

**TÚSLA**

An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

# ALTERNATIVE EDUCATION ASSESSMENT & REGISTRATION

**Guide to making application for registration of  
children receiving education in a place other than a  
recognised school Section 14 of the Education  
(Welfare) Act 2000 (R1)**

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## 1.0 Introduction

Under Section 14 of the Education (Welfare) Act, 2000 every child being educated in Ireland in a place other than a recognised school<sup>1</sup> (as defined under Section 10 of the Education Act 1998) i.e., in the home environment or at an independent school / centre of education<sup>2</sup> must be registered with Tusla - Child and Family Agency.

The process of registration involves assessment of the educational provision that is being provided to the child. Assessments are carried out by an authorised person from the Alternative Education Assessment and Registration Service (AEARS) on behalf of Tusla.

### 1.1. Application for education in a place other than a recognised school

There is a dedicated application form for a child to be registered as attending a place other than a recognised school. This is called an **R1 form**. This form is prescribed under the Education (Welfare) Act 2000 (Prescribed Form) (Section 14) (Amendment) Regulations 2024.

You should complete the R1 form if you are the parent(s)/legal guardian(s) of a child *and*

1. you are *educating your child at home*, or you intend to educate your child at home **or**
2. you are having your child *educated in an independent school*, or you intend to have them educated in an independent school.
3. Applicants who intend to educate their children *through an online provision, for example; Ukrainian State Education for the duration of the EU Temporary Protection Directive (EU2022/382)* must use this form and complete the home education section.

You should not complete this form if your child(ren) is enrolled on the school register in a recognised school and also using an online education provision. These children will be registered on the school enrolment database.

It is not possible for children to be registered in both a recognised school and on the Section 14 Register at the same time.

You can access the [R1 form on the AEARS section of the Tusla website](#)

### 1.2. The age group for a child to be registered

You **must** apply for registration if your child is living in the state and is aged between 6 and 16 years.

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<sup>1</sup> “recognised school” means a school which is recognised by the Minister in accordance with [section 10](#) under the Education Act 1998.

<sup>2</sup> An Independent School is an education setting which does not fall under the auspices of the Department of Education in Ireland and are not required to implement the state education curriculum for children.

## 2.0 Guide to Completing the application by Section : Part A

### 1. Place where child will receive the education

Please tick relevant box where the child will receive the education.

Note: *home and another setting* relates to a child receiving education through an online programme (accessed in the child's home or in another location).

### 2. Details of the Child:

Provide all details for the child who is the subject of the application including their PPSN number. A separate application must be submitted for each individual child.

### 3. Details of parent(s)/legal guardians:

Provide details for both parents / legal guardians of the child where applicable.

### 4. Details of additional guardian(s)/foster parents(s) (if appropriate):

Provide details as required for legal guardians.

**All legal guardians identified in this section MUST sign the Declaration in Section 12 Part C of the application.**

Communication between the Alternative Education Assessment and Registration Service and parents/guardians will occur primarily via email, please ensure you have provided a current, accessible email address and mobile number on the application form. Correspondence in relation to the application and any subsequent assessment and registration decision will be sent to each legal guardian.

Married parents are automatically joint guardians of their children. Neither separation nor divorce changes this. The written consent of all legal guardians must be provided for applications to be processed.

All legal guardians **MUST** sign the application form or provide a Court Order dispensing with the second parent's consent for the purposes of this application.

### 5. Additional information:

Tick the relevant box for each question. If **yes**, please supply details. This information will assist the Alternative Education Assessment and Registration Service when processing the application form.

## 6. Previous Education history:

If the child who is the subject of this application form, has **previously** attended a school, either a recognised school, a school outside the jurisdiction or an independent school you must provide details of the **last school** they attended.

## 7. Additional Learning and Support Needs:

Indicate if the child who is the subject of this application form has any additional learning or support needs. If the child has received a formal diagnosis, include this information, along with information relating to any support services, agencies or professionals engaged with the child.

## 8. Location where the education will be provided:

*Complete 7(a) if you are applying to attend an Independent School.*

*Complete 7(b) if you are applying for Home Education.*

*Complete 7(c) if you are using an Online Education programme (accessed in the child's home or in another location)*

**Independent School Applicant** - provide all information requested under section 7 (a) of the application form.

**Home Education Applicant** - an application relating to education being provided in a home environment - provide the full address of the location at which the child will be receiving their education provision.

**Online Education Programme** - If the home education provision is being provided via an online platform, include information concerning the identified programme, i.e., the relevant grade, the online platform web address, the name of any identified link person and the email contact details if applicable.

## 3.0 Guide to Completing the application by Section: Part B

### Home Education Applications Only

In this section, please provide the AEARS with information relation to:

8. The time devoted to the education of the child.
9. The equipment and materials that will be used in the education.
10. The educational activities; and
11. How/if the education provision will be monitored or assessed.

*Guidance for details of information required in relation to the home education provision is provided under each relevant section of the application form.*

## **4.0 Guide to Completing the application by Section: Part C**

### **12. Declaration – All Section 14 Applicants, for children in receipt of an education in a place other than a recognised school - home education and independent schools**

**The written consent of all legal guardians Must be provided on the application form.**

Parents and guardians of a child have a right to make decisions about their child's education. Married parents of a child, or a child's joint guardians, have equal rights in relation to decisions regarding arrangements for the child's education. The rights of parents in relation to guardianship are set down in the *Guardianship of Infants Act 1964*. Married parents are automatically joint guardians of their children. Neither separation nor divorce changes this.

The written consent of all legal guardians must be provided for applications to be processed. In the case where it is not possible to provide a legal guardian's signature, you must provide a Court Order dispensing with the second parent's consent for the purposes of the Section 14 Application. Typed or electronically generated signatures will not be accepted.

**Parents/guardians who sign the declaration in section 12 consent to an assessment of the provision as outlined below.**

- That in considering this application for registration, AEARS will arrange for a **preliminary assessment** to determine whether the education provision in place or proposed for the child, satisfies the requirements of a "certain minimum education". As part of the preliminary assessment an authorised officer will verify the information submitted in **Part B of application**.
- The assessor will meet your child in order to ascertain their views as part of the assessment process.
- To ensure that the child continues to receive a "certain minimum education", AEARS will carry out further **review assessments**, and these assessments will be notified in advance.
- That if, on receipt of an assessment report, AEARS is unable to determine that a certain minimum education is being provided or likely to be provided, AEARS may proceed to a further **comprehensive assessment**.

All assessment(s) will be conducted in accordance with any guidelines issued under Section 14, 15 and 16 of the Education (Welfare) Act 2000.

Further information including Frequently Asked Questions (FAQs) can be found from the following links:

**[Alternative Education Assessment and Registration Service web page.](https://www.tusla.ie/services/family-community-support/alternative-education-assessment-and-registration-service/)**

**<https://www.tusla.ie/services/family-community-support/alternative-education-assessment-and-registration-service/>**

### **Consent**

It is important to note, that under the Act that where one or both parent(s) of a child fails or refuses to give his or her consent to carrying out an assessment or assistance for the purpose of carrying out an assessment, AEARS can refuse to register the child or in the case of a registered child remove his or her name from the register maintained by the AEARS and a referral will be made to Tusla Education Support Service (TESS).

**Privacy Statement:** Your personal data will be processed in compliance with all relevant data protection legislation and the other legal requirements to which Tusla – Child and Family Agency is obliged to adhere. Full details of Tusla's Privacy Policy (setting out how we will use your personal data as well as information regarding your rights as a data subject) are available in the About Us (data protection) section of [www.tusla.ie](https://www.tusla.ie).

## 5.0 Frequently Asked Questions

### Q1 What document must accompany the completed application form?

The completed application form must be submitted with a certified copy of the child's birth certificate. Do not send in the original copy of your child's birth certificate as return of the birth certificate may take several weeks. If a birth certificate is not available, a certified copy of the child's passport will also be accepted.

A certified document is a photocopy of an original document that has been viewed, validated, and marked as original sighted by one of the following:

- A practising Solicitor or Commissioner of Oaths
- A member of An Garda Síochána
- A Notary Public
- Peace Commissioner

### Q2 Where should I send the completed application form?

#### **For Home Education**

Applications relating to **home education** - the completed form for each child along with a certified copy of the birth certificate should be sent directly to the Alternative Education Assessment and Registration Service (AEARS) via post or email:

Alternative Education Assessment and Registration Service

Tusla - Child and Family Agency

Floor 7, Brunel Building

Heuston South Quarter

Dublin 8, D08X01F

[Home.Education@tusla.ie](mailto:Home.Education@tusla.ie)

#### **For Independent Schools**

Applications relating to **an Independent School** - Application forms relating to an independent school should be submitted prior to placing the child in the school or as soon as is practicable thereafter.

Principals of an independent schools may submit completed applications on behalf of the parent(s)/guardian(s), along with information they provide to the Alternative Education Assessment and Registration Service (AEARS) regarding arrangements for the provision.

Alternatively, applications along with a certified copy of the birth certificate can be sent directly from parent(s)/guardian(s) to the Alternative Education Assessment and Registration Service (AEARS) via post at the address above or by email to [independent.schools@tusla.ie](mailto:independent.schools@tusla.ie).



Parent(s)/guardian(s) submitting an application directly to the service should liaise with the principal of the identified independent school.

### **Q3 I have submitted an application for home education, what will happen next?**

You will receive communication from the Alternative Education Assessment and Registration Service (AEARS) to confirm that a completed application form has been received for the child identified on the application.

Once communication is received to confirm receipt of the completed application form, you may commence to home educate your child or your child may now attend the independent school of your choice.

Incomplete application forms will be returned identifying the reason the application is incomplete and will require you to re-submit a completed application with all required documentation.

When a completed R1 application form is received by AEARS, this information will be provided to the Tusla Education Support Service (TESS). If your child previously attended a Department of Education recognised school in Ireland, the Alternative Education Assessment and Registration Service will write to inform them that a completed application form has been received for home education.

Where a child has previously attended a Department of Education recognised school, their name will not be removed from the school register until such a time that, following an assessment, the child's name is placed on the Section 14 Register (*as required by Section 14(17) of the Education (Welfare) Act 2000, and in accordance with the procedure as set out in Department of Education Circular 0028/2013 and Circular 0033/2015*). While the application is in process the school must remove a pupil's name from the roll book for a record of attendance (*DE Circular 0028/2013*).

As part of the registration process, Tusla - Child and Family Agency will arrange for an Authorised Person from the AEARS to carry out an assessment of the education that is in place or proposed for your child. Further details are available in the Department of Education 2003 publication [Guidelines on the Assessment of Education in Places Other Than Recognised Schools](#). Parent(s)/guardian(s) who are home educating or engaging with an online programme as part of the home education provision, will be contacted by an AEARS assessor to arrange an assessment of the educational provision being provided.

### **Q4 I have submitted an application for an Independent School, what will happen next?**

Where parent(s)/guardian(s) submit an application via an Independent School, the Alternative Education Assessment and Registration Service (AEARS) will communicate with the principal of the school your child is attending to confirm receipt of the application.

Parents that submit an application directly to the Alternative Education Assessment and Registration Service (AEARS) will receive confirmation from AEARS that an application form has been received.

Once receipt of a completed application form is confirmed, the child can commence attendance at an independent school.

Incomplete application forms will not be accepted. Parents will be required to re-submit a completed application with all required documentation. AEARS will write to independent school principals and parents regarding incomplete applications and action required.

Under the Education (Welfare) Act, 2000, information relating to children attending an independent school, (a school not recognised under Section 10 of the Education Act 1998) can be provided to the Tusla Education Support Service (TESS) and any previously attended Department of Education school as required.

Independent Schools are subject to an initial assessment and are assessed periodically thereafter. Further details are available in the Department of Education 2003 publication [Guidelines on the Assessment of Education in Places Other Than Recognised Schools.](#)

On enrolment at an Independent School that has previously been assessed and where children attending are on the Section 14 Register, a child's name will be added to the S14 Register on confirmation of attendance from the school principal and receipt of a completed R1 application. The principal of a child's Independent School is required to periodically provide information to the Alternative Education Assessment and Registration Service regarding the provision and the children enrolled at the school.

[Click here to access the R1 form on the AEARS section of the Tusla website](#)