

# GUIDELINES

## CONTINUING HOME EDUCATION APPLICATIONS

Responsibility of:	School Support Services	DET File: FILE2014/131
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Target Audience:	Corporate and School Staff, Parents and Community	

This document should be read in conjunction with [Home Education policy and associated guidelines](#).

### 1. INTRODUCTION

The department works with parents who choose to home education their children to ensure that home education programs are lawful and enable Northern Territory (NT) children to experience appropriate education.

These guidelines support parents who are currently approved to provide home education with preparing their annual application to seek approval for the next school year. The guidelines will assist parents to meet their obligations to:

- submit timely and successful annual home education applications, and
- deliver effective home education programs in accordance with the conditions of approval.

These guidelines also support department staff through the provision of information regarding the department's requirements to:

- conduct home education assessments, and
- make determinations to approve or decline home education applications.

These guidelines are aligned with the provisions for home education established under Part 4 Division 3 of the [Education Act](#) (the Act) and section 12 of the [Education Regulations](#).

### 2. DEFINITIONS

[Australian Curriculum Assessment and Reporting Authority \(ACARA\)](#) is an independent statutory authority responsible for the:

- development and implementation of a national curriculum
- management of the National Assessment program including NAPLAN
- collection and publication of information regarding the performance and resources of schools and campuses across Australia.

[Australian Curriculum Assessment and Reporting Authority approved curriculum](#) currently includes:

- Australian Curriculum Framework
- International Baccalaureate Primary Years Program and Middle Years Program
- Australian Steiner Curriculum Framework
- Montessori National Curriculum Framework.

**Child of compulsory school age** is a child that turns six years of age on or before 30 June of the school year until the child completes Year 10 or turns 17 years of age, whichever comes first.

**Compulsory participation phase** applies to students who have completed Year 10, but have not turned 17, where the student must participate in an eligible option on a full time basis until they turn 17.

**Daily care and control of a child (in regards to the definition of parent)** refers to a person who is entitled to exercise all the powers and rights, and has all the responsibilities, in relation to the day-to-day care and control of the child.

**Decision notice** for the purpose of this policy is the formal notice approving or declining an application for home education.

**Eligible option** is participation on a full time basis in one of the following:

- approved education or training
- if 15 years or over, paid employment (minimum average of 25 hours per week) or
- a combination of approved education/training and paid employment.

**Home educator** refers to a parent, or a registered teacher employed by the parent, who is responsible for the implementation of an approved home education program.

**Home inspection for approved home education** refers to a requirement under section 47 of the Act for an annual home inspection to be undertaken for all approved home education to ensure that suitable home education is being provided in accordance with the conditions of approval to home educate.

**Parent** signifies a child's father, mother or any other person who has parental responsibility for the child, including a person who is regarded as a parent of the child under Aboriginal or Torres Strait Islander customary law or tradition.

**Parental responsibility (in regards to the definition of parent)** refers to a person who has:

- a) daily care and control of the child, or
  - b) is entitled to exercise all the powers and rights, and has all the responsibilities, in relation to the long-term care and development of the child, or
  - c) has daily care and control of the child and the entitlement and responsibilities at (b)
- and includes a person who has been given the above responsibilities under another state or territory law.

### 3. ROLES AND RESPONSIBILITIES

**Executive Director School Support Services** is responsible for:

- overseeing the administration of home education in the NT in accordance with the *Education Act*
- acting as the delegate of the Chief Executive, make determinations to:
  - approve or decline a home education application
  - place conditions on an approval to home educate
  - cancel a home education approval

- finalise a review conducted by the Home Education Review Panel.

**Home Education Project Officer** is responsible for:

- providing information and advice to parents and department staff in relation to home education
- coordinating the home education application process
- liaising with parents and relevant department staff in relation to home education applications
- maintaining secure and accurate records relevant to the administration home education.

**Director and Senior Manager for NT Curriculum T-9 and 10-12** are responsible for:

- overseeing the assessment of home education applications by Curriculum Consultants
- preparing Curriculum Assessment Reports on applications for home education.

**Curriculum Consultants** are responsible for:

- reviewing and assessing the curriculum and teaching and learning plans provided within home education applications.

**Parents** are responsible for:

- submitting timely and complete applications including all supporting documentation
- delivering home education in accordance with the approved home education and the conditions of approval
- inform the department of any changes to home education or when home education ceases.

## 4. APPLICATION PROCESS

A flow chart of the application process is provided at Appendix A.

### 4.1 Develop a home education program for each child

Parents are encouraged to refer to the [Home Education Curriculum and Teaching and Learning Requirements Information Sheet](#) (Attachment A) for guidance on developing the home education program for their child/ren.

The department recommends that parents use the [Australian Curriculum](#) to find the curriculum and achievement standards appropriate for their child's year level to develop their child's home education program.

#### 4.1.1 Exemptions from using ACARA approved curriculum

The Act requires that the curriculum used in a home education program must be one that is approved by the [Australian Curriculum Assessment and Reporting Authority \(ACARA\)](#).

Parents who, prior to 1 January 2016, had been approved to deliver home education to a child where the program did not use a curriculum approved by ACARA, are exempt from complying with this requirement for the duration of the home education of that child.

An exemption may also be granted where special circumstances exist. Special circumstances may include accommodations for a child with disability or special support needs, or a family temporarily living in Australia who wishes to continue using the curriculum program of their home country during their residency.

#### 4.2 Complete application form

Parents must complete a [Home Education Application Form](#) (Attachment B) for each child that they wish to home educate. All sections of the application must be complete for the application to be accepted. Supporting documentation must also be submitted as outlined in the application form.

#### 4.3 Submit application

Applications should be submitted by the end of November to allow the department sufficient time to process and assess the application prior to the commencement of the following school year. This will facilitate the continuation of the home education program for each child.

Applications and any supporting documentation are to be submitted via post or email to the Home Education Officer.

Post: Home Education Officer  
School Support Services  
Department of Education  
GPO Box 4821  
DARWIN NT 0801

Email: [homeeducation.det@nt.gov.au](mailto:homeeducation.det@nt.gov.au)

#### 4.4 Initial application review

All applications are subject to an initial application review to ensure that all sections are completed in full and sufficient information is provided to assess the proposed home education program.

If the application is completed adequately, parents will receive an Acknowledgement Letter advising that their application has been received and is currently being assessed.

If the application is not completed adequately, parents will be required to respond to a Request for Further Information within 30 days to prevent the application from being declined. Refer to the [Declined or Cancelled Home Education guidelines](#) for further information.

Where an application is not assessed prior to the commencement of the school year, an Interim Approval Notice will be provided for each child to facilitate the continuation of the home education program and compliance with Part 4 of the Act.

#### 4.5 Curriculum assessment

The proposed home education is assessed by a Curriculum Consultant and is based on:

- the use of an appropriate curriculum that demonstrates sufficient scope and detail across all learning areas
- the overall design of the teaching and learning plan in relation to the curriculum and the child's year level
- the application of appropriate resources and materials to support the curriculum achievement standards across all learning areas
- the application of appropriate assessments to identify and record the child's progress and achievement against the curriculum standards across all learning areas, and
- the Home Inspection Report from the previous year.

A Curriculum Assessment Report will be completed that will summarise the assessment of the application and, where appropriate, provide recommendations relating to the home education.

#### 4.6 Determination on home education application

The determination to approve or decline a home education application, and whether any specific conditions of approval are to be applied, is based on the recommendations of the Curriculum Assessment Report and the Home Inspection Report from the previous year.

The relevant reports are submitted to the Executive Director to consider and make one of the following determinations:

Determination	Action
Application approved	<ol style="list-style-type: none"><li>1. Home Education Approval Notice is provided to the parents outlining the conditions of approval and enclosing a copy of the Curriculum Assessment Report.</li><li>2. Parents are to implement the home education program and comply with the conditions of the Home Education Approval Notice. A standard condition of approval is to accommodate a home inspection in Term 3 of the school year.</li><li>3. Refer to <a href="#">Home Inspection for Approved Education guidelines</a>.</li></ol>
Application declined	<ol style="list-style-type: none"><li>1. Application Declined Notice is provided to the parents. The Notice will;<ol style="list-style-type: none"><li>a) outline the reasons for the decision to decline the application</li><li>b) invite the parents to provide a written response, within 30 days, with reasons as to why the home education should be approved and an outline of how they are able to accommodate the recommendations made in the Curriculum Assessment Report.</li><li>c) include a copy of the Curriculum Assessment Report.</li></ol></li><li>2. Refer to <a href="#">Declined or Cancelled Home Education guidelines</a>.</li></ol>

## 5. CESSATION OF HOME EDUCATION

A parent must inform the Home Education Officer in writing within 14 days of any of the following:

- the parents cease to provide home education (this may include the family moving interstate where a Northern Territory home education approval no longer applies); or
- the child is enrolled in school; or
- there is a change to the details provided within the home education application.

### 5.2 Student participating in an out of school eligible option

Where a student is participating in an out of school eligible option, the parent must ensure that they notify the Home Education Officer in writing, and complete and forward a [Notification of Arrangements](#) form to the Manager Eligible Options.

Out of school eligible option refers to where a student has completed Year 10, and is between 15 and 17 years of age, and the student chooses to participate full time in one of the following eligible options:

- paid employment (minimum average of 25 hours per week), or
- approved education or training where the provider is not a school or a home education environment (e.g. an apprenticeship or full time study through a university or registered training organisation).

## **6. COMPLAINTS**

Complaints relating to the home education process, should be made in writing to [homeeducation.det@nt.gov.au](mailto:homeeducation.det@nt.gov.au) and will be processed in accordance with the department [complaint process](#).

Where parents wish to seek a review of a home education decision they should refer to the [Declined or Canceled Home Education guidelines](#).

### **6.1 Review by Tribunal**

A parent may apply to the Northern Territory Civil and Administrative Tribunal (NTCAT) for a review of the decision by the department in relation to:

- decline a home education application, or
- impose conditions on an approval to home educate, or
- cancel an approval to home educate.

For a matter to be referred to NTCAT, it must have first been through the department [complaint process](#) or a Home Education Review Panel as outlined in the [Declined or Canceled Home Education guidelines](#).

## **7. PRIVACY PRINCIPALS AND INFORMATION MANAGEMENT**

All information collected in relation to the home education of a child is to be used solely for the purpose of administering home education commensurate with the Act and in accordance with the [Information Act](#).

All records and information relating to home education will be maintained in the department's record management system (Tower Records and Information Management – TRIM) under the security caveat Student Records in Confidence.

## **8. APPENDICES AND ATTACHMENTS**

Appendix A – New Home Education Application process

Attachment A – [Curriculum and Teaching and Learning Requirements Information Sheet](#)

Attachment B – [Home Education Application Form](#)

Attachment C – [Curriculum Assessment Report](#)

## 9. RELATED POLICY, LEGISLATION AND DOCUMENTS

Department of Education	<ul style="list-style-type: none"><li>• <a href="#">Enrolment policy</a></li><li>• <a href="#">Enrolment Enforcement guidelines</a></li><li>• <a href="#">Enrolment in Distance Education Schools guidelines</a></li><li>• <a href="#">Home Education policy</a></li><li>• <a href="#">New Home Education Application guidelines</a></li><li>• <a href="#">Home Inspection for Approved Home Education guidelines</a></li><li>• <a href="#">Declined or Cancelled Home Education guidelines</a></li><li>• <a href="#">Mandatory Reporting of Harm and Exploitation of children guidelines</a></li></ul>
Northern Territory	<ul style="list-style-type: none"><li>• <a href="#">Education Act</a></li><li>• <a href="#">Education Regulations</a></li><li>• <a href="#">Information Act</a></li><li>• <a href="#">Care and Protection of Children Act</a></li><li>• <a href="#">Teacher Registration (Northern Territory) Act</a></li><li>• <a href="#">Northern Territory Teacher Registration Board</a></li></ul>
National	<ul style="list-style-type: none"><li>• <a href="#">Australian Curriculum Assessment and Reporting Authority</a></li><li>• <a href="#">Australian Curriculum Version 8.0</a></li></ul>

Appendix A - Continuing Home Education Application Process

