



Terms and Conditions for Direct Grant Payment for Group Arrangements – 2026/2027

1. This agreement will apply to the 2026/2027 school year only and should be brought to the attention of the relevant parents/legal guardians. It should also be noted that this agreement should not be construed as a commitment to continue this arrangement in future years.
2. The facility will operate at least 1 class on the basis of 6 children per class with 1 qualified teacher and 3 assistants who must be registered and vetted with the Teaching Council of Ireland. A pro-rata reduction will be applied both in terms of the number of tutors/assistants and the payments where the class is not operating at full capacity. In this regard, every effort should be made to have classes operating with the full complement of both students and registered tutors/assistants. The minimum number of children required to operate a class is 3.
3. All teachers/assistants must be vetted since the date of commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012, which was on 29th April 2016. You must request a newly issued vetting disclosure in circumstances where you are employing a new teacher/assistant for the first time.
4. The Department will only provide funding for children with Autism attending the facility, **who are aged 3 years and over**, where a school placement is not available and in respect of whom **home tuition has been approved by the Department**.
5. This arrangement is dependent on the parents/legal guardians providing their written agreement confirming their child's attendance at the facility and for their home tuition grant to be paid directly to the facility.
6. Payments are calculated on the basis of a collective rate i.e. for each class the hours allocated for one child (20) are calculated at the qualified grant rate¹ and the remaining hours (allocated to a maximum of five further children) calculated at the modified grant rate. On the basis of the above, an appropriate pro-rata daily grant rate will be calculated.

Pro-Rata Breakdown:

6 Children	-	1 Qualified Tutor + 3 Assistants
5 Children	-	1 Qualified Tutor + 2 Assistants
4 Children	-	1 Qualified Tutor + 2 Assistants
3 Children	-	1 Qualified Tutor + 2 Assistants

7. Please note that the arrangements as set out in this document may be subject to change in line with the Department's policy in relation to the Home Tuition Grant Scheme including the grant rates and, in this regard, the Department reserves the right to make such alterations by notifying the facility of any such changes.
8. While such circumstances should not arise, for groups where there is a teacher who is not qualified in the sector for which tuition is being provided, all hours will be paid at the modified rate. Where it is necessary to engage a substitute teacher, at a very minimum they should have a primary degree (minimum Level 7 on the National Framework of Qualifications) in a relevant area and be registered with the Teaching Council of Ireland.

¹ Refer to Home Tuition Circular 0065/2026 for Tuition Grant Rates. These rates may be subject to change.

The Department will seek evidence that reasonable efforts have been made to procure the services of a qualified teacher. In the event that such evidence is not forthcoming the Department will retain the right to discontinue the arrangement forthwith.

9. Subject to approval by the Department, direct grant payment will be made on the basis of the following:
 - Grant payment will be made directly to the facility on a monthly in arrears basis in accordance with the Department's policy.
 - A tax reference Number and a Tax Clearance Access Number (TCAN) must be forwarded to Special Needs and Tuition Grants Section of this Department prior to any funding being directly issued to your company.
 - Funding to your company is dependent on your continued compliance with section 95 of the Finance Act 2014. Copies of all your employees P60's will also be required to be submitted with a copy of your P35 returns by a specified date in February.
 - Grant Payments will be in line with the normal school year, i.e. as per the terms of the Home Tuition Grant scheme. No payments will be made for holiday periods.
10. In relation to absences, the Department will not make any deductions in respect of a child being absent for 5 days in any given claim period, whether consecutive or non-consecutive. However, where the child is absent for more than 5 days in a claim period, the appropriate pro-rata daily grant rate will be deducted from the 6th day of absence and until the child returns to tuition. All absences, regardless of whether they affect payment or not, must be recorded on the payment claim form. Failure to report absences could result in the permanent withholding of grant payments for the affected claim period(s).
11. Grant Funding will only be provided in respect of tuition which has been sanctioned under the terms of the Department's Home Tuition Grant Scheme. If a school based placement becomes available for a child attending the facility he/she will no longer be eligible for tuition under the terms of the scheme. **It is essential that the facility notifies each parent/legal guardian of the Department's position on this issue and that this is made clear to all parents/legal guardians at the commencement of tuition.** The Department must also be notified when a child leaves the facility.
12. Similarly, where there is a school placement available for a child, funding under the Home Tuition Grant Scheme will not be approved by the Department and the facility must notify the parent of the child of that fact.
13. Sanction, if provided, will be on the understanding that the facility is registered with the TUSLA (Child & Family Agency) and is fully compliant with the associated regulations to include, but not limited to, Health & Safety, Child Protection and Insurance. **Proof of Registration with TUSLA must be forwarded to Special Education Section as available.**
14. The facility must be in compliance with the requirement, under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (NVB Act), that individuals who work with children and vulnerable persons are vetted by the National Vetting Bureau.
15. The Department will bear no liability whatsoever for the tutors engaged by the facility.
16. The terms of the School Transport Scheme do not apply to children who are eligible for home tuition and are attending a facility where a group arrangement has been approved by the Department.
17. It is also the intention of the Department that the facility may be inspected by a member of the Department's Inspectorate during the year.