



**Circular 0046/2009**

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

### **Home Tuition Scheme 2009/2010**

#### **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

#### **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 full report from a psychologist / psychotherapist / psychiatrist. The Department may seek updated reports during the course of the year in this regard

- 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 and be accompanied by all relevant professional assessments/reports.

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

**Applicants for tuition under this category for the 2009/2010 school year are requested to return forms by 30/9/09 to assist in the processing of applications.**

Eligibility in this regard is dependant on a diagnosis of an Autism Spectrum Disorder. Allocation is limited to children for whom a school based early intervention class placement is not 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 to 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](http://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 10 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 5<sup>th</sup> 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. 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.

Tuition Providers not registered with the Teaching Council will be requested to submit 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.

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. Under the terms of Primary Circular 10/03 teachers on career break should not normally engage in any type of primary teaching and under the terms of Primary Circular 11/03 job –sharing teachers may not engage in part-time teaching. Accordingly, teachers who are on career break or who are jobsharing are not permitted to engage in the provision of Home Tuition.

## 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 on the autistic spectrum 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. **Note - Applicants for tuition under this category for the 2009/2010 school year are requested to return forms by 30/9/09 to assist in the processing of applications.**

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

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

#### **7: Payment Procedures:**

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. 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

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 Science payment will be made directly to the teacher through the Department's payroll. A completed claim form signed by the teacher should be returned to the payments section at the end of each month.

(B) If home tuition is provided by a teacher / tutor who is NOT currently on the primary teachers' payroll payment will be made directly to the parent. Such payments are made **only by Electronic Fund Transfer (EFT)** directly into the bank account of the parent. It should be

noted that if more than one tutor is providing tuition to a child and this method of payment is being used, it will not be possible to issue advance payment.

#### When will payment issue?

Payment should issue to you within four weeks of receipt of your claim form. Advance payments can be claimed from September 2009 for the period September to December 2009 and from January 2010 for the period January 2010 to the end of the school year.

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

To comply with existing legislation, **parents** who receive direct grant payments from the Department of Education and Science must provide a current tax clearance certificate. 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). You can apply for a tax clearance certificate from the Revenue Commissioners by accessing:

[www.revenue.ie/en/business/running/tax-clearance.html#online](http://www.revenue.ie/en/business/running/tax-clearance.html#online)

Payments to tuition providers are subject to income tax regulations and contact should be made with your local Revenue Commissioners office for advice on an individual basis. The Department of Education and Science is not responsible for the deduction and or payment of tax and PRSI in this regard. Tutors and parents should note that details of Home Tuition payments may be forwarded to the Revenue Commissioners by this Department.

No travel or subsistence allowances are applicable for home tuition.

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

## **8. Queries**

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

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

Contact No: 090 6483751, 090 6483926, 090 6484153.

**Queries in respect of Home Tuition payments can be addressed to:**

Home Tuition Payments  
Schools Division – Financial  
Department of Education & Science  
Athlone  
Co. Westmeath.

Contact No: 090 6483748

Teresa Griffin  
Principal Officer  
Special Education Section

August 2009

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

## **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
- Third level qualifications B.A., B.Sc., Psychology, RNMH etc.