



APPLICATION FOR HOME TUITION FOR STUDENTS ON MATERNITY RELATED ABSENCES

Please read the following information carefully in conjunction with Circular 61/2024 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 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'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-notices/>
<https://assets.gov.ie/35663/d366ff43780d41a3bfbb13ee4d55311f.pdf>

Purpose

The purpose of this scheme is to provide home tuition to students who are enrolled in a recognised¹ school at post primary level studying at junior or senior cycle and whose education is 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 total maximum of 90 hours home tuition regardless of the number of proposed tutors being nominated or approved over a 6 month period.

Approved tuition must be taken in blocks of school weeks but not necessarily consecutive school weeks.

Who Can Apply?

The Applicant for this home tuition grant scheme is the parent / legal guardian of the student or the student themselves if they are 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.

The applicant must:

- 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 currently registered and recognised by the Teaching Council of Ireland. Further information regarding registration is available from www.teachingcouncil.ie or by emailing info@teachingcouncil.ie. 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** may result in a delay in processing of the application.
2. Funding for home tuition will not under any circumstance be backdated. Home tuition should only commence following receipt of written approval from the Department which will state the date on which the home tuition can commence.

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. Where a joint guardianship applies, and the second guardian wishes to obtain information regarding the application or payment for home tuition their name must be on the initial application form. 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 and verification of such guardianship, such as a placement order from TUSLA or a Court order or other acceptable supporting documentation.

Completed forms together with supporting documentation should be sent, preferably by email to:

Contact Details: hometuitionapprovals@education.gov.ie

Phone Number: 090 648 4108
Department of Education, Parents and Learners Unit, NSP Home Tuition Scheme, Cornamaddy,
Athlone, Co. Westmeath N37 X659

If this student is in the care of the TUSLA please give contact details of the student's social worker:

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 _____

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

DECLARATION OF PARENT / LEGAL GUARDIAN / APPLICANT

1. I, the applicant, am aware that 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 will be shared with TUSLA Child and Family Agency and other sections within the Department of Education for the purpose of processing this home tuition application.
2. I understand the terms of the scheme and declare that the information contained in this form is correct and accurate to the best of my knowledge.
3. I declare that the information contained in this form is accurate to the best of my knowledge.
4. I have carefully read and understood the above information and Circular 61/2024.
5. I can confirm that the tutor I have nominated is currently registered with and recognised by the Teaching Council and I have viewed the result of the tutor[s] vetting search through the Teaching Council's secure online IT solution, Digitary. 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 understand that Garda vetting does not provide clearance for persons to work with children and that Garda Vetting 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. 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/Applicant Name: Or by Tusla where such a guardianship exists:
Relationship to Student:
Date:

Where a student is in the care of the TUSLA, this form must be signed by the child's legal guardian where applicable.

The applicant under the Home Tuition Grant Scheme is the child's legal guardian. Where a child is in the care of the Child & Family Agency (CFA) the applicant in such instances is the CFA.

Signature of Facility/Residential Unit Manager: _____

Print Name (BLOCK CAPITALS): _____

Date: _____

Section 3

For completion by proposed tutor

The Statutory Declaration Form must be completed by the Tutor.
(Appendices 1 of the Application Form)

Tutor PPS Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Tutor First Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Tutor Surname:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Address:

Eircode:

Email address: Your primary e-mail address.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Contact Telephone No: Your primary contact number.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

I am currently registered with the Teaching Council Yes No

Teaching Council No: You must have current registration with the Teaching Council of Ireland

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

*Are you currently in receipt of payment of a Public Service Pension e.g. former teacher, civil servant, HSE employee, semi-state employee, etc.? Yes No

If yes please state the name of the Organisation who issues this pension to you

Name of student who is to receive tuition:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

- Have you applied to deliver tuition under this Scheme or other Home Tuition Scheme(s) to other children. If so, please indicate number of children.

Section 4 DECLARATION BY THE TUTOR

- I have read and understood the terms of the Department's circular number 61/2024

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 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. However, 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 who 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 confirm that I am currently registered with and recognised by the Teaching Council of Ireland.

I confirm that 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, Digitary.

Tutor Name: Block Capitals
Tutor: Signature
Date:

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 AND AFFIRM 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,

Or

Travel document (other than refugee travel document) [_____] issued on [_____] by the Minister for Justice

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)