



Circular 0050/2010

Boards of Management and Principal Teachers of Schools

Home Tuition Scheme 2010/2011

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 supplementary 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 over 2 ½ years (who have been assessed as having Autistic Spectrum Disorder based on the DSM IV or ICD 10 criteria) for whom a school placement is not available.

Home Tuition is for educational teaching 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 such services.

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 advising of the steps being taken to actively improve attendance. 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. Where an educational placement has been identified by the NCSE and the parents or guardians choose not to avail of the proposed placement the child will not be eligible for tuition during the 2010/2011 school year.

- Children aged over 2 ½ years (who have been assessed as having Autistic Spectrum Disorder based on the DSM IV or ICD 10 criteria) for whom a school placement is not available:

Eligibility in this regard is dependant on a diagnosis of an Autism Spectrum Disorder using the DSM IV or ICD 10 criteria. Allocation is limited to children for whom a school based early intervention class placement is not available.

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

- Early Intervention settings attached to mainstream and special schools.
- Early Intervention settings attached to HSE funded service providers.
- Private pre-school settings supported by the Early Childhood Care & Education Scheme.
- Private pre-school settings supported by HSE grant aid or HSE funded Pre-School Assistant.
- Home Tuition.

The intention is over time to support a single early intervention setting structure. In the meantime, subject to availability of service and where applicable meeting the eligibility criteria for support, parents can access one of the above mentioned early intervention settings.

Please note that applications for Home Tuition are accepted in the knowledge that information supplied including PPSN will be shared between the HSE, NCSE, Office for Minister Children & Youth Affairs and the Department of Education and Skills to ensure that duplicate funding does not occur.

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 school place 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. Where an educational placement has been identified by the NCSE and the parents or guardians choose not to avail of the proposed placement the child will not be eligible for tuition during the 2010/2011 school year.

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. It should be noted that sanction is only available on completion of the full application process which includes the issue of an approval letter confirming the date of commencement of the tuition.

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 age of the child and their 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 aged over 2 ½ years (who have been assessed as having Autistic Spectrum Disorder based on the DSM IV or ICD 10 criteria) for whom a school placement is not available:

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 a school placement is not available). School placement may be an early intervention class (for pupils aged 3) or an early intervention or a special class for children (aged 4 at the commencement of the current school year) or a mainstream class with supports (for children aged 5 at the commencement of the current school year).

The State supports early intervention for children with special educational needs through providing funding to a number of crèche/pre-school settings. The intention is over time to support a single early intervention setting structure. In the meantime, subject to availability of service outlined above and where applicable meeting the eligibility criteria for support, parents can access one of the above mentioned early intervention settings detailed in 3 above.

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.

To be eligible for the qualified rate of payment, a teacher must be recognised by the Teaching Council of Ireland. Where a teacher is not recognised with the teaching council, detailed information regarding their qualifications should be submitted to the Department. Tuition Providers not registered with the Teaching Council must submit a full copy of their relevant qualifications and also 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.

Prior to the recruitment of the tutor, you should refer to the Department's circular on Teacher Recruitment Registration and Qualifications (circular 0040/2010) which may also provide assistance to you. This circular can be viewed at www.education.ie.

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 by the Department of Education and Skills 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 Department guidelines teachers who opt for a career break (circular 10/03), choose to job-share (circular 11/03) or take unpaid leave (circular 35/10) are not permitted to engage in the delivery 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.

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

7: Payment Procedures

Parents/Guardians are advised that, under no circumstances will home tuition funding be back-dated. Home tuition funding is only available on completion of the full application process which includes the issue of an approval letter confirming the date of commencement of the tuition.

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 Skills as a permanent primary school teacher, 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 as a permanent primary school teacher, 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.

When will payment issue?

Payment should issue within four weeks of receipt of the claim form. The Department will issue advance payment upon receipt of the claim for the periods September 2010 to December 2010 and also from January 2011 to the end of the school year. Details of how to apply for advance payment are available on the claim form, which is available on the website of this Department. The website of this Department is updated weekly to advise parents of the status of the claims received for payments.

It should be noted that if more than one tutor is providing tuition to a child at different rates of payment, advance payments may not be possible and parents will have to claim on a monthly basis in arrears.

Other issues relating to the payment of Home Tuition:

To comply with existing legislation, **parents** who receive direct grant payments must provide a current tax clearance certificate in their name.

Payments cannot issue until this tax certificate is submitted. Information on tax clearance certificates can be obtained by accessing www.revenue.ie. An application for a tax clearance certificate from the Revenue Commissioners by accessing: www.revenue.ie/en/business/running/tax-clearance.htmlonline.

No travel or subsistence allowances are applicable for home tuition.

Additional claim forms for the payment of the home tuition grants are available at 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 & Skills, Athlone Co. Westmeath - Contact No: 090 6483757, 090 6483926, 090 6483921.

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

Home Tuition Payments, Schools Division – Financial, Department of Education & Skills Athlone, Co. Westmeath - Contact No: 090 6483750, 090 6484239, 090 6483872.

Teresa Griffin
Principal Officer
Special Education Section
August 2010

A copy of this circular is also available on the Department of Education and Skills website at 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.