

Rannóg Oideachais Speisialta
An Roinn Oideachais & Scileanna
Cor na Madadh
Átha Luain
Co. na hIarmhí



Special Education Section
Department of Education & Skills
Cornamaddy
Athlone
Co. Westmeath

APPLICATION FOR HOME TUITION FOR THE 2010/2011 SCHOOL YEAR

Please read the following information carefully in conjunction with circular 0050/2010 before completing the application form. *The circular can be viewed at www.education.ie*

Home Tuition is for educational intervention only. The provision of therapeutic services such as Speech and Language Therapy, Occupational Therapy, psychological services etc are a matter for the Health Service Executive (HSE). Therefore Home Tuition grants must not be used under any circumstances to fund these or any other health related supports.

Failure to complete the form in full may result in delays. In some instances the form may need to be returned to you for completion and it should be noted that sanction is only available on completion of the full application process. Copies of recent psychological assessments/professional reports should be attached.

Section 1 must be completed by all applicants.

Section 2 comprises three subsections **only one of which will be appropriate.**

Section 2(a) should be completed in respect of children applying for tuition where a significant medical condition is likely to cause major disruption to their attendance at school on a continuing basis.

Section 2(b) should be completed in respect of children with Special Educational Needs applying for tuition as an interim measure whilst awaiting a school placement. It should be noted that regular reports will be requested on the up-to-date position regarding placement during the year. Home tuition will only be sanctioned for these children on a term-by-term basis.

Section 2(c) should be completed in respect of children 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. It should be noted that parents/guardians of children seeking early intervention must supply all relevant information to the NCSE – including all psychological and any other professional reports on the child, so that the planning process for the child's future educational provisions can start at the earliest opportunity.

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 in the Home Tuition circular and where applicable meeting the eligibility criteria for support, parents can access one of the early intervention settings detailed in the circular.

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.

Contact details for the Special Educational Needs Organiser (SENO) are available on www.ncse.ie.

Declaration on page 7 must be completed in respect of each application.

Details and qualifications of the proposed tutor must be included in the application form. To be eligible for the qualified rate of payment, a teacher must be granted recognition with the Teaching Council of Ireland. Where a teacher is not registered 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. No tuition may commence until the qualifications and identification of the nominated tuition provider have been approved.

No arrangements should be entered into with tutors in anticipation of funding until confirmation of sanction has been granted by the Department and payment will not be made in respect of tuition given before approval. 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.

It should be noted that as tutors are not employed directly by schools or the Department of Education and Skills, they are not 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.

As tuition takes place outside the usual school structure it is important that home tutors are qualified to provide an educational programme and you should seek to recruit a fully qualified teacher. In the event that a fully qualified teacher is unavailable, other qualifications are acceptable - see appropriate qualifications listed below.

Acceptable Tuition Provider's Qualifications

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 qualification B.A., B.Sc., Psychology, RNMH etc. may also be appropriate depending on circumstances.

➤ **It should be noted that the following periods *will not* be covered for payment for any pupil availing of the Home Tuition Scheme:**

<u>October 2010 mid-term break:</u>	25th to 29th October inclusive
<u>Christmas 2010:</u>	24th December 2010 to 7th January 2011 inclusive
<u>February 2011 mid-term break:</u>	21st February 2011 to 25th February 2011 inclusive
<u>Easter 2011:</u>	18th April 2011 to 29th April 2011 inclusive
<u>Bank Holidays:</u>	All bank holidays which fall within the school year

SECTION 1: PERSONAL DETAILS
(To be completed by Parents/Guardian)

Name of Pupil: _____ Date of Birth: _____

Pupil PPS number: _____

Has your child previously received home tuition? Yes No

Home Address: _____

Name of Parent/Guardian: _____

Telephone No: _____

Email Address: _____

FOR COMPLETION BY PROPOSED TUTOR

Please give details of current or proposed home tuition programme:

Tutor Name:	
Address :	
Telephone No :	
Teaching Council of Ireland No.	
Qualifications :	
School Roll No:	
Tutors PPSN :	

If not registered with the Teaching Council, please forward copy of relevant qualification

Has ID been submitted with application form? Yes No

Please indicate: Drivers Licence Passport

Has ID been submitted previously? Yes No

Tutor must give details of other children to whom he/she is delivering tuition under the Home Tuition Scheme: _____

Home tuition grants are sanctioned to provide an individualised educational programme. Tutors must therefore provide tuition on a 1:1 basis and may not give more than 48 hours tuition in any week

Tutors Signature: _____ Date: _____

Tutors and parents should note that any information submitted to this Department in relation to this Home Tuition Scheme including all payment details issued as a result of any claims made may be forwarded to the Revenue Commissioners and to other Government Departments and State Agencies.

SECTION 2: COMPRISES 3 SUBSECTIONS ONLY ONE OF WHICH MUST BE COMPLETED BY EACH APPLICANT (A), (B) OR (C)

SECTION 2 (A): MEDICAL DETAILS - TO BE COMPLETED BY THE CHILD'S DOCTOR/ PSYCHIATRIST AS APPROPRIATE *

Name of child: _____

Child's medical condition: _____

Will this medical condition, in your opinion, continue to result in recurring disruptions for long periods to the child's school attendance?

(1) During the current school year? Yes No

(2) In subsequent school years? Yes No

(3) Estimate length of time absence is likely to occur: _____

Name of Doctor: _____

Address: _____

Phone No: _____

Doctor's Signature: _____ Date: _____

*Applications arising from school phobia and/or depression must be accompanied by a separate full report from a psychologist/psychiatrist/psychotherapist advising of the steps being taken to actively improve attendance.

TO BE COMPLETED BY SCHOOL PRINCIPAL

Is the child currently attending school? Yes No

If yes, state class level / year: _____

Name of School: _____ School Roll No: _____

Address: _____

Telephone Number: _____ Email Address:: _____

Number of Days on which:	2009/2010	Sept 2010 to Date
(a) the school was open:		
(b) the child attended:		

Signature of School Principal: _____ Date: _____

SECTION 2 (B): To be completed in respect of children with Special Educational Needs who are awaiting an educational placement.

Name of child: _____

Reason child is not attending school: _____

***(Please enclose most recent psychological / other relevant professional reports, if not already submitted to the Department)**

I confirm that I have consulted with the National Council for Special Education to identify an educational placement and to supply the NCSE all the relevant associated reports.

Signature of parent /guardian: _____

It should be noted that regular reports will be requested on the up-to-date position regarding placement during the year. Where an educational placement has been identified by the NCSE and it is decided not to avail of the proposed placement the child will not be eligible for tuition during the 2010/2011 school year.

To be completed by Special Educational Needs Organiser (SENO):

I confirm that there is currently no educational placement available to the above named child and furthermore I have been furnished with relevant assessments/reports to assist the NCSE with identifying an educational placement.

There will be a placement available in:

_____ (School) _____ (Roll Number)

Address: _____

Expected commencement date: _____

Signed By SENO: _____

Date: _____

SECTION 2 (C)

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. Copies of recent professional reports should be attached. Please note that a diagnosis stating a child has autistic traits is not acceptable in this context.

Name of child: _____

I confirm that there is no early intervention/school placement available for my child currently. I have consulted with National Council for Special Education with regard to sourcing an educational placement and supplied to the NCSE all the relevant associated reports. Where an educational placement has been identified by the NCSE and it is decided not to avail of the proposed placement the child will not be eligible for tuition during the 2010/2011 school year.

Please outline details of any resources or funding which the applicant is in receipt of in respect of the following:

- 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.

To be completed by the parent if the child is in receipt of any of the above.

Is the child currently in receipt of any of the above supports: Yes No

If yes, please provide the following information.

Number of hours per week: _____

Details of facility or supports received: _____

Name and address of facility: _____

Contact telephone number for facility: _____

Email Address: _____ Website Address: _____

Details of the school in which the child is to be enrolled must be forwarded to the Department by December of the school year in which the child turns 5 years of age.

Signature of parent/guardian: _____

To be completed by Special Educational Needs Organiser (SENO):

I confirm that there is currently no educational placement available to the above named child and furthermore I have been furnished with relevant assessments/reports to assist the NCSE with identifying an educational placement.

There will be a placement available in: _____ (School) _____ (Roll Number)

Address: _____

Expected commencement date: _____

Signed By SENO: _____

Date: _____

DECLARATION

I consent to have this application form and any associated documents considered by the Department of Education and Skills or any nominee of the Department of Education and Skills if this is considered appropriate by the Department. In addition I consent to have _____ (child's name) assessed by a psychologist nominated by the Department should the Department consider it necessary.

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.

Signed: _____

- (1) I DECLARE THAT THE INFORMATION CONTAINED IN THIS FORM IS ACCURATE TO THE BEST OF MY KNOWLEDGE.**
(2) I HAVE CAREFULLY READ AND UNDERSTAND CIRCULAR AND PAGES 1 & 2 OF THIS FORM.

Signature of Parent / Guardian: _____

Date: _____

COMPLETED FORMS SHOULD BE RETURNED TO THE FOLLOWING ADDRESS:

**Home Tuition Unit,
Special Education Section,
Department of Education and Skills,
Cornamaddy,
Athlone,
Co. Westmeath.**

Data Protection

The Department of Education and Skills will treat all personal data you provide on this form as confidential and will use it solely for the purpose intended. The information will only be disclosed as permitted by law or for the purposes listed in the Departments registration with the Data Protection Commissioner - REF 10764/A.

If the information you have provided is to be used for purposes other than outlined in the Departments registration with the Data Protection Commissioner your permission will be sought here.