



**Circular Number 0050/2024**

## **Home Tuition Grant Scheme 2024/2025**

### **Special Education Component**

#### **Introduction**

This Circular provides information in relation to the Home Tuition Grant Scheme and should be read carefully by applicants before completing the relevant Application Form, [HTSEN1](#) or [HTMED1](#).

**Application form HTSEN1** is to be completed for children seeking a special school or special class placement or children aged between 2 ½ and 3 years of age with an Autism diagnosis.

**Application form HTMED1** is to be completed for students with a significant medical condition or school phobia and/or associated depression/anxiety.

The purpose of the Home Tuition Grant Scheme is to provide funding towards the provision of a compensatory educational service for

- (a) Pre-School Children with autism who meet the scheme's eligibility criteria
- (b) Children seeking a Special School or Special Class placement
- (c) Students, enrolled in schools, with a significant medical condition, which has caused, and is likely to continue to cause, major disruption to their attendance at school
- (d) Students, enrolled in schools, with school phobia and/or associated depression/anxiety, which has caused, and is likely to continue to cause, major disruption to their attendance at school



**The aim of the Department is to meet the needs of families and to ensure every child is allocated a suitable school placement. The preferred approach is that children are educated in school settings where children may have access to fully qualified teachers, individualised education programmes, special needs assistants, school curriculum with the option, where possible and appropriate, of full or partial integration and interaction with student peers. Accordingly, home tuition is provided as an interim measure only for children for whom a placement in a recognised school is not currently available and should not be regarded as an optional alternative to a school placement.**

All references to “schools” or “school placements” refer to schools which are recognised under Section 10 (3) of the Education Act 1998.

Applications can be submitted from date this circular is issued until the closing dates as prescribed below;

Closing date for HTSEN1 Applications: 30th May 2025

Closing dates for HTMED1 Applications:

Post-Primary students: 18th April 2025

Primary students: 16th May 2025



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## 1. Criteria for eligibility and allocation of hours under the terms of the scheme

### Category (A) Pre-School Home Tuition Supplementary Scheme for Children with Autism\*

- (1) Children aged between 2 ½ and 3 years of age with an Autism diagnosis.
- (2) Children between 3 and 4 years of age with an Autism diagnosis and for whom an early intervention placement is not currently available, as confirmed by the National Council for Special Education (NCSE).
- (3) Children over 4 years of age with an Autism diagnosis and a recommendation for an early intervention placement (who will not reach the age of 6 during the 2024/25 school year) and for whom an early intervention placement is not currently available, as confirmed by the NCSE.

\*who have been assessed with Autism based on the DSM V or ICD 10 criteria.

Section 2(A) of the application form HTSEN1 should be completed by the applicant and the Special Educational Needs Organiser (SENO) for children aged between 2½ and 3 years of age.

Section 2(B) of the application form HTSEN1 should be completed by the applicant and the SENO for children aged between 3 and 4 years of age and children over 4 years of age with a recommendation for an early intervention placement.

### State Supports for Pre-School Children

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

- Early Intervention classes in mainstream and special schools
- Early Intervention settings in Health Service Executive (HSE) funded service providers
- Early years settings supported by the Early Childhood Care & Education Scheme (ECCE) and the Access and Inclusion Model (AIM)



- Early years settings supported by HSE grant aid or HSE funded Pre-School Assistant.
- Home Tuition Grant Scheme for children aged between 3 and 4 years of age with an autism diagnosis where a placement in an Early Intervention setting is not available

In certain circumstances attendance in an early intervention setting (excluding Early Intervention classes in mainstream and special schools) may be supplemented by the home tuition grant, where a placement is not available in an Early Intervention Class. Parents/legal guardians are requested to declare if their child is availing of any of the schemes listed above.

If the child avails of one of the schemes, after the application for the home tuition grant has been approved, parents/legal guardians must notify this Department immediately.

**The maximum number of combined hours which can be availed of under the above schemes is 10 hours per week for children between 2½ and 3 years of age and 20 hours per week for children over 3 years of age.**

### **Category (B) Children seeking a Special School or Special Class placement**

Children with Special Educational Needs who are aged 4 years and over may avail of home tuition where a special school or a special class placement is not available as confirmed by the NCSE, through the local SENO.

The availability of a school placement will be assessed by the NCSE having regard to, although not limited to, the relevant diagnosis and relevant professional report.

The Home Tuition Grant Scheme is an interim measure to provide for education until an educational placement becomes available. When a school placement becomes available the home tuition grant will be discontinued.

Section 2(C) of the application form HTSEN1 should be completed by the applicant and the SENO.



**The maximum home tuition grant for children awaiting a placement is based on 20 hours tuition per week subject to the appropriate school calendar year. Where a child is attending an early intervention or private pre-school setting (see Section 1 Category (A) above), this will be supplemented by the Home Tuition Grant. In this instance, the home tuition hours allocated will be the difference between the hours approved in the pre-school/early intervention setting and the maximum home tuition hours which the child would normally have been eligible for.**

### **Home Tuition Summer Extension**

Under the Scheme, in certain cases and where appropriate having regard to the criteria, the home tuition grant may be extended until the end of July.

Please note, if children avail of this Home Tuition Summer Extension, the Department will only grant one home based summer provision per child i.e. Home Based Summer Programme or Home Tuition Summer Extension. The Home Tuition Summer Extension is only available to children under Category (A) and Category (B) above.

### **Category (C) Students enrolled in schools with a significant medical condition which has caused, and is likely to continue to cause, major disruption to their attendance at school.**

Eligibility is assessed having regard to, although not limited to, the following criteria

- The student's attendance levels during the previous school year.
- A relevant medical /relevant professional report - a separate report may be requested in some cases if required.

In exceptional cases, in recognition of significant and immediate circumstances, the Department will consider home tuition hours to compensate for a period of absence occurring in the current school year on a case by case basis. Home tuition hours in these circumstances are provided on a once off basis to compensate for a period of absence from



school. Therefore this period of absence will not attract home tuition hours if an application for home tuition is made in the next school year.

Section 2(A) of the application form HTMED1 should be completed by the Principal of the school and the medical practitioner for students with a significant medical condition.

**Generally, grant aid based on a range of between 2 and 10 hours tuition may be approved with the allocation reflecting the level of attendance in the previous school year (i.e. 2023/24 school year), and whether the attendance was at primary or post primary level. As a general guide, up to 5 hours may be granted to children at primary level while students at post primary level may be granted between 2 and 7 hours, and students sitting their Leaving Certificate Examinations may be granted between 2 and 10 hours.**

**Category (D) Students enrolled in schools with school phobia and/or associated depression/anxiety, which has caused, and is likely to continue to cause, major disruption to their attendance at school.**

In exceptional cases the Department will consider home tuition applications on behalf of students with diagnoses of school phobia and/or associated depression/anxiety which has caused, and is likely to continue to cause, major disruption to their attendance at school. This exception will only apply where a continued absence from school is required to facilitate appropriate medical or therapeutic intervention with a view to the reintegration of the student in their school.

In relation to applications in respect of students with diagnoses of school phobia and/or associated depression/anxiety, the principle that home tuition cannot be provided as an alternative to school applies.

Eligibility in exceptional cases is assessed having regard to, although not limited to, the following criteria:



- The student's attendance levels during the previous school year.
- Psychologist's/psychiatrist's report which should
  - i. Clearly confirm a diagnosis of school phobia and/or associated depression/anxiety.
  - ii. Provide details of medical or therapeutic intervention plans in place with a view to reintegrate the student back into his/her school.
- Details of engagement with the relevant support agencies (e.g., School, National Educational Psychological Service (NEPS), Education Welfare Officer (EWO), Child and Adolescent Mental Health Services (CAMHS), TUSLA (Child and Family Agency), HSE, NCSE).

**Note: It is not the role of diagnosing professionals to recommend home tuition as an alternative to school. Such recommendations will not be taken into consideration when determining an application.**

Section 2(B) of the application form HTMED1 should be completed by the Principal of the school and a report should be supplied by the student's psychologist/psychiatrist.

HSE/NEPS Good Practice Guide in relation to school refusal is available on the NEPS webpage at the following link:

<https://www.gov.ie/en/collection/84e52e-national-educational-psychological-service-neps-guidelines-tips-and-/#school-refusal>

**Generally, grant aid based on a range of between 2 and 10 hours tuition may be approved with the allocation reflecting the level of attendance in the previous school year (i.e. 2023/24 school year), and whether the attendance was at primary or post primary level. As a general guide, up to 5 hours may be granted to children at primary level while students at post primary level may be granted between 2 and 7 hours, and students sitting their Leaving Certificate Examinations may be granted between 2 and 10 hours.**





## **2. Allocation of Hours for Siblings under the terms of the Scheme**

All grant allocations to siblings will be reflective of the school grouping principle i.e., where the pupil teacher ratio in school settings can result in one teacher being allocated to a class of six students with children of mixed age and ability at the appropriate educational level (i.e., primary or post primary).

It is expected that home tutors should have the capacity to develop and deliver tuition in an environment which includes other children. However, the Department recognises that it may be difficult to cater for the significant differentiated educational needs of some siblings through a differentiated approach in tuition at home. To provide for this, the Department grants an increase in the combined allocation of hours for siblings on initial application.

The Department will consider applications for separate allocations where circumstances arise which are of an exceptional nature which may justify separate allocations to be made to siblings.



### 3. Criteria for the Provision of Grant Aid

#### 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/legal guardians recruit a tutor who is qualified in the sector in which tuition is being provided, and is registered with the Teaching Council for the duration of the approved tuition, up to and including issue of final payment.**

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 and has a primary degree (minimum Level 7 on the National Framework of Qualifications) in a relevant area, e.g. Psychology.

It is a requirement of the scheme that Tutors have to notify the Teaching Council of Ireland to make their details available on the Paymaster Interface through the Teaching Council website, 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 for which the tuition is being provided. Tutors, who are retired, who are registered with the Teaching Council and who are in receipt of payment of a public service pension will be paid at the modified rate – See Appendix A for further details.

**Route 5 – Student Teachers are not eligible to provide tuition under the Home Tuition Grant Scheme.**

Where a tutor intends to provide home tuition to 2 or more children, a timetable detailing the provision of hours will be required before approval is given for the tuition to commence.



It is the responsibility of the parent/legal guardian 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, if necessary. This Department does not keep lists of tutors available to carry out home tuition. It may be helpful to contact local schools in the first instance, or alternatively, the Department is aware that many parents use education provider websites to advertise for tutors or indeed place advertisements in local newspapers or on shop/community notice boards. Additionally, to help parents source a home tutor for this scheme in their local area, the Irish Primary Principals' Network (IPPN) has created a Home Tuition Noticeboard for Parents to help them source a suitable candidates. This noticeboard is available on [www.educationposts.ie](http://www.educationposts.ie)

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

**Home tuition should not commence until the grant approval letter is received by the parent/legal guardian 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.**

A teacher who is availing of approved paid or unpaid leave from his/her employment is not eligible to deliver tuition. However, a teacher who is on Career Break or who is Job Sharing may be engaged as a tutor for the Home Tuition Grant Scheme.

Under the terms of the Secondment Scheme, it is not permissible for a secondee to engage in employment other than with the host organisation without the consent of the host organisation, the employer and the Department/ Education and Training Boards (ETB).

Home Tuition should reflect the school day and be provided between 9am and 6pm. Home Tuition should not take place during school holidays, bank holidays and weekends.



Teachers who are not Irish, EU, EEA or Swiss citizens must have prior permission/appropriate work permits to work in this state before they may provide home tuition.

### **Vetting Requirements for Tutors**

All tutors must be vetted by the Teaching Council of Ireland prior to commencing the delivery of tuition.

- Parents/legal guardians must satisfy themselves that the selected tutor/s have completed the vetting process via the Teaching Council's online vetting process.
- It is a requirement under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (NVB Act) that individuals who work with children and vulnerable persons be vetted by the National Vetting Bureau (the Bureau).
- Parents/legal guardians must request a newly issued vetting disclosure in circumstances where they are engaging the tutor for the first time.
- Where the parent/legal guardian has previously engaged the tutor and the tutor has not been vetted in the previous 3 years, parents/legal guardians are advised to consider whether a newly issued vetting disclosure is necessary. The factors that the parent/legal guardian may wish to take into account in determining whether a newly issued vetting disclosure is required may include the following:
  - The period of time since previous vetting was obtained.
  - As part of teaching council registration, re-vetting of all registered teachers takes place on a three year cycle.
  - Whether there are any gaps in the person's employment/career/educational history which have not been satisfactorily accounted for.
  - Whether comprehensive references have been made available in respect of previous employments.

The above is not an exhaustive list of factors that parents/legal guardians may wish to take into consideration.



- Parents/legal guardians should note that all registered teachers can apply to be vetted through the Teaching Council of Ireland's website. The process is free of charge and can take approximately 6 weeks.
- Parents/legal guardians can confirm that tutors are vetted, and view the outcome and date of that vetting 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 IT solution, called Digitary.
- Parents/legal guardians should be aware that vetting does not provide clearance for tutors to work with children, but simply provides particulars of any criminal record and/or specified information in respect of the tutor concerned or, where there is no criminal record or specified information, states this fact. The final decision in relation to the person's suitability, from a child protection perspective, to work with the child or children is a matter for the parents/legal guardians concerned. In that regard, parents/legal guardians should note that the outcome of Garda vetting is just one factor to consider in making that decision.
- Thorough checks of the person's suitability are an essential element of good child protection practice and are the responsibility of the parents/legal guardians. These should include, but are not limited to, seeking and following up of references and ensuring that any unexplained gaps in employment records/curriculum vitae are satisfactorily accounted for. Vetting should not take the place of those checks but must be used as part of same.
- 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 Home Tuition Application Form).
- Full information for tutors in relation to the process of applying for vetting is available at: <https://www.teachingcouncil.ie/vetting/>



## 4. Child Protection

The Children First Act 2015, which was fully commenced by the Minister for Children and Youth Affairs from 11th December 2017, put elements of the Children First-National Guidance for the Protection and Welfare of Children on a statutory footing.

[Children First: National Guidance for the Protection and Welfare of Children 2017](#) outlines the statutory obligations that apply to mandated persons such as registered teachers and the statutory obligations that apply to organisations (such as schools) under the Act. It also sets out the best practice (non-statutory) obligations which are in place for all individuals (including teachers) and for all sectors of society. The Children First Act, 2015 operates side-by-side with the Children First: National Guidance for the Protection and Welfare of Children 2017.

Information on Child Protection can be obtained on the Department's website at <https://www.gov.ie/en/policy-information/9e0b6-child-protection-in-schools/>

As home tuition takes place outside the usual school structure, parents/legal guardians should be mindful of additional risks or potential dangers involved in engaging tutors in a private arrangement. It is the responsibility of the parents/legal guardians to ensure that all appropriate and necessary child protection and welfare safeguards are in place in respect of the tutoring arrangement. (See also section 3 above regarding vetting requirements for tutors).

- Parents/legal guardians should satisfy themselves that tutors are aware of their child's medical or behavioural needs.
- It is the responsibility of parents/legal guardians to undertake all relevant checks regarding a prospective tutor's suitability to work with their child/children and to satisfy themselves regarding the suitability of the person to carry out tuition with their child.



## 5. Grant Payment Procedures

- Parents/legal guardians as well as tutors should ensure that they are fully aware of how the grant will issue under this Scheme before any tuition is provided.
- A separate, detailed payment information note which includes information on conditions of the scheme, rates and deductions can be accessed by clicking on the following link: [gov.ie - Home Tuition \(www.gov.ie\)](http://www.gov.ie)

Parents/legal guardians engage tutors for the provision of home tuition in a private arrangement. The payments made to tutors on behalf of parents are subject to statutory deductions at source. The Department acts as a payroll agent only on behalf of the parents/legal guardians. This is to facilitate compliance with statutory deduction provisions including taxation and associated provisions.

- The Home Tuition Grant Scheme Rates are set out in **Appendix A**
- The home tuition grant will be paid directly to the approved tutor via the Non-Teaching Staff (NTS) Payroll of this Department, with the exception of home tutors who are paid directly by Group Providers funded by the Home Tuition Grant Scheme.

- **Parents should not commence home tuition until they have received a grant approval letter from the Department confirming that they meet the terms and conditions of the scheme and advising of the date of commencement of grant aid.**

- Parents/legal guardians are advised that the home tuition grant payment will not be provided for any home tuition carried out outside of the sanctioned period as indicated on the grant approval letter.
- The approved parent/legal guardian who has made application for home tuition and is named on the grant approval letter, must complete and sign the Payment Claim Form. This form must be completed and signed by both the parent/legal guardian named on the grant approval letter and the tutor at the end of each and every month



where tuition was provided. The payment claim form is available at: [gov.ie - Home Tuition \(www.gov.ie\)](http://www.gov.ie)

The signature provided by the parent/legal guardian may be used for verification.

- Spot checks may be carried out from time to time by contacting the parent/legal guardian directly to verify claims received.
- A false declaration for the purposes of claiming resources from the Department may result in the matter being referred by the Department to An Garda Síochána and, if appropriate, the Teaching Council.
- Parents/legal guardians are advised that under no circumstances should they make payments to tutors for tuition provided by them under this scheme.
- Parents/legal guardians 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.

### **How the Grant is paid**

Details regarding how to apply for payment of the home tuition grant and associated information are available at the following link: [gov.ie - Home Tuition \(www.gov.ie\)](http://www.gov.ie)

### **Other Issues Relating to the Payment of Home Tuition:**

To comply with existing legislation, the Personal Public Service Number (PPSN) of all persons, the child, parent(s)/legal guardian(s) and tutor(s) must be supplied in order for payment to be considered.





## 6. General Information

- Privacy Statement: The Department of Education, as far as is practicable and having regard to the resources available, provides for education and training for people resident in the State at a level appropriate to meet the needs and abilities of those people. The main purpose for which the Department requires the personal data provided by you is to determine eligibility for the Home Tuition Grant Scheme. The personal data provided may be shared with the HSE, TUSLA (Child and Family Agency), NCSE, Department of Children, Equality, Disability, Integration and Youth (DCEDIY), the Department of Education (including NEPS), the Revenue Commissioners and the Department of Social Protection for the purposes of determining eligibility for the Home Tuition Grant Scheme, in processing payments and statutory deductions, to ensure there is no duplication of funding and for statistical purposes. The Privacy Notice outlining further information in relation to this Scheme can be found at <https://www.gov.ie/en/collection/general-data-protection-regulation-gdpr-privacy-notice/#parents-and-children-including-pre-school-primary-and-post-primary-students>  
Full details of the Department's Data Protection policy setting out how we will use your personal data or that of your child, as well as information regarding your rights as a data subject, are available at <https://www.gov.ie/en/collection/general-data-protection-regulation-gdpr-privacy-notice/>  
Details of this policy are also available in hard copy upon request from the address stated on page 22.
- Parents/legal guardians will be required to complete the relevant Application Form 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 a grant approval letter confirming the date of commencement of the tuition.



- In certain cases, where no tutor has been nominated by the applicant, a letter of eligibility will issue to the applicant pending receipt of tutor details. However, **tuition cannot commence** until the tutor has been nominated by the applicant, relevant documentation received in the Department and full approval for the commencement of tuition is issued in writing.
- The home tuition grant is for educational teaching interventions only. The provision of therapeutic services such as Speech and Language Therapy, Occupational Therapy, psychological services, etc. will require engagement with the HSE. Home tuition funding may not, under any circumstances, be used for such services. In this regard, the Department reserves the right to evaluate the education provision being delivered as part of the funding provided and all hours are approved subject to this condition.
- The Assessment of Need (AON) process is a HSE process which is designed to identify children and young people who may have a disability, or who have a disability and may require further clinical supports from the HSE. All children/young people born on or after June 2002 are eligible to apply to the HSE for an Assessment of Need.

Since October 2021 an assessment of education need forms part of the AON for children and young people. The assessment of education needs is separate from the clinical assessment and diagnosis which continues to be carried out by HSE clinical teams. If the HSE Assessment Officer forms the opinion that there may be a need for an education service to be provided to an applicant under Section 8 (3) of the Disability Act (2005), she/he will request the NCSE to nominate a person with the appropriate expertise to assist in carrying out the assessment of education needs. Assessment in education is an integral part of teaching and learning and involves a wide variety of means by which the strengths and needs of students are identified. Assessment is carried out by the teacher(s) who have responsibility for the student and is not synonymous with testing. Once contacted by the HSE Assessment Officer and after confirming parental consent, the NCSE will contact the home tutor nominating him/her to complete a Report of Education Needs. The information required to complete the Report of Education Needs is data from the



wide range of approaches teachers use to identify additional education needs. No additional testing or assessment is required.

For more information, please see the <https://ncse.ie/completing-the-report-of-education-needs>. The NCSE is committed to supporting home tutors and will offer support and guidance if contacted by the HSE Assessment Officer.

- Unused hours from any given week cannot transfer to a subsequent week. Parents/legal guardians are especially required to note this limitation on the weekly tuition available and tutors are required not to exceed this limitation with any one student.
- Disruption to school attendance solely due to the emergency closure of schools will not give rise to home tuition.
- Under the Early Childhood Care and Education Programme, all eligible children in the Republic of Ireland are entitled to two full programme years of free early childhood care and education in the period before they start primary school. In order to support children with a disability to access free early years education, a major programme of supports, the Access and Inclusion Model has been introduced. The Access and Inclusion Model is a programme of supports designed to ensure that children with disabilities can access the Early Childhood Care and Education Programme in mainstream pre-school settings and can participate fully in the early years curriculum alongside their peers. Further details are available at <https://aim.gov.ie/>
- Seeking a school placement and the subsequent enrolment of a child in school is the responsibility of parents/legal guardians. However, parents/legal guardians who may need advice or are experiencing difficulties in locating a school placement should contact their local SENO. Your local SENO contact details are available on [www.ncse.ie](http://www.ncse.ie). Home tuition will not be available where a school placement has been identified by the NCSE. Similarly, **failure to enrol a child in school will not give rise to eligibility under this scheme.**



- Parents/legal guardians may also wish to access “Choosing a School – A guide for Parents and legal guardians of Children & Young People with Special Educational Needs” – a publication which is accessible on the website of the NCSE – [www.ncse.ie](http://www.ncse.ie)
- 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 where there is a placement available in the school. Home tuition may not be available in the event that the refusal to enrol has not been appealed.
- Please note that where a child has not availed of a placement available to him/her, they will not be eligible for any provision under the Home Tuition Grant Scheme at any point during the academic year.
- Should parents/legal guardians wish to enter into a group arrangement with other parents/legal guardians of children for which home tuition has been approved, or if they wish to avail of a group arrangement where there is a current agreement with this Department, they must notify Special Education Section in advance for approval.
- Students who are undertaking study of subjects for Junior and Leaving Certificate Examinations need to read carefully the requirements of the State Examinations Commission for practical coursework. The subjects with practical coursework are listed at <https://www.examinations.ie/?l=en&mc=ex&sc=he>. 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.



## **Role of the National Council for Special Education in the context of the Home Tuition Grant Scheme:**

In the context of applications made under the Home Tuition Grant Scheme, the role of the NCSE is to confirm that no placement is available for a child in a school setting. Should a special class or special school place be required the SENO can advise parents/legal guardians accordingly – [www.ncse.ie](http://www.ncse.ie).

## **When Placements Become Available During the 2024/25 School Year:**

Places in mainstream classes, special classes and/or in special schools can become available at any stage during the school year. In the event that a child over 3 years of age is being funded through the Home Tuition Grant Scheme, and a placement becomes available, the SENO will advise the parents/legal guardians of all children in the general school's catchment area, as well as the Department of Education, that such places are now available.

Parents/legal guardians in receipt of home tuition grant funding will be requested to provide evidence to the Department of their applications to secure an available placement(s). The home tuition grant will be discontinued in any case where the parent does not apply for such placements.

In order for the home tuition grant to continue, parents/legal guardians must be able to demonstrate to the Department 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.

Where the parent's application for enrolment has been successful, the Department may consider, on request, the continuation of home tuition for a specified period and on a reduced basis to support the child to transition into the new placement where such an extension of the provision is deemed necessary. However, this is entirely conditional upon the child being enrolled in the school.



## 7. Queries and Appeals

### **Queries in respect of Home Tuition Claims and Payments can be addressed to:**

Special Needs and Tuition Grants, Department of Education, Cornamaddy, Athlone, Co.

Westmeath N37 X659

Contact No: 090 648 3996

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

Appeals in relation to decisions under the Home Tuition Grant Scheme may be submitted in writing to the below address, quoting the home tuition reference number, and outlining the reasons for the appeal along with additional documents or reports, as appropriate.

### **Appeals in relation to the Home Tuition Grant Scheme can be addressed to:**

Home Tuition Unit, Special Education Section, Department of Education, Cornamaddy,

Athlone, Co. Westmeath, N37 X659

Contact No: 090 648 4187

Email Address: [special\\_education@education.gov.ie](mailto:special_education@education.gov.ie)

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

Frank Hanlon

Principal Officer

Special Education Section

June 2024



## APPENDIX A

### 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

tutoring a primary student: €48.23 per hour worked.

Qualified Post-Primary School Teacher

tutoring a post-primary student: €53.02 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: €40.72 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.**



**Issued by:** Special Education Section  
**Date Issued:** June 2024