek to enrol my child in the following setting: *(please tick one box only)*

ASD Special Class

☐

Special School

☐

Special Class (Non-ASD)

☐

- ❖ I am aware of my responsibility to enrol my child in a school where a potential placement has been identified ☐

- ❖ Number of schools applied to for 2019/2020 school year

- ❖ I have provided documentary evidence to the SENO of application to schools for 2019/2020 school year

- ❖ I confirm that there is no school placement available for my child

Continued on next page

Please Note:

- The child will not be eligible for home tuition for the remainder of the 2019/2020 school year where a placement is identified, but not accepted.
- Details of the school in which the child is to be enrolled must be forwarded to the Department by December of the school year in which the child turns 5 years of age.

SECTION 2 (C)

Children with Special Educational Needs, including ASD, who are seeking a school placement aged from 4 years upwards



Special Educational Needs Organiser (SENO) response to parent/guardian following receipt of application form and supporting evidence in relation to Department of Education and Skills Home Tuition Grant Scheme 2019/2020.

This section to be completed by the SENO only

It is the responsibility of a parent/legal guardian to seek school placement for their child and the NCSE can assist with this process. Parents/legal guardians are required to provide documentary evidence of the schools that they have already applied to and pursued with regard to placements for their child. This requirement of the Home Tuition Grant application process also allows schools to be made aware of potential candidates for a place, should one become available. **Home Tuition may be approved as an interim measure only until the SENO and-or parent/legal guardian confirms a placement for the child has been provided.** *Where no placement is available for a child who will reach the age of 6 during the school year, the SENO must advise the parent to contact the Educational Welfare Service (EWS). SENOs must work with the EWS, the parent/legal guardian and local schools to secure a school placement at the earliest opportunity.*

Child's Name (Block Capitals)		Child's Date of Birth	
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SENO to enter ✓ in box, where applicable

	YES	NO
1. Professional report(s) provided confirm a diagnosis which meets Department of Education and Skills criteria		
The child has a diagnosis of		

SENO to enter ✓ in box, where applicable

2. I have read the report/s for the above-named child. The report/s establishes that this child cannot be supported in a mainstream class. I have discussed the findings of the report with the parent/guardian and the following is the placement required: *(please tick one box only)*

*ASD Special Class

☐

*Special School

☐

Special class(Non-ASD)

☐

**For the purposes of applying for the Home Tuition grant, where both special class and special school are recommended, special class will be considered in the first instance to be appropriate.*

SENO to enter ✓ in box, where applicable, otherwise leave blank.

3a. SENO confirms that there is currently no educational placement available in a recognised school ☐

OR

3b. SENO can confirm that the following school(s) may have places available currently.

School Name and Roll No.	Address	Telephone

SENO Name	Block Capitals:	Signature:
SENO Area		Date

Section 3

Important Notices

1. Please note that Sections 1 and (2A or 2B or 2C) and Section 3 of the Application Form may be sent to this Department, prior to sourcing a tutor, in order to establish if the child is, in the first instance, eligible for home tuition.
2. **Tuition cannot commence** until tutor details, i.e. Section 4, Appendix 1 and Appendix 2, are received, approved by this Department and a full sanction letter has issued to the parent/legal guardian setting out dates, tutor details and terms & conditions of the tuition.
3. **If you intend to engage more than one tutor** you must notify this Department in advance for approval, stating the number of hours tuition to be provided per week by each tutor.
4. For post-primary students who are undertaking study of subjects for Junior and Leaving Certificate Examinations the requirements of the State Examinations Commission for practical coursework need to read carefully. The subjects with practical coursework are listed at www.examinations.ie. If the State Examinations Commission requirements are not met, this may result in a student not being able to achieve all of the marks available for the subject.

Declaration

1. I declare that the information contained in this form is accurate to the best of my knowledge.
2. **I have carefully read and understand Circular 0043/2019**
3. I confirm that it is in order to have this application form and any associated documents processed by the Department of Education and Skills or any nominee of the Department of Education and Skills, if this is considered appropriate by the Department. In addition, I confirm that it is in order to have my child assessed by a psychologist nominated by the Department should the Department consider it necessary.

Applications for home tuition are accepted in the knowledge that personal information supplied, including PPSN, will be used in determining eligibility for home tuition, in processing payments and for statistical purposes. Personal information may be shared between the HSE, TUSLA (Child and Family Agency), National Council for Special Education (NCSE), Department of Children and Youth Affairs (DCYA), The Revenue Commissioners and the Department of Education and Skills, including NEPS, for the reasons stated and to ensure that duplicate funding does not occur.

Signature of Parent/Legal Guardian: _____

(Same as person named on Page 2 of Application Form)

Relationship to Child: _____

Date: _____

Forms should be returned to the following address:

**Home Tuition Unit
Special Education Section
Department of Education and Skills
Cornamaddy
Athlone
Co. Westmeath N37 X659**

SECTION 4

For completion by proposed Tutor

The Statutory Declaration Form and the Form of Undertaking must be completed by the Tutor
(Appendices 1 & 2 respectively of the Application Form)

* All Fields must be completed

Tutor PPSN: Your Personal Public Service Number (PPSN) is a unique reference number that is to be used in all dealings with Public Service Agencies, including Revenue. If you need details of your PPSN please contact the Department of Employment & Social Protection (DEASP) - Public Service Identity.

*Tutor PPSN:

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*Tutor Forename:

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*Tutor Surname:

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*Tutor Date of Birth:

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*Address:

*Email address: Your primary e-mail address.

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*Contact Telephone No: Your primary contact number.

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*I am currently registered with the Teaching Council Yes ☐ No ☐

(Please note that it is a requirement of the Scheme that all tutors are registered with the Teaching Council of Ireland)

*Teaching Council No:

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*Are you currently in receipt of payment of a Public Service Pension e.g. former teacher, civil servant, HSE employee, semi-state employee, etc.? Yes ☐ No ☐

If Yes, you must state the type of pension _____

*If you have applied to deliver tuition under this Scheme to other children please indicate no. of children: (Where you intend to tutor 2 or more children, further details will be required before approval is given for the tuition to commence.)

Note: If you are currently availing of any of the following paid or unpaid schemes – maternity leave, sick leave, disability pension, early retirement schemes or any approved leave of absence you are not eligible to deliver home tuition. If you are on a career break or job-sharing you should refer to the web book “Terms & Conditions of Employment for Registered Teachers in Recognised Primary and Post Primary Schools” with regard to your eligibility to work as a tutor.

Appendix 1 - To be completed by all tutors providing Home Tuition

In order to comply with child protection guidelines the following child protection related Statutory Declaration must be provided by all persons being appointed as home tutors. A Statutory Declaration is regarded as valid if made in the same or previous calendar year. This form must be witnessed by a Practising Solicitor/Commissioners for Oaths/Notary Public/Peace Commissioner

Statutory Declaration

This statutory declaration must be completed prior to a person being appointed to deliver home tuition.

"I _____ of, _____

in the county of _____ aged eighteen years and upwards do SOLEMNLY AND SINCERELY DECLARE as follows:-

that to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed in relation to children or vulnerable persons by virtue of my appointment to deliver home tuition.

I am aware that I am not now, or in the future, required to disclose to the parents/legal guardians of the child by whom I have been nominated to deliver home tuition, details of any conviction regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, but that, in accordance with section 10 of that Act, this does not however apply in the case of any conviction in respect of offences specified in Part 1 or 2 of Schedule 1 of that Act or those specified in Schedule 3 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016.

Within a child protection context:

- I hereby confirm my irrevocable consent to the parents/legal guardians of the child by whom I have been nominated to deliver home tuition to the making of such enquiries as they deem necessary in respect of my suitability to deliver home tuition.
- I hereby accept and confirm the entitlement of the parents/legal guardians of the child I am delivering tuition to reject my application or terminate my delivery of the tuition if I have omitted to furnish the parent/legal guardian of the child to whom I am delivering home tuition with any information relevant to my application for the position as a home tuition provider.
- I understand that any false or misleading information submitted by me in relation to my application to deliver home tuition for the child in question will render me liable to automatic disqualification or render me liable to automatic termination of my role as a home tutor.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938."

Signed: _____ Date: _____
Home Tutor

Print Name: _____

Declared before me _____ [name in capitals] a [notary public][commissioner for oaths][peace commissioner] [practising solicitor]by _____

*who is personally known to me,

or

*who is identified to me by _____ who is _____ personally known to me,

Or

*whose identity has been established to me before the taking of this Declaration by the production to me of passport no. [passport number] issued on [date of issue] by the authorities of [issuing state], which is an authority recognised by the Irish Government]

Or

National identity card no.[identity card number] issued on [date of issue] by the authorities of [issuing state] [which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement]

Or

[Aliens Passport no. (document equivalent to a passport)[passport number] issued on [date of issue] by the authorities of [issuing state] which is an authority recognised by the Irish Government]

Or

Refugee travel document no. [document number] issued on [date of issue] by the Minister for Justice, Equality and Law Reform]

Or

Travel document (other than refugee travel document) [document no.] issued on [date of issue] by the Minister for Justice, Equality and Law Reform

at

in the City/ County of _____

on the _____ day of _____ 20__

Signed: _____

*Practising Solicitor / Commissioner for Oaths / Notary Public / Peace Commissioner

* Delete as appropriate

Note: Further information in relation to Commissioners for Oaths and Peace Commissioners is available on www.citizensinformation.ie

(Please note signatures from members of An Garda Síochána are not accepted)

Appendix 2

Form of Undertaking

I can confirm that since the date on which I signed the attached statutory declaration, to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in relation to children or vulnerable adults in which I would be placed by virtue of my position as a tuition provider to _____ (name of pupil).

I also undertake to inform the parents/legal guardians of the pupil to whom I am delivering Home Tuition of any changes to the above stated position that may affect my suitability, from a child protection perspective, for continuing in the role as a tutor for the Home Tuition Programme.

I am aware that I am not now, or in the future, required to disclose to the parents of the child to whom I am delivering Home Tuition details of any conviction regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, but that, in accordance with section 10 of that Act, this does not however apply in the case of any conviction in respect of offences specified in Part 1 or 2 of Schedule 1 of that Act or those specified in Schedule 3 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

I acknowledge and understand that any false or misleading information as to my conduct, character or personal background or any failure of mine to inform the parent of the pupil to who I am delivering the Home Tuition Programme may affect my suitability, from a child protection perspective, will constitute a breach of my role as a tutor for the Home Tuition Programme and may be grounds for summary dismissal by the parent/legal guardian.

I have carefully read and understand the Home Tuition Grant Scheme Circular 0043/2019.

I confirm that I am fully registered with the Teaching Council.

I confirm that I am currently vetted by the National Vetting Bureau and I shared the result of my vetting search, known as a vetting disclosure, with this parent/legal guardian through the Teaching Council's secure online IT solution, called Digitary.

Tutor Name: Block Capitals	Tutor: Signature
Date:	

I understand that I must request a newly issued vetting disclosure in circumstances where I am engaging the tutor for the first time or if I have previously engaged the tutor, I may consider whether a newly issued vetting disclosure is necessary. (see Section 5 of Circular 0043/2019)

I can confirm that the tutor I have nominated is currently vetted by the Teaching Council and I have viewed the result of the tutors vetting search through the Teaching Council's secure online IT solution, called Digitary.

I understand Garda vetting does not provide clearance for persons to work with children. It simply provides particulars of any criminal record and/or specified information in respect of the person concerned or where there is no criminal record or specified information states this fact. The decision on the suitability of a person to work with the child is ultimately a matter for the parent/legal guardian.

Parent/Legal Guardian Name in Block Capitals (same as person named on Page 2 of Application Form)	Parent/Legal Guardian Signature
Date:	

Before posting to the Department please check the following

SECTION 1: Personal Details

I have completed all child and parent/legal guardian details including PPSN and contact details ☐

***Note: Do not send in assessments or reports with this application – these should only be provided to the SENO**

SECTION 2(A): 2½ - 3 years

I have read the information on Page 3 and completed details of any additional supports. ☐

Page 4 has been completed and signed by the SENO. ☐

SECTION 2 (B): 3+ No Early Intervention placement

I have read the information on Page 5 and completed details of any additional supports. ☐

Page 6 has been completed and signed by the SENO. ☐

SECTION 2 (C): Age 4 and over- No School placement

I have read the information on Page 7 and completed all details. ☐

Page 8 has been completed and signed by the SENO. ☐

SECTION 3: Declaration

I have read the Important Notices on Page 9. ☐

I have read carefully, and signed, the Declaration on page 9. ☐

SECTION 4: Tutor Details

I can confirm all tutor details as requested including PPSN number, Teaching Council Number, and contact details have been completed. ☐

APPENDIX 1 –Statutory Declaration has been completed in full, signed and stamped. ☐

APPENDIX 2 –Form of Undertaking has been completed and signed by tutor and witnessed by the parent/legal guardian. ☐

I have provided a breakdown of hours for additional tutors, where relevant. ☐

Important Notices

❖ No tuition should take place until written confirmation of tutor/s sanction has been issued to you by the Department and payment will not be made in respect of any tuition delivered prior to the approved dates.

It should be noted that the following periods **will not** be covered for payment for any pupil availing of the Home Tuition Grant Scheme:

October 2019 mid-term break: 28th October 2019 to 1st November 2019 inclusive

Christmas 2019: 23rd December 2019 to 3rd January 2020 inclusive

February 2020 mid-term break: 17th February 2020 to 21st February 2020 inclusive

Easter 2020: 6th April 2020 to 17th April 2020 inclusive

Bank Holidays: All bank holidays which fall within the school year

It should also be noted that Home Tuition should reflect the school day and be provided between (9am – 6 pm). Home Tuition should not take place during school holidays, bank holidays and weekends.