



2022 Home-Based Summer Programme Online Sanctioning Portal Guidance for Schools

Background

The Home-Based Summer Programme is available in 2022 for children who meet the eligibility criteria, and for whom no school-based programme is available for them.

For 2022, the Department of Education has created an Online Sanctioning Portal where schools can submit the information of eligible children. Once this information has been input the Department will issue a sanction email to both the parents and school confirming that their child is eligible and the number of hours that they are entitled to receive.

Note: school refers only to a school as recognised under Section 10 (3) of the Education Act 1998

Eligibility criteria

Pupils with complex needs for whom there is no school-based programme available are eligible for the 2022 Home-Based Programme. For the purposes of the home-based programme complex needs is defined as:

1. Any student enrolled in a special school or a special class - primary and post primary
2. Students presenting with the most significant needs in mainstream classes in primary or post-primary schools who are accessing the highest level of the Continuum of Support (School Support Plus). This will include a small number of students with enduring needs which significantly affect their capacity to learn, to function independently and to participate in education. These students require highly individualised and differentiated learning programmes that are significantly different to their peers. These students may present with the following:
 - Significant needs with physical and/or sensory functioning (including students who are Deaf or have severe to profound hearing loss and students who are blind or have a severe to profound visual impairment)
 - Significant needs in cognitive functioning and independence/daily living skills (including students who have moderate to severe/profound learning disability)
 - Significant needs in social communication, social interaction combined with rigid repetitive patterns of behaviour (including students with Autism)
 - Students with Down syndrome
 - Students with severe emotional behavioural needs, to the extent that these behaviours of concern are impacting on a student's ability to learn, to function independently and to participate fully in school life

Children in the above categories entering primary school in September 2022 are also eligible for the programme.

First Steps

- The school should contact the parents of eligible children and provide them with the Application Form for Sanctioning and the Overview/Terms and Conditions document which the Department has sent to the school by email
- If there is more than one eligible child in a family, the parent should be given a separate form for each eligible child
- The parent then completes the Application Form for Sanctioning with their child's details and their own contact details and returns the form to the school.
- The school then submits an application for each eligible child on the 2022 Home-Based Summer Programme Online Sanctioning Portal
- **The link for the Online Sanctioning Portal will be circulated to schools by email on Thursday 12 May 2022 and the Portal will remain open until Thursday 09 June 2022**

Information to be input on Portal by school once parent has completed the Application for Sanctioning Form

- ✓ School roll number
- ✓ Principal contact details
- ✓ Class year of student for 2021/22 school year (or that student is entering their school in September 2022)
- ✓ Confirmation that student meets **one** of the eligibility criteria for the programme
- ✓ Student details
- ✓ Confirmation that school is not running a school-based programme **OR** there is no place available for the applicant student on their school-based programme
- ✓ Parent contact details
- ✓ Confirmation of whether applicant student has sibling who is/will be applying for the 2022 Home-Based Summer Programme

Next Steps

- Once the application has been submitted on the Portal and is approved, a sanction email will issue to the addresses provided by the school and parent
- A link to a Grant Claim Form will accompany the sanction email. Both sanction email and Grant Claim Form should be printed off and provided to the parent
- Schools are requested to provide details of a teacher/SNA who would be available to participate on the programme to the parent where possible
- Under the terms of the Home Based Summer Programme a parent cannot receive funding for participating as a teacher/SNA for their own child
- A copy of the child's Learning Support File should be provided to the parent to allow the teacher/SNA to put together a programme of tuition/care support

Support – Further Queries

If the school is experiencing any difficulties using the Portal a helpline is available at 09064 84292 or by email at homebasedsummerprogram@education.gov.ie