

Part-Time Enrolment of a Home Educated Student Guidelines

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1. Purpose

This Guideline applies to all Department of Education school principals.

Recognising that flexible enrolment may be required to support a student's learning outcomes, part-time enrolment of home educated students at government schools is allowed under the *Education Act 2016* (the Act).

Under s89 of the Act, a Principal must refer to these guidelines when assessing an application for part-time enrolment of a home educated student.

2. Guideline

2.1 Guiding Principles

- The Office of Education Registrar is responsible for the registration and monitoring of home education in Tasmania.
- The Act provides for home educated students to apply to attend school part-time for a maximum of the equivalent of two days a week in one school.*
 - » * A Principal may approve a home educated student to enrol part-time to attend school for more than two days a week, if the Principal is satisfied that the child will attend the school full time in the following school year.
- The Principal is responsible for assessing applications for part-time enrolment of a home educated student in their school.
- A Principal must assess applications in accordance with these guidelines.
- Subject to existing conditions, students enrolled as at February Census will attract funding on a pro-rata basis.

2.2 Assessing an Application

- A Principal must assess an application for part-time enrolment on the following criteria:
 - » The capacity and ability of the school to cater for the prospective student, either generally or in the particular class or classes to which the student is applying.
 - » In accordance with the [Out-of-Area Enrolment Procedure](#), an application from a home educated student residing within the intake area of a school must be given priority over a student applying for fulltime enrolment from out of intake area.
 - » The educational level of the prospective student and whether the year group in which enrolment is sought is the correct year group for the student.
- A Principal may decline an application for part-time enrolment based on the following circumstances:
 - » The year level or class has reached capacity.
 - » The school does not have the ability to fulfil the Home Education Program at the school.
 - » The enrolment commences after the funding census date (3rd Friday of first term).
 - » The child is already enrolled part-time in another school.
- NOTE: As far as reasonably practical, applications must be made to the school by the end of Term 3, for enrolment in the following school year.

2.3 Conditions of Enrolment

- Unless otherwise agreed at time of enrolment, the following conditions apply:
 - » Part-time enrolments will be assessed on an annual basis.
 - » Levies and charges will be calculated and charged on a pro-rata basis.

- » The student will be expected to attend and participate in all aspects of the program which occur on the days they are enrolled to attend.
- » Participation in whole-of-school events which occur outside the hours the student is enrolled to attend, will be negotiated on a case by case basis.
- » Schools are only required to provide work relevant to the actual classes the child is enrolled to attend.
- » The student will be subject to the same prioritisation process for accessing adjunct services (eg Professional Support Staff), on a pro-rata basis.
- » All school policies and procedures apply, including those relating to dress code, behaviour management and levies and charges.
- » The student will be eligible to receive a report on their progress in the specified activity.
- » The student will be eligible to sit the National Assessment Program Literacy and Numeracy (NAPLAN), recognising that this can only be administered in a school-based setting.

3. Related policies

- Nil.

4. Related procedures

- Enrolment Procedure

5. Supporting information/tools

- Office of the Education Registrar

6. Definitions

- Refer to *Education Act 2016* definitions.

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