



## **Form - HTSEN1**

### **APPLICATION FOR HOME TUITION FOR 2025/2026 SCHOOL YEAR FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS**

**Please read the following information carefully in conjunction with Circular 0047/2025 before completing the Application Form. The circular can be viewed at [gov.ie](http://gov.ie) - Home Tuition ([www.gov.ie](http://www.gov.ie))**

#### **Purpose**

The purpose of the Home Tuition Grant Scheme is to provide funding towards the provision of a compensatory educational service for

- Pre-School children aged between 2 ½ and 3 years with a diagnosis of autism
- Pre-School children aged from 3 years upwards who meet the scheme's eligibility criteria
- Students seeking a special school or special class placement in a recognised school

The aim of the Department is to meet the needs of families and to ensure every child is allocated a suitable school placement. The preferred approach is that children are educated in school settings where children may have access to fully qualified teachers, individualised education programmes, special needs assistants, school curriculum with the option, where possible and appropriate, of full or partial integration and interaction with student peers. Accordingly, Home Tuition is provided as an interim measure only for children for whom a placement in a recognised school is not currently available and should not be regarded as an optional alternative to a school placement.

#### **Important Notice**

No tuition should take place until written confirmation of tutor/s sanction has been issued to you by the Department and payment will not be made in respect of any tuition delivered prior to the approved dates.

The closing date for receipt of applications under the HTSEN1 strand of the scheme for the 2025/2026 school year is: **29th May 2026**.

The following periods will **not** be covered for payment for any student availing of the Home Tuition Grant Scheme:

October 2025 mid-term break:	Monday 27 <sup>th</sup> October 2025 to Friday 31 <sup>st</sup> October 2025 inclusive.
Christmas 2025:	Monday 22 <sup>nd</sup> December 2025 to Friday 02 <sup>nd</sup> January 2026 inclusive
February 2026 mid-term break:	Monday 16 <sup>th</sup> February 2026 to Friday 20 <sup>th</sup> February 2026 inclusive.
Easter 2026:	Monday 30 <sup>th</sup> March 2026 to Friday 10 <sup>th</sup> April 2026 inclusive.
Bank Holidays:	All bank holidays which fall within the school year

Home Tuition should reflect the school day and be provided between (9am– 6pm). Home Tuition should not take place during school holidays, bank holidays and weekends.

## HOW TO APPLY

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

- Step 1** Complete Section 1 Personal details for child and parent/legal guardian
- Step 2** Complete one of the following sections only
- Section 2(A) – children aged between 2 ½ and 3 years of age with Autism based on the DSM v or ICD 10 criteria (page 5 by parent, page 6 by SENO)
  - Section 2(B) – 3 years upwards with Autism who are seeking an Early Intervention/Early Years setting Placement (page 7 by parent, page 8 by SENO)
  - Section 2(C) – Age 4 and over children with Special Educational Needs – No special school or special class placement (page 9 by parent, page 10 by SENO)
- Step 3** Complete the Declaration on page 11
- Step 4** Identify a person/s who may be a suitable tutor/s. The proposed tutor/s should complete Section 4 and relevant appendices of this form. The proposed tutor/s must be registered with the Teaching Council of Ireland for the duration of the approved tuition, up to and including issue of final payment. All tutors must be vetted by the Teaching Council of Ireland prior to commencing the delivery of tuition. Further information regarding registration and vetting is available from [www.teachingcouncil.ie](http://www.teachingcouncil.ie) or by emailing [info@teachingcouncil.ie](mailto:info@teachingcouncil.ie). If you have more than one tutor this section will need to be completed by each tutor.

### Please note the following:

1. Failure by the applicant to complete and return this application form in full, including associated documentation, will result in a delay in processing the application. In some instances the form may need to be returned for completion. Please allow 15 working days for applications to be processed.
2. **Applicants are advised that home tuition funding will not be back-dated.** Home tuition funding is only available on completion of the full application process which includes the issue of a grant approval letter by the Department of Education and Youth confirming the commencement date of the tuition. 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 grant approval letter to the applicant.**
3. Once the application is approved, only the applicant who has signed the form and whose name appears on the grant approval letter will be in a position to receive information in relation to the application and make the claim 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 student in question, it must include confirmation of guardianship, such as a placement order from TUSLA or a court order.

Forms should be returned to the following address:  
Home Tuition Unit, Special Education Section  
Department of Education and Youth,  
Cornamaddy, Athlone,  
Co. Westmeath.  
N37 X659

**Section 1: Child Personal Details**  
**(To be completed by Parents/Legal Guardian)**

**All Fields must be completed**

**Student's PPSN:** The Personal Public Service Number (PPSN) is a unique reference number that is to be used in all dealings with Public Service Agencies, including Revenue. If you need details of your child's PPSN please contact the Department of Social Protection - Public Service Identity.

A PPSN should not be mistaken for the GMS number on a medical card.

**Child's PPSN**

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**Child's first name**


**Child's surname**


**Child's Date of Birth:**

D	D	M	M	Y	Y	Y	Y
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**Gender:**Male ☐Female ☐

Have you previously applied for home tuition for this student?

Yes ☐

No

☐

Are any of your other children in receipt of home tuition?

Yes ☐

No

☐

Please give details of proposed home tuition programme:

\* If this child is in the care of TUSLA, please enclose confirmation of guardianship with your application, such as a placement order from HSE/TUSLA or a court order.

## Section 1 - Applicant's Personal Details

Under the Home Tuition Grant Scheme, the applicant is the student's legal guardian. Where an application is received from persons other than the parent of the student, it must include confirmation of guardianship, such as a placement order from HSE/TUSLA or a court order.

### All fields must be completed

**Parent/Legal Guardian PPSN:** Your Personal Public Service Number (PPSN) is a unique reference number that is to be used in all dealings with Public Service Agencies, including Revenue. If you need details of your PPSN please contact the Department of Social Protection - Public Service Identity.

A PPSN should not be mistaken for the GMS number on a medical card.

#### Parent/Legal Guardian's PPSN

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#### Parent/Legal Guardian's first name

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#### Parent/Legal Guardian's surname

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#### Parent/Legal Guardian's address

Eircode															

#### Parent/Legal Guardian's telephone number

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#### Parent/Legal Guardian's e-mail address (Correspondence may issue by email)


- Do not send in assessments or reports with this application – these should only be provided to the SENO
- Please note that the last date for receipt of applications for early intervention or primary-aged children is 29<sup>th</sup> May 2026
- If your child has turned 3 years of age, skip to page 7 of the Application Form (Section 2(B))
- Correspondence may be issued by email, please check all mailboxes regularly e.g. Inbox, Junk, Spam etc.

## **SECTION 2 (A)**

**Children aged between 2½ years and 3 years of age with Autism based on the DSM V or ICD 10 criteria.**

**This page to be completed by the Parent/Legal Guardian**

Name of child: \_\_\_\_\_

I confirm that I have consulted with the National Council for Special Education (NCSE) 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 2025/2026 school year from the date on which they reach 3 years of age.

**Will the child be availing of any of the following supports during 2025/2026 school year?**

- Early Intervention class attached to a mainstream or special school
- Early Intervention settings attached to HSE funded service providers.
- Early years settings supported by the Early Childhood Care & Education Scheme (ECCE).
- Early Years settings supported by HSE grant aid or HSE funded Pre-School Assistant.

Yes

☐

No

☐

**If yes, please provide the following information**

Start Date:

Number of hours per week:

Details of supports received

Name and address of facility and contact details

### **Please Note**

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

**Continued on next page**

## SECTION 2 (A)

**Children aged between 2½ years and 3 years of age with Autism based on the DSM V or ICD 10 criteria.**



**Special Educational Needs Organiser (SENO) response to parent/guardian following receipt of application form and supporting evidence in relation to Department of Education and Youth Home Tuition Grant Scheme 2025/2026**

**This section to be completed by the SENO only.**

Child's Name: (Block Capitals)		Child's Date of Birth:	
			<i><b>SENO to complete below sections with either ✓ or N/A, where applicable</b></i>
1. Professional report(s) provided confirm a diagnosis of Autism *Please note that a diagnosis stating that a child has autistic traits is not acceptable in this context.			
2. Child is currently ineligible for EDE Early Intervention class placement, i.e. less than 3 years of age			
3. <b>SENO has informed the parent/legal guardian of their responsibility to seek an Early Intervention placement and enrolment for when the child turns 3 years of age.</b>			
4. SENO has provided details in relation to schools offering Autism provision, including Early Intervention classes attached to mainstream schools, to assist planning for when the child turns 3 years of age.			
5. SENO has informed the parent/legal guardian of supports available under the Early Childhood Care and Education Programme (ECCE) including the Access and Inclusion Model (AIM)			
6. SENO can confirm that placement is to be accessed in the following school for when the child is 3 years of age.			
School Name and Roll no.	Address	Expected date of commencement	
<p>Parent/legal guardian may wish to access, "Information booklet for parents of children and young people with special educational needs", a publication which is accessible on the website of the National Council for Special Education, <a href="http://www.ncse.ie">www.ncse.ie</a></p> <p>Contact details of Special Educational Needs Organisers (SENO) can also be found on <a href="http://www.ncse.ie">www.ncse.ie</a></p>			
SENO Name	Block Capitals:	Signature:	
SENO Area			
Date			

## **SECTION 2 (B)**

### **Children with Autism who are seeking an Early Intervention/Early years Setting placement, aged from 3 years upwards**

**This page to be completed by the Parent/Legal Guardian**

The State supports early intervention for children with special educational needs through providing funding to a number of pre-school settings including:

**(1) Early Childhood Care and Education (ECCE) Programme including the Access and Inclusion Model (AIM) for children with special educational needs, including Autism.** A programme of supports is now available to all Early Childhood Care and Education Programme (ECCE) mainstream early years setting settings designed to ensure that children with special educational needs, including Autism, can access their local (ECCE) early years setting and can participate fully in the early years setting curriculum alongside their peers.

**(2) Early Intervention classes, in a mainstream schools, for children with Autism**

Early Intervention classes are for children aged between 3 and 4 years of age with a diagnosis of Autism. Early Intervention classes are also for children over 4 years of age with Autism diagnosis **and** a recommendation for an early intervention placement (who will not reach the age of 6 during the 2025/2026 school year).

**(3) Early Intervention settings in HSE funded service providers or Early Years settings supported by HSE Grant Aid or HSE funded Pre-School Assistant**

**Will the child be availing of any of the above supports during the 2025/2026 school year?**

**YES** ☐

**NO** ☐

**If yes, please provide the following information**

**Start Date:**

**Number of hours per week:**

**Details of supports**

**Name and address of facility and contact details**

- ❖ **I confirm that I have consulted with the NCSE with regard to sourcing an Early Intervention placement for my child, and supplied all the relevant associated reports to the NCSE** ☐
- ❖ **I am aware of my responsibility to enrol my child in an Early Intervention placement, where available** ☐
- ❖ **I confirm that there is no Early Intervention placement available for my child** ☐

**Please Note**

- The child will not be eligible for home tuition for the remainder of the 2025/2026 school year where a placement in an Early Intervention class, attached to a recognised school, is identified but is not accepted.
- Where a child is attending an ECCE early intervention setting or early years setting (excluding Early Intervention classes in mainstream, and special schools) the home tuition hours allocated will be the difference between the hours approved in the early years setting 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.
- The maximum number of hours which can be availed of under the above schemes is 20 hours per week.
- If the child avails of one of the above-named schemes after the application for the Home tuition grant has been processed, parents/legal guardians must notify this Department immediately

## SECTION 2 (B)

### Children with Autism, who are seeking an Early Intervention/Early Years Setting placement, aged from 3 years upwards



Special Educational Needs Organiser (SENO) response to parent/guardian following receipt of application form and supporting evidence in relation to Department of Education and Youth Home Tuition Grant Scheme 2025/2026.

#### This section to be completed by the SENO only.

It is the responsibility of a parent/legal guardian to seek school placement for their child and the NCSE can assist with this process.

Parents/legal guardians are required to provide documentary evidence of the schools that they have already applied to and pursued with regard to placements for their child. This requirement of the Home Tuition Grant application process also assists schools in identifying potential candidates for enrolment, should a place become available. **Home Tuition may be approved as an interim measure only until the SENO and/or parent/legal guardian confirms a placement for the child has been provided.**

Child's Name: (Block Capitals)		Child's Date of Birth:	
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#### SENO to enter ✓ in box, where applicable

	YES	NO
1. Professional report(s) provided confirm a diagnosis of Autism which meets Department of Education and Youth criteria		

1a. Additional diagnosis, if any:	
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#### SENO to enter ✓ in box, where applicable

2a. Child is 3-4 years of age: ☐  
(No recommendation in respect of an Early Intervention Class placement is required for children aged between 3 and 4 years of age.)

OR

2b. Child is over 4 years of age (will not be aged six during this academic year) and has a professional report recommending an Autism Early Intervention Class: ☐

2c. Parent/Guardian is not seeking a placement in a school (where the child is aged 4 years+) ☐

#### SENO to enter ✓ in box, where applicable, otherwise leave blank.

3. SENO confirms that the parent/legal guardian has been informed of supports available under the Early Childhood Care and Education Programme (ECCE) and the Access and Inclusion Model (AIM) ☐

3a. SENO confirms that there is currently no educational placement available in an Early Intervention Class attached to a recognised school ☐

OR

3b. SENO confirms that the following school(s) may have places available in Early Intervention Class(es) currently.

School Name and Roll No.	Address	Telephone

SENO Name	Block Capitals:	Signature:
SENO Area		Date:

## **SECTION 2 (C)**

### **Children seeking a special school or special class placement aged from 4 years upwards**

**This page to be completed by the Parent/Legal Guardian**

- ❖ I confirm that I have consulted with the NCSE with regard to sourcing an educational placement for my child for 2025/2026 school year, and supplied all the relevant associated reports to the NCSE ☐

Date of first consultation with the NCSE \_\_\_\_\_

- ❖ After consultation with the SENO, and with reference to my child's relevant reports, I have decided to seek to enrol my child in the following setting: (please tick one box only)

Autism Special Class

☐

Special School

☐

Special Class (Non-Autism)

☐

- ❖ I am aware of my responsibility to enrol my child in a school where a potential placement has been identified ☐

- ❖ Number of schools applied to for the 2025/2026 school year

- ❖ I have provided documentary evidence to the SENO of application to schools for 2025/2026 school year ☐

- ❖ I confirm that there is no school placement available for my child ☐

#### **Please Note:**

- The child will not be eligible for home tuition for the remainder of the 2025/2026 school year where a placement is identified, but not accepted.
- 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.

**Continued on next page**

## SECTION 2 (C)

### Children seeking a special school or special class placement aged from 4 years upwards



Special Educational Needs Organiser (SENO) response to parent/guardian following receipt of application form and supporting evidence in relation to Department of Education and Youth Home Tuition Grant Scheme 2025/2026.

#### This section to be completed by the SENO only

It is the responsibility of a parent/legal guardian to seek school placement for their child and the NCSE can assist with this process.

Parents/legal guardians are required to provide documentary evidence of the schools that they have already applied to and pursued with regard to placements for their child. This requirement of the Home Tuition Grant application process also allows schools to be made aware of potential candidates for a place, should one become available. **Home Tuition may be approved as an interim measure only until the SENO and-or parent/legal guardian confirms a placement for the child has been provided.**

*Where no placement is available for a child who will reach the age of 6 during the school year, the SENO must advise the parent to contact the Educational Welfare Service (EWS). SENOs must work with the EWS, the parent/legal guardian and local schools to secure a school placement at the earliest opportunity.*

Child's Name: (Block Capitals)		Child's Date of Birth:	
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#### SENO to enter ✓ in box, where applicable

	YES	NO
1. Professional report(s) provided confirm a diagnosis which meets Department of Education and Youth criteria		

The child has a diagnosis of:	
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#### SENO to enter ✓ in box, where applicable

2. I have read the report/s for the above-named child. The report/s establishes that this child cannot be supported in a mainstream class. I have discussed the findings of the report with the parent/guardian and the following is the placement required: *(please tick one box only)*

\*Autism Special Class

☐

\*Special School

☐

Special class(Non-Autism)

☐

*\*For the purposes of applying for the Home Tuition grant, where both special class and special school are recommended, special class will be considered in the first instance to be appropriate.*

#### SENO to enter ✓ in box, where applicable, otherwise leave blank.

3a. SENO confirms that there is currently no educational placement available in a recognised school ☐

OR

3b. SENO can confirm that an appropriate educational placement is currently available and have informed the parent/legal guardian of the details of this placement ☐

OR

3c. SENO can confirm that the following educational setting has no place currently available, but a place will be accessible during the 2025/2026 school year

School Name	Roll Number	Estimated Date Placement Available

SENO Name	Block Capitals:	Signature:

SENO AREA	Date:

No school place available as verified by the local NCSE regional team ☐ (To be ticked by SENO)

## Section 3 – Parent/Legal Guardian Declaration

### Important Notices

1. Sections 1, either 2A, 2B **or** 2C and Section 3 of the Application Form may be sent to this Department, prior to sourcing a tutor, in order to establish if the child is, in the first instance, eligible for home tuition.
2. **Tuition cannot commence** until tutor details, i.e. Section 4, Appendix 1 and Appendix 2, are received, approved by this Department and a grant approval letter has issued to the parent/legal guardian setting out dates, tutor details and terms and conditions of the tuition.
3. **If you intend to engage more than one tutor** you must notify this Department in advance for approval, stating the number of hour's tuition to be provided per week by each tutor.
4. Post-primary students who are undertaking study of subjects for Junior and Leaving Certificate Examinations need to read carefully the requirements of the State Examinations Commission for practical coursework. The subjects with practical coursework are listed at [www.examinations.ie](http://www.examinations.ie). If the State Examinations Commission requirements are not met, this may result in a student not being able to achieve all of the marks available for the subject.

1. I declare that the information contained in this form is accurate to the best of my knowledge.
2. I confirm that it is in order to have this application form and any associated documents processed by the Department of Education and Youth or any nominee of the Department of Education and Youth, if this is considered appropriate by the Department.

### **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 may be shared with the HSE, TUSLA (Child and Family Agency), National Council for Special Education (NCSE), Department of Children, Disability and Equality (DCDE), the Department of Education and Youth (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://www.gov.ie/en/collection/general-data-protection-regulation-gdpr-privacy-notices/#parents-and-children-including-pre-school-primary-and-post-primary-students>.

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-notices/>.

Details of this policy are also available in hard copy upon request from the address stated on page 2 of this form.

**By signing below, I confirm that I have carefully read and agree to the terms and conditions of the Home Tuition Grant Scheme Circular 0047/2025.**

**Signature of Parent/Legal Guardian:**

\_\_\_\_\_  
(Same as person named on Page 4 of Application Form)

**Relationship to Child:** \_\_\_\_\_ **Date** \_\_\_\_\_

## Section 4 - For completion by proposed Tutor

The Statutory Declaration Form (Appendix 1) and the Form of Undertaking (Appendix 2) must be completed by the Tutor

All fields must be completed

**Tutor PPSN:** Your Personal Public Service Number (PPSN) is a unique reference number that is to be used in all dealings with Public Service Agencies, including Revenue. If you need details of your PPSN please contact the Department of Social Protection - Public Service Identity.

**Tutor PPSN:**

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**Tutor's First Name:**

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**Tutor's Surname:**

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**Tutor's Date of Birth:**

D	D	M	M	Y	Y	Y	Y
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**Tutor's Address:**

Eircode															

**Tutor's e-mail address**

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**Tutor's contact number**

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I am currently registered with the Teaching Council of Ireland Yes ☐ No ☐  
(Please note that it is a requirement of the scheme that all tutors are registered with the Teaching Council of Ireland for the duration of the approved tuition, up to and including issue of final payment.)

**Teaching Council No:**

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

If yes, please state the type of pension: \_\_\_\_\_

**If you have applied to deliver tuition under this Scheme to other children, please indicate number of children:**

(Where you intend to tutor 2 or more children, further details will be required before approval is given for the tuition to commence.)

**Note:** A teacher who is availing of approved paid or unpaid leave from his/her employment is not eligible to deliver tuition. However, a teacher who is on Career Break or who is Job Sharing may be engaged as a tutor for the Home Tuition Grant Scheme.

HT Stat Dec

**Appendix 1**  
**Statutory Declaration for the Home Tuition Grant Scheme only**

**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 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:** \_\_\_\_\_  
**Home Tutor**

**Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Continued on next page**

**Appendix 1 Continued**  
**Statutory Declaration for the Home Tuition Grant Scheme only**

HT Stat Dec

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\_\_

**Signed:** \_\_\_\_\_

\*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](http://www.citizensinformation.ie)

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

## Appendix 2 - Form of Undertaking

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 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 fully registered with the Teaching Council.

I confirm that I am currently vetted by the National Vetting Bureau 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.

**By signing below, I confirm that I have carefully read and agree to the terms and conditions of the Home Tuition Grant Scheme Circular 0047/2025.**

**Tutor's Name** (in block capitals): \_\_\_\_\_

**Tutor's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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 (see Section 3 of Circular 0047/2025).

I can confirm that the tutor I have nominated is currently vetted 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, called Digitary.

I understand Garda vetting does not provide clearance for persons to work with children. 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. The decision on the suitability of a person to work with the child is ultimately a matter for the parent/legal guardian.

**Parent/Legal Guardian's Name** (in block capitals): \_\_\_\_\_

**Parent/Legal Guardian's signature:** \_\_\_\_\_