

Form - HTSEN1

APPLICATION FOR HOME TUITION FOR 2016/2017 SCHOOL YEAR FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS

Please read the following information carefully in conjunction with Circular 0046/2016 before completing the application form. *The circular can be viewed at www.education.ie*

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 stated purpose. Personal 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 personal information you have provided is required to be used for purposes other than outlined in the Department's registration with the Data Protection Commissioner your permission will be sought.

A Guide to Completing the Form

Section 1 must be fully completed by all applicants.

Section 2 comprises two subsections.

Only **one of the following** will be relevant for children with Special Educational Needs:

Section 2 (A) should be completed by the applicant, and also signed by the SENO, in respect of:

- Children between 3 and 4 years of age who have been assessed with an Autism Spectrum Disorder (ASD) based on the DSM V or ICD 10 criteria and for whom an early intervention placement is not available, as confirmed by the NCSE
- Children over 4 years of age who have been assessed with an Autism Spectrum Disorder (ASD) based on the DSM V or ICD 10 criteria with a recommendation for an early intervention placement (who will not reach the age of 6 during the 2016/17 school year) and for whom an early intervention placement is not available, as confirmed by the NCSE
- Children with Special Educational Needs over the age of four where a school placement is not available as confirmed by the NCSE

Section 2 (B) should be completed by the applicant, and also signed by the SENO, in respect of children aged between 2.5 years and 3 years of age (who have been assessed with an Autism Spectrum Disorder based on the DSM V or ICD 10 criteria).

Section 3 - Declaration must be completed by the parent/guardian in respect of each application.

Please also note that once the application is approved, only the parent/guardian 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 the payment. Both parents/guardians therefore can sign the form if they so wish. This is to comply with Data Protection legislation. 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.

Section 4 must be fully completed by the tutor.

The tutor should fully complete the relevant part of the form and must provide details of the programme to be delivered.

Please note that each application must be accompanied by the Statutory Declaration Form and the Form of Undertaking (Appendices 1 & 2 respectively of the application form).

Teachers must grant permission to the Teaching Council for their details to be accessible on the website of the Teaching Council in order for this Department to verify that teachers have current registration. Further information is available on www.teachingcouncil.ie

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

October 2016 mid-term break: **31st October 2016 to 4th November 2016 inclusive**

Christmas 2016: **23rd December 2016 to 6th January 2017 inclusive**

February 2017 mid-term break: **20th February 2017 to 24th February 2017 inclusive**

Easter 2017: **10th April 2017 to 21st April 2017 inclusive**

Bank Holidays: **All bank holidays which fall within the school year**

It should also be noted that Home Tuition should reflect the school day (9am – 6 pm). Therefore, Home Tuition should not take place during school holidays, bank holidays and weekends.

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, will be forwarded to the Revenue Commissioners under current legislation and may be forwarded to other Government Departments and State Agencies.

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

Name of Child: _____

Date of Birth: _____

Child's PPS number: _____

Gender: Male Female

Have you previously applied for home tuition for this child? Yes No

Are any of your other children in receipt of home tuition? Yes No

If yes, please provide all relevant names and dates of birth

Home Address: _____

_____ Postcode _____

Name of Parent/Guardian: _____

Parent/Guardian PPS number: _____

Parent/Guardian Gender: Male Female

Telephone No: _____

Email Address: _____

SECTION 2 (A): 3+ NO PLACEMENT

To be completed in respect of children with Special Educational Needs who are seeking an educational placement, including children with an Autism Spectrum Disorder (ASD), based on DSM V or ICD 10 and aged from 3 years upwards, who cannot access a place in an ASD setting, including an early intervention class.

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 all the relevant associated reports to the NCSE.

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 2016/2017 school year.

For early intervention children, 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 mainstream and special schools
- Early Intervention settings attached to HSE funded service providers.
- Private pre-school settings supported by the Early Childhood Care & Education (ECCE) Scheme.
- Private pre-school settings supported by HSE grant aid or HSE funded Pre-School Assistant.

Where a child is attending an early intervention or private pre-school setting (as above), the home tuition hours allocated will be the difference between the hours approved in the pre-school, or early intervention setting, and the maximum Home Tuition hours for which the child would normally be eligible for under the terms of this scheme.

It should be noted that the maximum number of combined hours which can be availed of under the above schemes is 20 hours per week.

If the child avails of one of the schemes after the application for the Home tuition grant has been processed, parents/guardians must notify this Department immediately.

To be completed by the parent/guardian 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: _____ Postcode _____

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.

Section 2 (A) continued from previous page



Special Educational Needs Organiser, (SENO), response to parent/guardian following receipt of application form in relation to Department of Education and Skills Home Tuition Scheme 2016/2017.

Child Details

Name		Date of birth	
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Applications made in respect of Category 2(A): Children with special educational needs seeking an educational placement. ✓

1. I have been furnished with the relevant assessments/reports to assist the NCSE with identifying for the parent a school placement.	
2. The child has diagnosis of	
3. I can confirm that the child meets the criteria for eligibility for resources.	
4. I confirm that the parent/guardian has provided me with documentary evidence of the schools that they already applied to and pursued for placements for the child in question	
5. Professional reports provided do not indicate that _____ requires specialist provision placement. Placement should be sought in a mainstream school. When enrolled, the school may use professional reports available to support application to the National Council for Special Education for additional resources, as appropriate.	

OR

6. Professional reports provided indicate that _____ requires specialist provision placement.	
7. I confirm that there is currently no educational placement available	
8. SENO can confirm that the following schools may currently have places available. It is the responsibility of parent/guardian to seek school placement and enrolment.	

School	Address	Telephone

9. SENO can confirm placement has been offered in the following school

School	Address	Telephone

Expected date of commencement

Note: Documentary evidence of school response to parent/guardian when seeking placement should be retained for future reference. Parent/guardian may wish to access, "Choosing a School. A Guide for Parents and Guardians of Young People with Special Educational Needs", a publication which is accessible on the website of the National Council for Special Education, www.ncse.ie Contact details of Special Educational Needs Organisers, (SENO) can also be found on the website.

SENO Name	
SENO Area	
Signed	
Date	

SECTION 2(B): 2.5 - 3 years

Children aged between 2.5 years and 3 years of age with an Autism Spectrum Disorder based on the DSM V or ICD 10 criteria. Please note that a diagnosis stating that a child has autistic traits is not acceptable in this context.

Name of child: _____

I confirm that I have consulted with National Council for Special Education with regard to sourcing an educational placement for when my child reaches their third birthday, and supplied all the relevant associated reports to the NCSE. 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 for the remainder of the 2016/2017 school year from the date on which they reach 3 years old.

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 mainstream and special schools
- Early Intervention settings attached to HSE funded service providers.
- Private pre-school settings supported by the Early Childhood Care & Education Scheme (ECCE).
- Private pre-school settings supported by HSE grant aid or HSE funded Pre-School Assistant.

Where a child is attending an early intervention or private pre-school setting (as above), the home tuition hours allocated will be the difference between the hours approved in the pre-school, or early intervention setting, and the maximum Home Tuition hours for which the child would normally be eligible for under the terms of this scheme.

It should be noted that the maximum number of hours which can be availed of under the above schemes is 10 hours per week.

If the child avails of one of the schemes after the application for the Home tuition grant has been processed, parents/guardians must notify this Department immediately.

To be completed by the parent/guardian 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: _____ **Postcode**

Contact telephone number for facility: _____

Email Address: _____ **Website Address:** _____

Section 2 (B) continued from previous page



Special Educational Needs Organiser, (SENO), response to parent/guardian following receipt of application form in relation to Department of Education and Skills Home Tuition Scheme 2016/17

Child Details

Name		Date of birth	
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Applications made in respect of Category 2B: Children aged between 2.5 years and 3 years of age with an Autism Spectrum Disorder based on the DSM V or ICD 10 criteria. ✓

1. Professional reports provided confirm relevant diagnosis.	
2. The child has a diagnosis of	
3. Child is currently ineligible for DES pre-school placement, (less than 3 years)	
4. SENO has provided details in relation to schools offering ASD specific provision, including pre-school classes.	
5. SENO has indicated that it is the responsibility of parent/guardian to seek school placement and enrolment.	
6. SENO can confirm that placement to be accessed in the following school when _____ is 3 years.	

School	Address	Telephone

Expected date of commencement	
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Parent/guardian may wish to access, "Choosing a School. A Guide for Parents and Guardians of Young People with Special Educational Needs", a publication which is accessible on the website of the National Council for Special Education, www.ncse.ie

Contact details of Special Educational Needs Organisers, (SENO) can also be found on www.ncse.ie.

SENO Name	
SENO Area	
Signed	
Date	

SECTION 3 - D E C L A R A T I O N

- (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 0046/2016 AND PAGES 1 AND 2 OF THIS FORM.
- (3) I CONSENT TO HAVE THIS APPLICATION FORM AND ANY ASSOCIATED DOCUMENTS PROCESSED 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 PERSONAL INFORMATION SUPPLIED, INCLUDING PPSN, WILL BE USED IN DETERMINING ELIGIBILITY FOR HOME TUITION, IN PROCESSING PAYMENTS AND FOR STATISTICAL PURPOSES. PERSONAL INFORMATION MAY BE SHARED BETWEEN THE HSE, TUSLA (CHILD AND FAMILY AGENCY), NATIONAL COUNCIL FOR SPECIAL EDUCATION (NCSE), DEPARTMENT OF CHILDREN AND YOUTH AFFAIRS (DCYA), THE REVENUE COMMISSIONERS AND THE DEPARTMENT OF EDUCATION AND SKILLS, INCLUDING NEPS, FOR THE REASONS STATED AND TO ENSURE THAT DUPLICATE FUNDING DOES NOT OCCUR.

Signature of Parent / Guardian:	_____
Relationship to Child:	_____
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.**

SECTION 4
FOR COMPLETION BY PROPOSED TUTOR

(PLEASE NOTE THAT ALL TUTORS MUST BE REGISTERED WITH THE TEACHING COUNCIL OF IRELAND)

Tutor Name:	
Tutor's PPS number:	
Date of Birth:	
Gender:	
Address :	
Postcode:	
Email Address:	
Telephone No :	
Teaching Council No.	
Qualifications :	

Please give details of proposed home tuition programme:

Are you currently being paid a pension from any Public Service Authority?

Yes No

Are you delivering tuition under the Home Tuition Scheme to other children?

Yes If yes, please indicate no. of children No

Where a tutor intends to provide Home Tuition to 2 or more children, further details will be required before approval is given for the tuition to commence.

Tutors Signature: _____ **Date:** _____

Please note that the Statutory Declaration Form and the Form of Undertaking must be completed by the Tutor (Appendices 1 & 2 respectively of the application form).

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

In order to comply with child protection guidelines 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 adults by virtue of my appointment to deliver home tuition.

Within a child protection context:

- I hereby confirm my irrevocable consent to the parents 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 parent/guardian 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/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. [passport number] issued on [date of issue] by the authorities of [issuing state], which is an authority recognised by the Irish Government]

Or

National identity card no.[identity card number] issued on [date of issue] 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)][passport number] issued on [date of issue] by the authorities of [issuing state] which is an authority recognised by the Irish Government]

Or

Refugee travel document no. [document number] issued on [date of issue] by the Minister for Justice, Equality and Law Reform]

Or

Travel document (other than refugee travel document) [document no.] issued on [date of issue] 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

Appendix 2

Form of Undertaking

I 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 child).

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

Please complete the following:

I am currently registered with the Teaching Council of Ireland Yes No

Is your registration status conditional? Yes No

If so, on what date is your registration due to expire? _____

I can confirm that I have been vetted by the Teaching Council since 29th April 2016 and I shared the result of my vetting search, known as a vetting disclosure, with this parent/guardian through the Teaching Council's secure online vetting facility called Digitary. Yes No

Signed

Tutor: _____ Date: _____

Print Name: _____

I can confirm that the tutor I have nominated has been vetted by the Teaching Council since 29th April 2016 and I have viewed the result of the tutors vetting search through the Teaching Council's secure online vetting facility called Digitary. Yes No

Witnessed by: _____ Date: _____
(Parent/ Guardian of above named child)

Print Name: _____
(Parent/ Guardian of above named child)