



Part-time Enrolment at School for Home Educated Students

The Department for Education, Children and Young People has provided an [Expression of Interest Enrolment Form](#) for home educating parents wanting to enrol their student(s) at school part-time, as well as [Guidelines to Schools](#).

Department schools are required to follow the Guidelines to determine whether a home educated child can be enrolled part-time.

1. You may only enrol for a maximum of the equivalent of two full school days at school a week. This can be spread out over the week, for example four half days, or you may want your child to attend for one day a week only, to suit the requirements for your child and the school. If your child is college age, two subjects a week plus the home room attendance qualifies as the equivalent of two days a week for a part-time enrolment.
2. However, Section 73 (5) of the *Education Act 2016* stipulates that a child may enrol for more than two full school days at one school if the Principal of the school is satisfied that it is intended that the child will not be home educated in the following school year but will be enrolled at a school on a full-time basis.
3. Part-time enrolment may not be spread over multiple schools – you may enrol in one school only.

The process for part-time attendance is as follows:

1. Speak to the Principal of your local school (or out of area school) about your child's needs and determine whether the school is likely to be able to take your child.
2. If the school thinks it can take your child, then you will be asked to complete the Expression of Interest form (available from the OER website).
3. If you are enrolling in your local school, you only need to complete the home education part of the form.
4. If you are enrolling in an out of area school, you will need to complete both parts of the form.
5. Where the form refers to providing evidence, that may be proof that you reside in the local area, or it may be a copy of your provisional registration letter or your registration certificate.
6. You are NOT REQUIRED at this point to provide your HESP.
7. You should provide the school with the OER form for the Principal to complete and sign showing their '[In-Principle Approval](#)', including the days and times of the part-time enrolment. This should be submitted to the OER along with the amended HESP (see information below). Alternatively, if you intend the part-time enrolment to start at the beginning of your registration year, please submit the In-Principle Approval form with your HESP.
8. Notify the school and complete the enrolment form. The school may ask you to provide your amended HESP or the parts of it that are relevant to the school.



AMENDED HESP

If your child is starting a part-time enrolment during your registration year, you will need to submit an amended HESP to the OER to explain how your home education program will change with the addition of the part-time attendance at school.

This will be different from person to person depending on why your child is attending school. For example, if your child is undertaking maths subjects at school, then your Numeracy standard and probably your Interpersonal Skills standard will need to be amended, as may Evaluation. If your child is attending school to study Art and Drama then it might be an amendment to your Other Learning Areas standard, as well as Interpersonal Skills and Evaluation. If your child is just going to school for two days to study a range of subjects, then it is likely that most of your HESP will be affected.

If you are not sure on how to amend your HESP, you can start by contacting your Registration Officer or the OER office and we will make sure you get some assistance.

The best outcome for your child will be achieved by working closely with the school to ensure that a holistic program is delivered – this may mean sharing part or all of your HESP with the school and keeping in contact with teachers regarding your child’s learning outcomes.

If you have concerns about sharing your HESP with the school, contact the OER and we can talk you through the best outcome for you and if necessary, liaise on your behalf with the school. We understand how intensely private and personal a HESP can be and are committed to working with you to balance protecting your privacy with ensuring that schools have enough information to deliver a program safely and beneficially to your child.