**Background pattern

Description automatically generated with medium confidence**

|  |  |
| --- | --- |
| QMS Reference | AEARS-GDE01.1 |
| Version | 2.0 |
| Date | 04/03/2024 |

**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)**

**Contents**

[1.0 Introduction 2](#_Toc120276287)

[2.0 Guide to Completing the application by Section : Part A 4](#_Toc120276288)

[3.0 Guide to Completing the application by Section: Part B 5](#_Toc120276289)

[4.0 Guide to Completing the application by Section: Part C 6](#_Toc120276290)

[5.0 Frequently Asked Questions 7](#_Toc120276291)

[6.0 Application Form Part A 10](#_Toc120276292)

[7.0 Application Form Part B 14](#_Toc120276293)

[8.0 Application Form Part C 16](#_Toc120276294)

## Introduction

Under Section 14 of the Education (Welfare) Act, 2000 every child being educated in Ireland in a place other than a recognised school[[1]](#footnote-2) (as defined under Section 10 of the Education Act 1998) i.e., in the home environment or at an independent school / centre of education[[2]](#footnote-3) 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.

### 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 Regulations 2020.

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 compete 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**](https://www.tusla.ie/services/family-community-support/alternative-education-assessment-and-registration-service/)

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

You ***must*** apply for registration if your child comes under one of the categories below, is living in the state and

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

Children, whose names are on the Section 14 Register, are automatically removed from the register when they reach the age of 18 years.

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

1. **Details of the Child:**

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

1. **Details of parent(s)/legal guardians:**

Provide details for both parents any legal guardiansof the child where applicable.

1. **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 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.

1. **Additional information:**

Tick the relevant box for each question. This information will assist the Alternative Education Assessment and Registration Service when processing the application form.

1. **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.

1. **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.

1. **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**or education programme delivered on an online forum.*

**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, including home education using an online platform - provide the full address of the location at which the child will be receiving their education provision. 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.

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

**Home Education Applications Only**

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

1. The time devoted to the education of the child.
2. The equipment and materials that will be used in the education.
3. The educational activities; and
4. 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.*

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

1. **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**.
* 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**.
* 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.

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.**](file:///C:/Users/Julie.Nohilly/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/I6DY50H9/Alternative%20Education%20Assessment%20and%20Registration%20Service%20web%20page)

[**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.

**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**](http://www.tusla.ie)**.**

## Frequently Asked Questions

1. **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

1. **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 2, Brunel Building

Heuston South Quarter

Dublin 8, D08X01F

[Home.Education@tusla.ie](http://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.

1. **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 Educational Welfare Service (EWS). 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 an 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**](https://www.tusla.ie/uploads/content/guidelines_assessment_education_outside_schools.pdf)*.* 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.

1. **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 Educational Welfare Service (EWS) 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**](https://www.tusla.ie/uploads/content/guidelines_assessment_education_outside_schools.pdf)**.**

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**](https://www.tusla.ie/services/family-community-support/alternative-education-assessment-and-registration-service/)

## Application Form Part A

|  |  |
| --- | --- |
| **Place where child will receive the education** | |
| Independent School or Centre of Education setting; |  |
| Their home |  |

**PART A**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Details of child** | | | |
| Surname (as on birth cert) |  | First name(s) (as on birth cert) | Click or tap here to enter text. |
| Date of birth |  | Gender (optional) | Click or tap here to enter text. |
| Home address | Click or tap here to enter text. | Eircode | Click or tap here to enter text. |

|  |
| --- |
| **2) Details of Parent(s)/Guardian(s)** |
| Throughout this document the term ‘‘parent,’’ in line with the use of the word in the Education Act 1998, section 2 and the Education (Welfare) Act 2000, should be taken to mean parent, guardian, foster-parent, a person acting in loco parentis who has a child in his/her care subject to any statutory power or court order, or a person who has adopted a child. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Parent/Legal Guardian 1** | | | |
| Title | Click or tap here to enter text. | First name(s) | Click or tap here to enter text. |
| Surname |  | Home address (if different to above) |  |
| Eircode | Click or tap here to enter text. | Telephone (include local code) | Click or tap here to enter text. |
| Mobile | Click or tap here to enter text. | E-mail | Click or tap here to enter text. |
| **Parent/Legal Guardian 2** | | | |
| Title | Click or tap here to enter text. | First name(s) | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. | Home address (if different to above) | Click or tap here to enter text. |
| Eircode | Click or tap here to enter text. | Telephone (include local code) | Click or tap here to enter text. |
| Mobile | Click or tap here to enter text. | E-mail | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Details of additional guardian(s) (if appropriate)** | | | |
| Surname | Click or tap here to enter text. | First name(s) | Click or tap here to enter text. |
| Relationship to Child | Click or tap here to enter text. | Home address (if different to above) | Click or tap here to enter text. |
| Eircode | Click or tap here to enter text. | Telephone (include local code) | Click or tap here to enter text. |
| Mobile | Click or tap here to enter text. | E-mail | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| **Additional Information** | | |
| Have you previously applied to the Section 14 Register for this child? | Yes | No |
| Are any sibling(s) of this child currently on the Section 14 Register, or  have you applied for any sibling(s) of this child? | Yes | No |
| If yes, please supply details: | | |
| Click or tap here to enter text. | | |

|  |  |  |
| --- | --- | --- |
| **Previous education history -** *Please tick one of the following* | | |
| New application for child that has recently turned 6 years old. | |  |
| Previously home educated | |  |
| Dates of home education: | Click or tap here to enter text. | |
| Previously educated in a school (Department of Education recognised school, an Independent School or school in another jurisdiction) | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *If the child has attended any school(s) please give details of the last school attended* | | | |
| Full name of school |  | Address | Click or tap here to enter text. |
| Principal | Click or tap here to enter text. |
| Telephone (include local code) | Click or tap here to enter text. | Email | Click or tap here to enter text. |
| Date child was enrolled in the school, and year level (if applicable). | | Click or tap here to enter text. | |
| Date on which child left the school, and year level (if applicable). | | Click or tap here to enter text. | |

|  |  |  |
| --- | --- | --- |
| **6) Additional Learning and Support Needs** | | |
| Does your child have any learning needs or additional support needs? | Yes | No |
| Are any sibling(s) of this child currently on the Section 14 Register, or  have you applied for any sibling(s) of this child? | Yes | No |
| If yes, outline summary of need below: | | |
| Click or tap here to enter text. | | |
| Has the learning/support need been formally assessed? Is the child currently engaged with support services currently? Please provide details. | | |
| Click or tap here to enter text. | | |

|  |
| --- |
| **7) Location where the delivery of the education will occur** |
| Please complete the relevant section. |

|  |  |  |  |
| --- | --- | --- | --- |
| **a) Independent School or Centre of Education** | | | |
| *Please provide the details of the school providing or planned to provide the delivery of the education provision.* | | | |
| Independent School Name | Click or tap here to enter text. | Postal address | Click or tap here to enter text. |
| Principal/Director | Click or tap here to enter text. |
| Telephone (include local code) | Click or tap here to enter text. | Eircode | Click or tap here to enter text. |
| E-mail | Click or tap here to enter text. | Mobile |  |
| Date child commenced/due to commence at school | | Click or tap here to enter text. | |
| Date child due to leave school | | Click or tap here to enter text. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **b) Home Education** | | | |
| *Please provide the address of the location where the education will be provided. Please include details of the person/s who will be providing the delivery of the education provision.* | | | |
| Address: | Click or tap here to enter text. | | |
| **Person 1 – Education Provider** | | | |
| Title | Click or tap here to enter text. | First name(s) | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. | Telephone (include local code) | Click or tap here to enter text. |
| Mobile | Click or tap here to enter text. | E-mail | Click or tap here to enter text. |
| **Person 2 if applicable** | | | |
| Title | Click or tap here to enter text. | First name(s) | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. | Telephone (include local code) | Click or tap here to enter text. |
| Mobile | Click or tap here to enter text. | E-mail | Click or tap here to enter text. |

## Application Form Part B

**Home Education Applicants** **Only - Information regarding the educational provision for children attending an Independent** **School is provided periodically by the principal/director**

|  |
| --- |
| **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. Information under the headings below may be useful in establishing a general pattern of the educational provision.*   * *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 patter.* * *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.* |
| Click or tap here to enter text. |

|  |
| --- |
| **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 curriculum documents, specialised educational equipment, reference materials/textbooks, or everyday objects and materials including books, magazines, toys, videos etc.* |
|  |

|  |
| --- |
| **10. Educational Activities** |
| *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; physical skills; social, emotional and moral.* * *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 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.* |
| Click or tap here to enter text. |
| ***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?* * *What considerations 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?* |
|  |

|  |  |
| --- | --- |
| **12. Declaration** | |
| **I/We declare that:**   * *The information provided on this application form is true and accurate.* * *That both legal guardians have provided their personal details and contact information and have signed this application form.*     **I/We understand:**   * *That in considering this application for registration, the Agency will arrange for an assessment to determine whether the education provision in place or proposed for the child, satisfies the requirements of a certain minimum education [s.14(5)(a,b,c) Education (Welfare) Act 2000].* * *That as part of an application for home education assessment, that an authorised officer will verify the information provided in Part B above.* * *That in order to ensure that the child continues to receive a “certain minimum education”, the Agency will carry out further assessments, and these assessments will be notified in advance [s.14 (7) Education (Welfare) Act 2000].* * *That if, on receipt of the assessment report, the agency is unable to determine that a certain minimum education is being provided or likely to be provided, the Board may proceed to a further assessment [s.14(5)(i,ii,iii) Education (Welfare) Act 2000].* * *That all assessment(s) will be conducted in accordance with any guidelines issues under Section 14, 15 and 16 of the Education (Welfare) Act 2000.* * *That I/We will offer every assistance to an authorised person (assessor) in assessing the education provision in place or proposed for the child.*   **I/We consent:**   * *For the Agency to have an authorised person conduct assessment(s) of the education in place or proposed for the child who is the subject of this application.* * *For the Agency to verify any information provided on this application form.*   **I/We have enclosed a certified copy of the child’s birth certificate or passport**  Yes | |
| Signature of Guardian 1: |  |
| Date: |  |
| Signature of Guardian 2: |  |
| Date: |  |
| *All legal guardians must sign this form in order for the application to be processed.* | |
| **Tá leagan Gaeilge den fhoirm se oar fail ach é a iarraidh.** | |
| Registration of children receiving education in places other than a recognised school under Section 14 of the Education (Welfare) Act 2000. | |

## Application Form Part C

**All Applicants: Home Education and Independent Schools**

1. “recognised school” means a school which is recognised by the Minister in accordance with [*section 10*](https://www.irishstatutebook.ie/1998/en/act/pub/0051/sec0010.html#sec10)*under the Education Act 1998.*  [↑](#footnote-ref-2)
2. 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. [↑](#footnote-ref-3)