



APPLICATION FOR HOME TUITION for students on maternity related absences

Please read the following information carefully in conjunction with Circular 0049/2020 before completing this application form. This circular can be viewed at the following link <https://www.gov.ie/en/service/d15f58-home-tuition/>

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 exchanged with TUSLA (Child and Family Agency), National Council for Special Education (NCSE), the Department of Children and Youth Affairs (DCYA), the Department of Education (including NEPS) and Revenue Commissioners for the purposes of determining eligibility for the Home Tuition Grant Scheme, in processing payments, 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://assets.gov.ie/35663/d366ff43780d41a3bfbb13ee4d55311f.pdf>

Full details of the Department's Data Protection policy setting out how we will use your personal data or that of your child's data, 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/>

Purpose

This purpose of this scheme is to provide home tuition to female students who are enrolled in a recognised¹ school at post primary level studying at junior or senior cycle and whose education may be disrupted due to pregnancy. The Department of Education may approve an application for home tuition to cover this maternity related absence from school for up to a maximum of 90 hours home tuition over a 6 month period. Approved tuition must be taken in blocks of school weeks but not necessarily consecutive school weeks. The upper limit of hours may be subject to review by the Department of Education from time to time.

Who Can Apply?

The Applicant for this home tuition grant scheme is the parent/guardian of the student or the student herself if she is over 18 years of age at the time of application.

¹ A **recognised** school is a school recognised by the Minister for Education in accordance with section 10 of the Education Act, 1998.

How to Apply?

The applicant must, using this application form, do the following:

- Step 1** Complete Section 1
- Step 2** Ensure Section 2 is completed by the School Principal
- Step 3** Enclose a medical certificate from their medical practitioner confirming pregnancy
- Step 4** Identify a person or persons who may be suitable tutors/s. The proposed tutor(s) should complete Section 3 and relevant appendices of this form. **The proposed tutor must be registered with the Teaching Council of Ireland** Further information regarding registration is available from www.teachingcouncil.ie or by emailing info@teachingcouncil.ie. **All tutors must have applied for and have been vetted by the Teaching Council of Ireland since 29th April 2016 via the Teaching Council's online vetting process prior to commencing the delivery of tuition.** If you have more than one tutor this section will need to be completed by each tutor proposed by you.

Notes

1. Failure by the applicant to complete and return this application form **in full**, including associated documentation, may result in a delay in processing of the application. In some instances the form may need to be returned to the applicant for completion.
2. Applicants 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 by the Department of Education to the applicant of an approval letter confirming the date of commencement of the tuition. **Hence applicants must not enter into any agreement with their proposed tutors in anticipation of funding until confirmation by the Department that their application has been approved. The Department will only grant payment from the sanction date as set out in its letter of approval to the applicant.**
3. Once the application is approved, only the applicant who has signed the form and whose name appears on the letter of sanction will be in a position to make the claim for/receive information in relation to payment of the grant. This is to comply with Data Protection legislation.
4. Where an application is received from persons other than the parent of the child in question, it must include confirmation of guardianship, such as a placement order from TUSLA or a court order.

COMPLETED FORMS AND ALL RELEVANT DOCUMENTATION SHOULD BE RETURNED TO THE FOLLOWING ADDRESS:

**Parents and Learners Unit – MRA Home Tuition Scheme
Department of Education
Cornamaddy,
Athlone,
Co. Westmeath N37 X659**

**Contact Details: hometuitionapprovals@education.gov.ie
Phone Number: 090 648 4108**

Do you plan to engage more than one tutor to provide tuition Yes No

If the answer is YES please state the number of hours' tuition to be provided by each tutor.

Tutor 1: name _____ number of tuition hours per week: _____

Tutor 2: name _____ number of tuition hours per week: _____

Tutor 3: name: _____ number of tuition hours per week _____

Tutor 4: name _____ number of tuition hours per week _____

Tutor 5: name _____ number of tuition hours per week _____

Please note that these are the tuition hours that will be approved for each tutor if your application is successful

DECLARATION

1. I, the applicant, consent to the information supplied by me in this form including my Personal Public Service Number (PPSN) and, where relevant, that of my child together with my child's medical certificate being shared between the school, TUSLA Child and Family Agency and the Department of Education for the purpose of processing this home tuition application.
2. In the event that my application is approved I further consent to my PPSN, name and address submitted to the Department of Education as part of this application together with payment details being forwarded by the Department to the Revenue Commissioners when payments of grants are made.
3. I consent to have this application form and any associated documents considered by the Department of Education or any nominee of the Department of Education if this is considered appropriate by the Department.
4. I understand the terms of the scheme and declare that the information contained in this form is accurate to the best of my knowledge.
5. I can confirm that the tutor I have nominated has been vetted by the Teaching Council of Ireland since 29th April 2016 and I have viewed the result of the tutors vetting search, known as a vetting disclosure, which the tutor can share through the Teaching Council's secure online vetting facility called Digitary.

Signature of Legal Guardian : _____
(If the student is over 18, she can sign here)

Relationship to Child: _____

Date: _____

Where a student is in the care of the TUSLA, this form must be signed by the child's legal guardian and the VAT Number must be provided :

Signature of Facility/Residential Unit Manager: _____

Print Name (BLOCK CAPITALS): _____

VAT Number : _____

Date: _____

*Applicant must also sign section 3,
Appendix 2 - Form of Undertaking*

NOTE: The applicant under the Home Tuition Grant Scheme is the child's legal guardian. Where an application is received from persons other than the parent of the child in question, it must include confirmation of guardianship, such as a placement order from HSE/TUSLA or a court order. Where a child is in the care of the Child & Family Agency (CFA) the applicant in such instances is the CFA and the VAT number and address of the relevant CFA area must be provided.

- If you have applied to deliver tuition under this Scheme or other Home Tuition Scheme(s) to other children please indicate no. of children
- If there is more than one tutor employed to carry out tuition for the above named child, please consult with the parent/legal guardian and indicate the number of hours you intend to provide.
- Home tuition grants are sanctioned to provide an individualised educational programme. Tutors must therefore provide tuition on 1:1 basis unless otherwise sanctioned by the Department.

Where a tutor intends to provide Home Tuition in excess of 27 hours, in any week, under any of the Department of Education Schemes, further scheduling details will be required before approval is given for the tuition to commence.

The maximum number of hours of tuition that can be delivered by any one tutor under any Department of Education home tuition scheme is 42.5 hours.

Tuition can only be given between the hours of 9.00 am and 6.00 pm from Monday to Friday excluding public, school and bank holidays.

Please note that under no circumstances should tuition be provided by any tutor until written confirmation of sanction has been issued by the Department. No payment will be made by the Department for any tuition provided by a tutor prior to such sanction.

Appendix 1 - To be completed by all tutors providing Home Tuition

The following child protection related Statutory Declaration must be provided by all persons being appointed as home tutors. A Statutory Declaration is regarded as valid if made in the same or previous calendar year. This form must be witnessed by a Practising Solicitor/Commissioners for Oaths/Notary Public/Peace Commissioner.

Statutory Declaration

This statutory declaration must be completed prior to a person being appointed to deliver home tuition.

"I _____ of, _____

in the county of _____ aged eighteen years and upwards do SOLEMNLY AND SINCERELY DECLARE as follows:-

that to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed in relation to children or vulnerable persons by virtue of my appointment to deliver home tuition.

I am aware that I am not now, or in the future, required to disclose to the parents/legal guardians of the child by whom I have been nominated to deliver home tuition, details of any conviction regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, but that, in accordance with section 10 of that Act, this does not however apply in the case of any conviction in respect of offences specified in Part 1 or 2 of Schedule 1 of that Act or those specified in Schedule 3 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016.

Within a child protection context:

- I hereby confirm my irrevocable consent to the parents/legal guardians of the child by whom I have been nominated to deliver home tuition to the making of such enquiries as they deem necessary in respect of my suitability to deliver home tuition.
- I hereby accept and confirm the entitlement of the parents/legal guardians of the child I am delivering tuition to reject my application or terminate my delivery of the tuition if I have omitted to furnish the parent/legal guardian of the child to whom I am delivering home tuition with any information relevant to my application for the position as a home tuition provider.
- I understand that any false or misleading information submitted by me in relation to my application to deliver home tuition for the child in question will render me liable to automatic disqualification or render me liable to automatic termination of my role as a home tutor.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938."

Signed: _____ Date: _____
Home Tutor

Print Name: _____

Declared before me _____ [name in capitals] a [notary public][commissioner for oaths][peace commissioner] [practising solicitor]by _____
*who is personally known to me,

or

*who is identified to me by _____ who is personally known to me,

Or

*whose identity has been established to me before the taking of this Declaration by the production to me of passport no. [_____] issued on [_____] by the authorities of [_____] [issuing state], which is an authority recognised by the Irish Government]

Or

National identity card no.[_____] issued on [_____] by the authorities of [_____] [issuing state] [which is an EU Member State, the Swiss Confederation or a Contracting Party to the EEA Agreement]

Or

[_____] Aliens Passport no. (document equivalent to a passport) issued on [_____] by the authorities of [_____] [issuing state] which is an authority recognised by the Irish Government]

Or

Refugee travel document no. [_____] issued on [_____] by the Minister for Justice, Equality and Law Reform.

Or

Travel document (other than refugee travel document) [_____] issued on [_____] by the Minister for Justice, Equality and Law Reform

at

in the City/ County of

on the _____ day of _____ 20__

*Practising Solicitor / Commissioner for Oaths / Notary Public / Peace Commissioner

* Delete as appropriate

Note: Further information in relation to Commissioners for Oaths and Peace Commissioners is available on www.citizensinformation.ie

(Please note signatures from members of an Garda Síochána are not accepted)

Note: Form to be completed by Tutor and parent/legal guardian

Appendix 2

Form of Undertaking

TUTOR

I can confirm that since the date on which I signed the attached statutory declaration, to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in relation to children or vulnerable adults in which I would be placed by virtue of my position as a tuition provider to _____ (name of student).

I also undertake to inform the parents/legal guardians of the student to whom I am delivering Home Tuition of any changes to the above stated position that may affect my suitability, from a child protection perspective, for continuing in the role as a tutor for the Home Tuition Programme.

I am aware that I am not now, or in the future, required to disclose to the parents of the child to whom I am delivering Home Tuition details of any conviction regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, but that, in accordance with section 10 of that Act, this does not however apply in the case of any conviction in respect of offences specified in Part 1 or 2 of Schedule 1 of that Act or those specified in Schedule 3 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

I acknowledge and understand that any false or misleading information as to my conduct, character or personal background or any failure of mine to inform the parent of the student to whom I am delivering the Home Tuition Programme may affect my suitability, from a child protection perspective, will constitute a breach of my role as a tutor for the Home Tuition Programme and may be grounds for summary dismissal by the parent/legal guardian.

I have carefully read and understand Circular 0049/2020.

I confirm that I am fully registered with the Teaching Council. I confirm that I am currently vetted by the Teaching Council and I shared the result of my vetting search, known as a vetting disclosure, with this parent/legal guardian through the Teaching Council's secure online IT solution, called Digitary.

Tutor Name: Block Capitals	Date
Tutor: Signature	

PARENT/LEGAL GUARDIAN

I understand that I must request a newly issued vetting disclosure in circumstances where I am engaging the tutor for the first time or if I have previously engaged the tutor, I may consider whether a newly issued vetting disclosure is necessary.

I can confirm that the tutor I have nominated is currently vetted by the Teaching Council and I have viewed the result of the tutors vetting search through the Teaching Council's secure online IT solution, called Digitary.

I understand Garda vetting does not provide clearance for persons to work with children. I understand it simply provides particulars of any criminal record and/or specified information in respect of the person concerned or where there is no criminal record or specified information states this fact. I understand the decision on the suitability of a person to work with the student is ultimately a matter for me as parent/legal guardian.

Parent/Legal Guardian Name: Block Capitals	Date
Parent/Legal Guardian Name: Signature	

Before posting to the Department please check the following:

- **You have enclosed a medical certificate confirming pregnancy.**
- **Section 1** – has been fully completed (including declaration) completed and signed by applicant.
- **Section 2** – has been fully completed and signed by the school principal.
- **Section 3** – has been fully completed and signed by the proposed tutor. A separate Section 3 including appropriate appendices must be completed in respect of EACH proposed tutor. All proposed tutors are required to submit the following documents:
- **Statutory Declaration (Appendix 1)** signed by the tutor and witnessed by one of the following; Commissioner for Oaths/Peace Commissioner/Notary Public/Practising Solicitor. This form is not required if the proposed tutor has submitted a completed form to the Home Tuition Approval Unit within the current or previous calendar year, but you must include details of other children to whom the tutor is currently or has previously delivered tuition to.
- **Form of Undertaking (Appendix 2)** must be completed by all proposed tutors and signed by parent/guardian.

**COMPLETED FORMS TOGETHER WITH SUPPORTING DOCUMENTATION
SHOULD BE RETURNED TO THE FOLLOWING ADDRESS:**

**Parents and Learners Unit – MRA Home Tuition Scheme
Department of Education
Cornamaddy,
Athlone,
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