



Circular Number 0068/2026

To: Chief Executive Officer – Child and Family Agency TUSLA

Home Tuition Grant Scheme for Children in Care(CIC)

1. Introduction

This circular provides information in relation to the Home Tuition Grant Scheme for Children in Care (CIC), who are without a school place due to emergency placement or placement disruption.

This circular should be read carefully by Tusla Educational Welfare Officers/Social Workers, Tutors and Parents/Guardians. When completing the respective Application Forms, you will be required to confirm that you have read and understand the content of this circular.

Where a child is without a school place due to emergency placement or placement disruption, the Department of Education and Youth may approve a grant to engage a suitable qualified tutor to provide up to 9 hours per week for a period of 6 weeks for that child.

2. Application Procedure for CIC Home Tuition Grant Scheme

Application form HT CIC 26 should be used for this scheme. Application forms for 2026/2027 school year are only available from your local Tusla Educational Welfare Officers or Social Worker – Contact details for the Educational Welfare Officers can be accessed at: [Tusla Education Support Service - TESSTusla - Child and Family Agency](#)

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

- Primary students closing date: 28 May 2027
- Post-Primary students closing date: 30 April 2027

3. Eligibility criteria – Children in Care (CIC) Home Tuition Grant Scheme

- a) In order to qualify for Home Tuition a child should generally be between the ages of 6 and 16 years old. Children over 16 who have not completed 3 years post primary education can also qualify for Home Tuition, following confirmation from the Educational Welfare Officer (EWO) that this is the case. Any applications received for children over 16 who have completed 3 years post primary education, will be considered by the department for Home Tuition on a case-by-case basis.

Home Tuition may be provided to children under the age of 6 where they have already been attending school and subsequently find themselves without a school place. In such circumstances, prior approval is required from the department.



- b) The Home Tuition Grant Scheme is for Children in Care (CIC), who are without a school place due to emergency placement or placement disruption.

*Applications for Children with Special educational Needs or Pupils with a Significant Medical Condition should apply for these appropriate HT Scheme - <https://www.gov.ie/en/department-of-education/circulars/home-tuition-grant-scheme-2025-2026-special-education-component/>

- c) A tuition grant may be sanctioned to engage a suitably qualified tutor to provide home tuition for a maximum of 9 hours per week for a period of 6 weeks. During this period if the child secures a school place, then the Home Tuition will cease. If no school place becomes available subsequent applications for home tuition may be submitted.
- d) Home tuition should not be regarded as an alternative to securing a place in a recognised school and is for a short-term educational teaching intervention only.
- e) It is the responsibility of the Social Worker to oversee the application for the CIC home tuition grant. If the child is in voluntary care or under an interim care order/emergency care order, section 2 of the application form should also be signed by the child's parent(s)/legal guardian.

Tusla is the statutory agency responsible for supporting school attendance and enforcing school attendance legislation. They offer a support service to parents/legal guardians to ensure that every child can attend school regularly. Contact details for the Educational Welfare Officers can be accessed at: <https://www.tusla.ie/get-in-touch/education-and-welfare/>.

- f) For an application for a home tuition grant to be considered by the Department of Education and Youth, the local Educational Welfare Officer (EWO), must first confirm that the child's circumstances meet the criteria of the scheme.
- g) In line with the Educational (Welfare) Act, 2000 a student shall not be expelled from a school before the passing of 20 school days following the receipt of a notification of intention to expel, by the EWO. Therefore, in such circumstances, an application for home tuition can only be made after this 20-day period has passed.

4. Criteria for the Provision of Grant Aid

The Department of Education and Youth provides a grant for the provision of Home Tuition. The awarding of the grant is subject to the following criteria:

- a) Parents/legal guardians are not permitted to act as tutors for their children under this scheme.
- b) Parents/legal guardians engage tutors in a private arrangement.
- c) 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.

The 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. Alternatively, the



department is aware that many parents use education provider websites to advertise for tutors or 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 suitable candidates. This noticeboard is available on www.educationposts.ie.

- d) It is a condition of the scheme that the proposed tutor is registered with the Teaching Council for the duration of the approved tuition up to and including issue of final payment.
- e) As tuition takes place outside the usual school structure it is important that home tutors are qualified to provide an appropriate educational program.
 - o It is preferable that parents/legal guardians recruit a tutor who is qualified for the relevant sector in which tuition is to be provided e.g. primary teaching qualifications for children of primary school age.
 - o A tutor must be registered with the Teaching Council in the school sector for which the tuition is being provided i.e. A tutor for a primary student should be a qualified primary teacher and a tutor for a post-primary student should be a qualified post primary teacher.
 - o Where all efforts have failed to secure the services of a teacher qualified to teach at appropriate school level of the child (primary or post-primary), the department may consider the engagement of a registered teacher to deliver at a different educational sector - for example a post-primary teacher delivering to a primary student.
 - o Route 5 Student Teachers are not eligible to provide tuition under the Children in Care (CIC) Home Tuition Grant Scheme.
 - o Teachers who are availing of approved paid or unpaid leave from their employment are not eligible to deliver Home Tuition Grant Schemes.
 - o A teacher who is on a Career Break or who is Job Sharing may be engaged as a tutor for the Home Tuition Grant Schemes.
- f) For parents of students who are undertaking study of subjects for Junior and Leaving Certificate Examinations, they need to be aware of the requirements of the State Examinations Commission for practical coursework. The subjects with practical coursework can be found 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 the marks available for the subject.

Additional information for Tutors

- g) Where a tutor intends to provide Home Tuition for more than 27 hours in any week, a timetable detailing the provision of hours will be required before approval is granted for the tuition to commence.
- h) Tutors who are engaged to provide Home Tuition are required to sign a Statutory Declaration before a notary public/commissioner for oaths/peace commissioner/practicing solicitor. The Statutory Declaration is contained within the



Application Form for Home Tuition (HT CIC 26). The Statutory Declaration is a self-declaration by the tutor to confirm that, to the best of their knowledge and belief there is nothing, from a child protection perspective, in relation to their conduct, character or personal background of any nature that would adversely affect the position of trust in relation to children or vulnerable persons in which they would be placed by virtue of their appointment to a teaching or non-teaching post in a school.

- i) The following will be paid at the modified rate:
 - a. Teachers registered with the Teaching Council in a different educational sector from which they are providing tuition
 - b. Teachers who are registered and qualified and who are in receipt of payment of a public service pension.

For further details on payments to tutors see link: [Home Tuition](#)

- j) Home Tutors are engaged by the Parent/legal guardian. Revenue's Tax and Duty Manual "Taxation of payments made to Home Tutors by the Department of Education" deals with the tax treatment of Home Tutors" – available [here](#).
- k) 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.

5. Child Protection, Safeguarding and Garda Vetting Considerations for parent/legal guardians

It is the responsibility of parents/legal guardians to be mindful of any risks or potential dangers involved in engaging tutors in a private arrangement.

- a) It is the responsibility of the parent/legal guardian to ensure that all appropriate and necessary child protection and welfare safeguards are in place in respect of the tutoring arrangement.
- b) Parents or legal guardians should ensure that home tuition is always supervised by a responsible adult. Home Tuition is required to be delivered in the home of the child receiving the tuition (except in exceptional circumstances and only with prior agreement from the department).
- c) Home Tuition cannot be delivered in a group setting unless previously approved by the department.
- d) It is the responsibility of the parent/legal guardian to undertake all relevant checks regarding a prospective tutor's suitability to work with their child and to satisfy themselves regarding the suitability of the person to carry out tuition with their child.
- e) Parents/legal guardians should also satisfy themselves that tutors are aware of any relevant medical and behavioral needs of the child.



- f) All tutors must be Garda vetted by the National Vetting Bureau prior to commencing the delivery of tuition.
- 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 NVB).
 - The Teaching Council administers vetting for teachers in Ireland.
 - Full information for tutors in relation to the process of applying for Garda Vetting is available at: <https://www.teachingcouncil.ie/en/Vetting-Re-vetting>.
 - Parents/legal guardians must satisfy themselves that their selected tutor/s have completed the Garda Vetting process via the Teaching Council's online Garda Vetting process and hold a current Garda Vetting disclosure statement. They can view the outcome and date of the vetting by viewing the result of the tutor's vetting search. This is known as a Vetting Disclosure, which the tutor can share through the Teaching Council's secure online IT solution. A printed copy of a Garda Vetting disclosure statement should not be accepted.
 - Where parent/legal guardians are engaging the tutor for the first time Parents/legal guardians must request the most recent Garda Vetting disclosure. The vetting disclosure should not be greater than 3 years old.
- g) 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.
- h) In line with section 3(i) above, the department requires tutors who are engaged to provide Home Tuition to sign a Statutory Declaration before a notary public/commissioner for oaths/peace commissioner/practicing solicitor. The statutory declaration is a self-declaration by the tutor to confirm that, to the best of their knowledge and belief there is nothing, from a child protection perspective, in relation to their conduct, character or personal background of any nature that would adversely affect the position of trust in relation to children or vulnerable persons in which they would be placed by virtue of their appointment to a teaching or non-teaching post in a school.
- i) The final decision in relation to the person's suitability, from a child protection perspective, to work with a student is a matter for the parent/legal guardian 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 parent/legal guardian. These should include, but are not limited to,
 - seeking and following up on 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.



- j) The Children First Act 2015 has put elements of the Children First National Guidance for the Protection and Welfare of Children on a statutory footing. The Children First: National Guidance for the Protection and Welfare of Children 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.

6. Delivery of Home Tuition

The Home Tuition Grant is for short-term educational teaching interventions only.

- a) The department reserves the right to evaluate the education provision being delivered and all hours are approved subject to this condition.
- b) Home Tuition grants are sanctioned to provide an individualised educational program.
- c) Tutors must provide tuition on a one-to-one basis (exceptions may apply in the case of siblings, and only with the prior approval of the department). The student can receive a maximum of 5 hours tuition per day only.
- d) Tuition must be provided from Monday to Friday inclusive, between the hours of 9am to 6pm only (excluding bank holidays). Home Tuition cannot be delivered at weekends unless otherwise sanctioned by the department.
- e) Home Tuition is required to be delivered in the home of the child receiving the tuition and cannot be delivered online or remotely (except in exceptional circumstances and with prior agreement of the department).
- f) Home Tuition must not be provided during school holidays unless otherwise sanctioned by the department. The standard breaks at Christmas, Easter and Mid-term in the first and second terms for the school year are available at the link below: <https://www.gov.ie/en/service/388196-school-holiday-dates/>.
- g) Home tuition is sanctioned for a maximum of 9 hours per week for a period of 6 weeks. The number of hours sanctioned cannot be exceeded for any reason. Any unused hours cannot be carried forward. The parent/legal guardian and tutor must ensure that only completed sanctioned hours are claimed in each payment period. Unsanctioned or invalid hours will not be paid. No notification will issue when this occurs.
- h) Grant applications in respect of siblings will entitle each sibling to 9 hours Home Tuition per week.
- i) If more than one tutor is being applied for, section 3 of the application form must be completed by each tutor being proposed. The applicant must clearly state the total



number of hours of tuition each tutor will provide. The sanction letter will confirm the total number of hours for each tutor.

7. Payment Procedures

- a) Parents/legal guardians and tutors should ensure that they are fully aware of and compliant with the conditions of this scheme and how the grant payment will issue under this Scheme before any tuition is provided.
- b) Payments made to tutors on behalf of the applicant are subject to statutory deductions at source. The Department acts as a payroll agent only on behalf of the parent/legal guardian. This is to facilitate compliance with statutory deduction provisions including taxation and associated provisions.
 - o Parents/legal guardians and tutors should 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.
- c) The home tuition grant scheme only pays for tuition provided. It does NOT provide payment in respect of:
 - o Travel costs incurred by the tutor.
 - o Expenses for any resources/equipment/preparation used in the provision of the tuition.
 - o Tuition offered but not availed off by the student for any reason.
 - o Sick pay.
 - o Holiday pay.
 - o Any period in which tuition is not pre-approved.
- d) In cases where a child is in the care of Tusla, payments in respect of home tuition provided are made directly to Tusla and not to the Tutor.
- e) Parents/legal guardians are advised that under no circumstances should they make direct payments to tutors for tuition provided by them under this scheme.
- f) The Home Tuition Grant Rates are available at:
<https://www.gov.ie/en/service/d15f58-home-tuition/#home-tuition-payments> and are subject to change.
- g) A separate more detailed Home Tuition Payment Information Note on how Home Tuition payments are made is available to parents/legal guardians and tutors is available here [Department of Education Home Tuition Grant Scheme](#)
- h) **A false declaration for the purposes of claiming resources from the department may result in the matter being referred by the Department of Education and Youth to An Garda Síochána and, if appropriate, to the Teaching Council.**



8. Verification of Home Tuition Hours

- a) Parents/legal guardians are required to verify the hours and dates completed in respect of the Home Tuition Provided by the tutor in respect of their child/children. This information will be outlined on the “Home Tuition Payment Claim Form”.
- b) Parents must ensure that the Payment Claim Form is completed and signed by the tutor, **prior** to the parent signing the claim form
 - It is not permitted for the parent/legal guardian/student, where applicable, to sign the claim form for, or on behalf of, the tutor.
 - It is not permitted for the approved tutor to sign the claim form for or on behalf of the parent/legal guardian/student.
- c) The department may contact parents/legal guardians periodically to confirm the details of tuition provided. Parents/legal guardians are requested to keep a copy of the signed claim form as part of the payment verification process – this can be done by taking a picture of each of the pages of the claim form with your phone prior to it being submitted for payment which verifies the hours of tuition provided by the tutor.

9. Data Protection Privacy Statement

The Department of Education and Youth, 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 will be shared with TUSLA (Child and Family Agency), National Council for Special Education (NCSE), the Department of Education and Youth and the Revenue Commissioners for the purposes of; determining eligibility for the Home Tuition Grant Scheme, processing payments, ensuring 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: [gov.ie](http://www.gov.ie) - [General Data Protection Regulation \(GDPR\) Privacy Notices \(www.gov.ie\)](http://www.gov.ie)

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-notices/>. Details of this policy are also available in hard copy upon request.

10. Approval Process

Application forms for Home Tuition (HT CIC 26) must be completed in full. Once the department has reviewed the application form for Home Tuition (HT CIC 26) and is satisfied that it meets the criteria set out in this circular, an approval letter will issue to the parent/legal guardian, tutor and Educational Welfare Officer confirming the date from which tuition may commence.

Home Tuition must not commence until the approval letter is received by the applicant confirming the date from which tuition may commence. Home Tuition must



not extend beyond the stated end date.

The department will verify the qualifications and identification of the nominated tutor/s, including their registration with the Teaching Council in advance of issuing the approval letter.

11. Queries, Appeals and Complaints

Awarding of Home Tuition: Queries regarding the awarding of the Home Tuition Grant Scheme can be addressed to:

Home Tuition, Department of Education and Youth, Cornamaddy Athlone, Co. Westmeath N37 X659, Contact No: 090 648 4108, Email Address: hometuitionapprovals@education.gov.ie

Appeals in relation to decisions under the Home Tuition Grant Scheme may be submitted in writing to the above address, quoting the Home Tuition Reference No., and outlining the reasons for the appeal along with additional documents or reports, as appropriate.

Complaints: If you wish to pursue a complaint about a teacher you may contact the Teaching Council of Ireland. The Teaching Council of Ireland is a Statutory Body established in March 2006 whose statutory functions are set out in the Teaching Council Acts 2001 to 2015. It is the professional standards body for the teaching profession, which promotes and regulates professional standards in teaching. It acts in the interests of the public good, while upholding and enhancing standards in the teaching profession. Any person, including a member of the public, an employer or teacher may make a complaint about a registered teacher. Their complaints facility can be accessed in appropriate cases and details are available on their website at <http://www.teachingcouncil.ie/>

Payment queries in respect of Home Tuition scheme can be addressed to:

Special Needs and Tuition Grants, Department of Education and Youth, Cornamaddy, Athlone, Co. Westmeath N37 X659, Contact No: 090 648 3996
Email Address: htpayments@education.gov.ie

This Circular, together with all relevant information, is available to download from the Department's website – [Home Tuition](#)

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