



Circular Number 0069/2026

To: Boards of Management and Principals of Post Primary Schools

Home Tuition Grant Scheme in respect of Maternity Related Absences

1. Introduction

This circular provides information in relation to the Maternity Related Absences(MRA) Home Tuition Grant Scheme. It should be read carefully by applicants before completing the Application Form HT MRA 26.

The purpose of the Maternity Related Home Tuition Grant Scheme is to provide funding towards the provision of a compensatory educational service for girls at post-primary level who, due to their pregnancy, are unable to attend school. All applicants must have a current school place at post-primary level.

Maternity Related Home Tuition is intended as an interim provision to assist girls to complete their post-primary education.

Provision of tuition under this scheme is for a **maximum of 90 hours** over a 6-month period from the date of sanction. The upper limit of hours may be subject to review by the Department of Education and Youth from time to time. The Home Tuition grant is for educational teaching intervention only.

2. Application Procedure

Where a female student is unable to attend school for a period before or after the birth of her child, the Department of Education and Youth may sanction a grant to the parent/legal guardian or the student herself where she is over 18 years old, to engage a suitably qualified tutor to provide home tuition.

Applicants will be required to complete an Application Form - Form HT MRA26 and are requested to pay particular attention to the supporting documentation/ information that is required.

- Section 1 of the form is completed by the parent, or student if she is 18 years or over.
- Section 2 of the form is completed by the School Principal.
- Section 3 of the form is completed by the proposed tutor(s).
- Section 4 :A medical certificate confirming pregnancy should be sent in with the completed application form.

HT MRA 26 is available on the Departments website at:

<https://www.gov.ie/en/service/d15f58-home-tuition/>. It should be noted that sanction is only available on completion of the full application process which culminates in the issue of an approval letter confirming the date from which tuition may commence.

3. 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.
 - 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.
 - 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.
 - 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.
 - Route 5 Student Teachers are not eligible to provide tuition under the Maternity Related Absence School (MRA) Home Tuition Grant Scheme.
 - Teachers who are availing of approved paid or unpaid leave from their employment are not eligible to deliver Home Tuition Grant Schemes.
 - 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 MRA 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.

4. 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.

5. 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 12



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.

6. 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.**

7. 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.

8. 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 - General Data Protection Regulation \(GDPR\) Privacy Notices \(www.gov.ie\)](https://www.gov.ie/en/collection/general-data-protection-regulation-gdpr-privacy-notice/)

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.



9. Approval Process

Once the department has reviewed the application form for Home Tuition (HT MRA 26) and is satisfied that it meets the criteria set out in this circular, an approval letter will 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.

10. 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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