

Home education application procedures

Curriculum, assessment, reporting and certification: early childhood to year 12 policy statement

The Northern Territory Board of Studies (NTBOS) approved policy sets out the legislative foundation for the provision of school education in the Northern Territory (NT) relating to curriculum, assessment, reporting and certification.

The Department of Education's (the department) Curriculum, assessment, reporting and certification policy: early childhood to year 12, informs department staff, that is school, regional, and corporate staff about the actions they must undertake to be compliant with legislation, the NTBOS policy and the department's strategic direction.

These home education application procedures explain the mandatory requirements for home education for learners who reside in and are permanent residents of the NT.

Policy

The department has a responsibility under the [Education Act 2015 \(NT\)](#) (the Act) to ensure that learners receive high quality education. The department supports parents to establish an educational environment that meets the needs of their child and recognises home education as a form of education. Division 3 of the Act describes the conditions under which home education may be conducted. Prior to any home education taking place, all relevant documentation must be submitted by families and approved by the department. Compulsory school aged learners must be enrolled and attending school while awaiting approval to be home educated.

Roles and responsibilities

Quality Teaching and Learning as the policy owner and delegated by the Chief Executive, is responsible for:

- communicating, implementing, and reviewing the home education application procedures
- approving or declining home education applications and providing home education registration.

Parents of new and continuing home education learners are responsible for:

- submitting timely and complete annual applications for each child, including a learning plan and any relevant supporting documentation
- delivering home education in accordance with the conditions of approval under Section 46(6), this includes:
 - accommodating home visits or teleconferences
 - planning, teaching, assessing, recording, and evaluating according to their learning plan
 - ensuring the curriculum delivered to their child is approved by the Australian Curriculum Assessment and Reporting Authority
 - informing the department of any changes to home education or when home education ceases

- ensuring that any teacher engaged to deliver home education is registered with the Teacher Registration Board of the Northern Territory and holds a current Working with Children clearance.

Parents of new or first-time home education learners are also responsible for:

- ensuring their child remains enrolled in school until a home education approval notice is received
- providing a copy of their child's birth certificate.

Procedures

Step 1. Application

- Parents complete an online application for each child and send supporting documents to the home education office.
- Parents can access the online application by visiting the NT Government's [home education website](#).

Step 2. Assessment

The Home Education Officer, on receipt of the completed application and supporting documents, will delegate an officer to:

- assess the application and learning plan
- conduct a home visit or teleconference
- write an assessment report with their recommendation to approve or decline the application.

Step 3. Approval

- On receipt of the assessment report, the Home Education Officer will prepare a memorandum to the General Manager, Quality Teaching and Learning, (the General Manager) with the assessing officer's recommendation.
- The General Manager will decide to approve or decline based on the recommendation.
- The Home Education Officer will notify parents in writing of the General Manager's decision.

Approval – granted for the current school year

- Approval is valid until the end of the current school year.
- The General Manager may cancel approval if the parent is not complying with approval conditions.

Approval – resubmit for the following school year

- Parents must submit a new home education application for each child for each year of home education.

Approval - declined

The department may decline a home education application if the parent does not meet the conditions of approval under Section 46(6).

The departmental will notify the parent in writing of this decision. The parent:

- has 30 days to appeal this decision in writing
- must ensure compulsory school-aged children are enrolled in a school to ensure continuity of education.

Approval – cancelled

As per Section 49 the department may cancel an approval. This may occur if the department believes that:

- a parent may not be complying with the conditions of approval; or
- the child is not making satisfactory progress.

The departmental will notify the parent in writing of this decision. The parent:

- has 30 days to appeal this decision in writing
- must ensure compulsory school-aged children are enrolled in a school to ensure continuity of education.