



An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

HOME EDUCATION

Application Form
for
Registration

**Registration of Children Receiving Education in Places
other than a Recognised School under
Section 14 of the Education (Welfare) Act, 2000**

An Ghníomhaireacht um Leanaí agus an Teaghlach
Child and Family Agency
Floor 4, Brunel Building, Heuston South Quarter, Dublin 8.
www.tusla.ie

Home Education – Application Form

Explanatory Note

The functions and services of the National Educational Welfare Board transferred to the Child and Family Agency on 1 January 2014 under the Child and Family Agency Act 2013. On April 1st 2016, Section 14 transferred to the Children's Regulation Services of the Quality Assurance Directive.

Under the Education (Welfare) Act, 2000 every child being educated in a place other than a recognised school must be registered with the Child and Family Agency (the Agency). The process of registration involves assessment by the Child and Family Agency of the education that is being provided to the child.

Who should use this form?

You should complete this form if you are the parent(s), guardian(s) or foster parent(s) of a child and

- you are educating your child at home **or**
- you intend to educate your child at home in the near future.

Please complete all sections of the form carefully, using BLOCK CAPITALS. Please complete one form for each child.

What age must my child be to be registered?

You may apply for registration if your child is resident in the state and

1. your child has reached the age of 6 and is not older than 16 **or**
2. your child is aged 16, has not completed 3 years of post-primary education & has not yet reached the age of 18.

Where should I send the completed application form?

You should send the completed form directly to:

Registration Section
Alternative Education Assessment & Registration Service
Child and Family Agency
Floor 4, Brunel Building
Heuston South Quarter
Dublin 8
Telephone: 01 771 8500, Fax: 01 771 8610. Email: homeeducation@tusla.ie.

Please note that all questions on this form must be answered for the application to be considered. The Child and Family Agency reserves the right to raise further queries as appropriate. In the case of married parents or un-married parents where the father is a legal guardian both parents must sign the application form.

What should accompany the application?

You should enclose an original (not a photocopy) of your **child's birth certificate** (long or short form) with the application.

Please use a paperclip or staple to attach your child's birth certificate to the application form.

What will happen next?

As part of the registration process, the Child and Family Agency will arrange for an Authorised Person to carry out an assessment of the education that is in place or proposed for your child. Further details are available in the *Guidelines on the Assessment of Education in Places Other Than Recognised Schools* prepared and issued by the Department of Education and Skills. The Agency will contact you about the assessment in due course.

The Child and Family Agency should be informed if you change address or if you decide to register your child in a school at a later date.

***If you require further information or assistance please call 01 7718500
or www.tusla.ie or by e-mail to: homeeducation@tusla.ie***

Tá leagan Gaeilge den fhoirm seo ar fáil ach é a iarraidh

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under Section 14 of the Education (Welfare) Act 2000

1. Details of child

Surname (as on birth cert)	First name(s) (as on birth cert)	Date of birth	Child's PPS Number
Home address			Eircode

2. Details of parent(s)

MOTHER	First name(s)	Surname
Home address (if different to above)		
Telephone (include local code)	Mobile	E-mail

FATHER	First name(s)	Surname
Home address (if different to above)		
Telephone (include local code)	Mobile	E-mail

2.1. Details of relationship between the parents of the child the subject of this application

Please tick as appropriate

Married	
Separated	
Divorced	
Widowed	
Unmarried with father legal guardian	
Unmarried with father not legal guardian	

3. Details of guardian(s)/foster parent(s) (if appropriate)

Surname	First name(s)	Relationship to Child
Home address (if different to above)		
Telephone (include local code)	Mobile	E-mail

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4. Place at which education is provided

Please supply address at which the child normally receives /will receive most of his/her education

5. Person(s) providing the education or proposed as provider

Give the name of the person(s) responsible for providing, or who will be responsible for providing, most of the child's learning experiences. If a person other than the parent is named, please give full name of person and relationship to child (e.g. adult brother/sister, grandparent, tutor employed by parent, etc.)

6. Educational history and educational needs of child

Give a short account of the child's educational history to date, and his/her learning needs. Please state if there are any particular reasons why the child is being educated or will be educated in the home. (Attach extra sheets, if necessary)

6a. Special educational needs of child

Please indicate if your child has any special educational needs. This is vitally important in assisting the Child and Family Agency in carrying out the assessment. (Attach extra sheets, if necessary)

7. Previous school (if any)

If the child has attended any school(s) please give details of the last school attended

Full name of school		
Principal		
Address		
Telephone (include local code)	Fax (include local code)	E-mail
Date child was enrolled in the school	Group or class in which the child was receiving most of his/her education prior to leaving (if relevant)	Date on which child left the school

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8. Time devoted to education of child / Time proposed to be spent on education of child

The informal or semi-informal nature of home-based education may make it difficult to estimate accurately the amount of time allocated to learning. However, some information under the headings below may be useful in establishing the general pattern of the educational provision. If possible, please supply information on

- the time allocated/to be allocated to the education of the child
- whether learning is provided for in an open-ended manner, or whether learning activities are scheduled, or partly scheduled, using a timetable following a daily/ weekly/ monthly pattern
- the estimated number of days during the year on which education is/will be provided
- if any records are/will be maintained of the time/periods/days devoted to education

9. Equipment and materials

Please provide brief details of some of the main items/publications/materials used to support the child's learning. These may include everyday objects and materials, books, magazines, toys, videos, educational equipment, etc.

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10. Educational activities

Please give a brief account of the educational provision made /to be made for the child's learning, including provision for the development of literacy and numeracy skills as appropriate. Some points to consider may be:

- What are the main areas of learning for which provision is/will be made?
- What type of education is being/will be provided? Do any particular principles or philosophies inform the education?
- What consideration has been given to how the learning needs of the child are/will be met over a period of time and whether plans are/will be recorded?
- What approaches or methods are/will be used to facilitate learning? (e.g. autonomous learning, semi-structured approaches, structured learning, a mixture of these)
- If the education provided is based on any published curricula or learning programmes, please give details

NOTE: *Meeting the requirements of a 'certain minimum education' does not mean that a child must follow any particular curriculum delivered in a school setting. However, if a child were to return to a formal school-based education at primary or post-primary level at any stage, parents/guardians, in planning a home education programme for their children, should be conscious of the curriculum requirements, and teaching and learning structures to which they may return.*

11. Monitoring progress

Please give a brief account of how the child's progress is /will be monitored. Some points to consider may be:

- How is/will the child's progress be monitored/assessed?
- Are/will any records be maintained of the child's progress? (Such records are not necessary but may be useful)

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12. Preferred days and times for assessments

Preliminary Assessment

As part of the registration process, the Child and Family Agency will arrange for a Preliminary Assessment to be carried out of the education that is in place or proposed for the child. The Assessment will be carried out by an Authorised Person appointed by the Agency. The Preliminary Assessment will involve an interview with the parent and, if appropriate, the person(s) responsible for the education of the child (or the persons who will be responsible for the education of the child). Please indicate the days and times that would be most suitable for such an interview. (You will be contacted in advance to arrange a definite date and time).

My preferred days and times are:

Comprehensive Assessment

In some cases, a Comprehensive Assessment may be considered necessary at a later stage. If this happens, the Assessment will be conducted by an Authorised Person who will visit the place where the child is being educated, observe learning activities, inspect the premises, equipment and materials used, and assess the progress being made by the child. Please indicate the days and times that would be most suitable for such a visit. (You will be contacted in advance to arrange a definite date and time).

My preferred days and times are:

Finalisation of Assessment Reports

Please note that

- the draft Assessment Report(s) will be discussed with the parent prior to its finalisation for the Child and Family Agency
- that the finalised report(s) will be forwarded to the parent by the Child and Family Agency and the parent will be invited to comment on the report(s) before any decision is taken by the Agency concerning it/them.

13. Declaration

I/We wish to apply to the Child and Family Agency to have the above named child placed on the *Register of Children in Receipt of Education in a Place other than a Recognised School* maintained by the Agency under Section 14 of the Education (Welfare) Act 2000.

I/We declare that the information provided on this application form is true and accurate.

I/We understand

- that in considering this application for registration, the Agency shall arrange that an Authorised Person will conduct a Preliminary Assessment, and if necessary a Comprehensive Assessment, of the education in place or proposed for the above child
- that the Assessment(s) will be conducted in accordance with guidelines issued by the Minister for Education and Skills and the Child and Family Agency
- that the purpose of the Assessment(s) will be to determine whether the educational provision in place or proposed for the child satisfies the requirements of a certain minimum education.

I/We hereby give my consent for the Child and Family Agency to have an Authorised Person conduct assessments of the education in place or proposed for the child above.

Signed _____ Date _____

Signed _____ Date _____

In the case of married parents or un-married parents where the father is a legal guardian both parents must sign the application form.

***Please note that the child's birth certificate (original, not photocopy) must be attached to this form.
Please use a paperclip or staple to attach your child's birth certificate to the application form.***

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