

HOME EDUCATION APPLICATION FORM

FOR NEW FAMILIES

Thank you for applying and submitting an application form to Home Education your child / children.

The information in this application goes towards approval to home educate and relates to [Part 4 Division 3 of the *Education Act* and section 12 of the *Education Regulations*](#).

Prior to completing this application parents are encouraged to read the [Home Education Policy and Guidelines](#) to ensure they understand the process for seeking approval to home educate, and the obligations that must be met under an approval to home educate.

Please note:

- The words and expressions used in this form have the same meanings as those defined and referred to in the *Education Act* and within the Home Education Policy and Guidelines
- A parent or guardian of the child concerned must complete this form.
- An application form must be completed for each child being home educated.
- All sections must be completed in full for your application to be accepted.
- Completed application forms should be forwarded to:

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

Or

Email: homeeducation.det@nt.gov.au

Privacy Statement

The Department of Education is committed to protecting your privacy. This privacy statement contains the department's policies for the management of the personal information collected and used by the department. This statement is part of the department's ongoing commitment to protect the privacy of your personal information in accordance with the Information Privacy Principles (IPPs) set out in the Northern Territory (NT) *Information Act*.

Further information relating to the privacy statement can be found at: web link to be added in future

The application is required to be completed for each child and includes the following sections:

- | | |
|-----------|---|
| Section A | Child's Information – section to be completed for each child |
| Section B | Family Information - only completed once in the instance of multiple children |
| Section C | Proposed Curriculum – as detailed as possible |
| Section D | Declaration and Supporting Documents – certified documents are not required |

SECTION A – CHILD’S INFORMATION

Child’s surname	
Child’s given name/s	
Date of Birth	
Child’s Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Child’s Year Level	
Does your child have any newly identified disability or special support needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes please provide details of the child’s disability or special support needs? <i>Please attach supporting documentation to this application such as diagnostic assessment information or the child’s Educational Adjustment Plan from previous school, to assist with the assessment of the child’s teaching and learning program.</i>	

SECTION B – FAMILY INFORMATION

Complete Section B for first child – (leave blank for additional children)

Family name	
Residential address	
Postal address	
Home phone	
Mobile phone	
Email address	

Details of the parent or guardian who is responsible for the delivery of home education to the child.

Where the parent conducting the home education is a registered teacher, please provide details of registration.

Surname		Given Names	
Teacher Registration Number (if appropriate)			

Details of nearest government school

This information is required to determine which school principal or delegate will conduct the home visit.

Name of government school nearest to your place of residence	
Approximate distance from this school to your home via road (*km)	

SECTION C – PROPOSED CURRICULUM

1) Proposed Curriculum

The Education Act requires that the curriculum to be used must be one that is approved by the [Australian Curriculum Assessment and Reporting Authority \(ACARA\)](#).

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.

If the proposed curriculum is not an ACARA approved curriculum please complete the section below regarding seeking an exemption.

Name of the curriculum to be used	
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2) Exemption from ACARA approved curriculum

An exemption may also be granted where it is deemed appropriate to do so due to special circumstances.

Are you seeking an exemption	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for exemption	<input type="checkbox"/> Approval prior to 1 January 2016 <input type="checkbox"/> Special Circumstances – please provide details below
Details of the special circumstances (please provide any relevant supporting documentation)	

3) Learning Environment and Facilities

Please describe the typical space designated for learning and the facilities that will be available for the child, for example

- study space, e.g. size, lighting, ventilation
- facilities, e.g. desk, table, chair, shelves, filing cabinets, cupboards, blackboards, art/craft spaces
- outdoor areas for fitness and physical activities

4) Time Allocations

Record the average period of time the child will receive instruction:

- on each school day
- number of days per week
- number of weeks per year

Please note that children need to be engaged in schooling for at least 26 hours and 40 minutes per week in line with the NT Board of Studies policy: <http://www.education.nt.gov.au/teachers-educators/ntbos>

Hours of Instruction per Day	Days per week	Weeks per year

Record the time allocation for each learning area. The NT Board of Studies indicative times are offered as a guide.

Learning Area	Recommended hours per week					Actual hours per week
	T-2	3-4	5-6	7-9	10	
English	6:45	5:30	5:30	3:00	3:00	
Health and Physical Education	2:00	2:00	2:00	2:00	2:00	
Humanities and Social Sciences (Includes the subjects History*, Geography, Civics and Citizenship and Economics and Business)	1:00	2:30	3:00	3:30	3:30	
Languages (Japanese, Indonesian, Chinese etc.)	1:15	1:15	1:15	2:00	2:00	
Mathematics	4:30	4:30	4:00	3:00	3:00	
Science (Includes the subjects Biology, Physics, Chemistry and Earth and Space)	1:00	1:00	1:45	2:30	3:00	
Technologies (Includes the subjects Design and Technologies and Digital Technologies)	0:30	1:00	1:30	2:00	2:00	
The Arts (Includes the Dance, Drama, Media Arts, Music and Visual Arts)	1:00	1:15	1:15	2	2	
Work Studies (Elective for Years 9-10 only)	n/a	n/a	n/a	n/a	2	
Total hours per week						

*Shaded areas become electives at Years 9 and 10. The student chooses one of these subjects to study, with the exception of History which is studied from Transition to Year 10.

5) Weekly Lesson Plan

Please attach a copy of your typical weekly plan for your child

Please also state the subjects or aspects of learning for which you expect your child will receive tutoring or specialist instruction, including participation in extracurricular activities or club membership. (E.g. violin lessons, maths tutoring, sports club, scouts or girl guides etc.)

6) Teaching & Learning Plan

Please provide an outline of the teaching and learning plan that will be followed. This information is used to assess if your child is experiencing:

- sufficient curriculum scope across the learning areas
- appropriate use of curriculum support documents and resources
- appropriate contexts for learning

Record the topics/foci and skills that will be learned for each learning area, the assessment tasks that will be used to evaluate if your child has learned, and describe the resources that will be used, including:

- the titles of print based resources
- the web links for online resources
- any hands-on materials/games and so forth

Please include any additional information that will help to undertake a curriculum assessment of the teaching and learning plan for your child. Additional pages may be included if space is not sufficient

It is recommended that parents use the Australian Curriculum. Please visit <http://www.australiancurriculum.edu.au/> to find the curriculum and achievement standards appropriate for your child's year level.

Subject	Topics	Assessment	Resources
English			
Health & Physical Education			
Humanities & Social Science			
Languages			
Mathematics			
Science			
Technologies (Digital Technologies and Design and Technologies)			
The Arts (Dance, Drama, Music and Visual Arts)			
Work Studies (Years 9-10 only)			

7) Recording Progress and Achievement

To enable you to prepare for an assessment of your child's work by the department, it is highly recommended the learning activities, student progress and achievement be collated and recorded.

- A portfolio of annotated samples of your child's work is required for each year of home education.
- Assessment types – checklists, tests, written tasks, projects, videoed performances, rubrics, running records, reflective journal etc.
- Progress and achievement recording will also assist in demonstrating your child's progress and achievements during the home visit each year.

8) NAPLAN Participation

The [National Assessment Program Literacy and Numeracy - NAPLAN](#) is an annual national assessment of all students in Years 3, 5, 7 and 9. All students are expected to participate in the testing. They will be assessed in language conventions (spelling, grammar and punctuation), writing, reading and numeracy. The results of these assessments will allow comparison of your child's progress with the National Literacy and Numeracy Benchmarks.

The Northern Territory Test Administration Authority will support home schooled students to participate in NAPLAN. We will be in contact with parents/guardians of 2018 NAPLAN aged students early 2018 in relation to your child's participation.

Please contact National and Systemic Assessment on (08) 8944 9245 for any advice or support regarding NAPLAN

9) Teacher Registration and Working with Children Clearance details

Parents may choose to employ a teacher to develop and deliver all or part of the teaching and learning program. Parents must ensure that any teacher conducting the home education is registered with the [Northern Territory Teacher Registration Board](#).

Additionally, where a teacher, tutor or instructor is employed to deliver all or part of a teaching and learning program, parents must observe the requirements of the [Northern Territory Care and Protection of Children Act](#) by ensuring that the person holds a current [Working with Children Clearance](#).

Please record details of any teachers, tutors or instructors.

Name	Teacher Registration Number and dates of registration	Working With Children Clearance and expiry date

10) Student ID Card Request

Student Name	DOB	Electronic Passport Size Photo	Registration # (Office use only)
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION D: SUPPORTING DOCUMENTATION AND DECLARATION

1) Supporting documentation

Supporting documentation – have you included all your documentation? (below is a checklist to assist you)

<input type="checkbox"/> Yes	A copy of the child's birth certificate is supplied with the application.
<input type="checkbox"/> Yes	Documents relating to your child's disability or special support needs if applicable. <i>e.g. diagnostic reports, letter from paediatrician/ GP confirming diagnosis, Educational Adjustment Plan from previous school, Health Care Plan</i>
<input type="checkbox"/> Yes	Document supporting an exemption from using an ACARA approved curriculum if applicable.
<input type="checkbox"/> Yes	Photocopies of relevant court orders in relation to the child, if appropriate.
<input type="checkbox"/> Yes	Colour Passport Size Photo (Student ID Card)
<input type="checkbox"/> Yes	Additional supporting documentation, please specify:

2) Declaration

I hereby declare that all information provided in this application for home education is correct.

I undertake to ensure that there are sufficient and suitable resources available to support the child's education program, and the learning environment set aside for the child is conducive to efficient and suitable education.

I understand that a condition of approval is to allow home visits to occur from time to time by a delegated departmental officer and agree to accommodate visits as required.

I undertake to comply with any other requirements and obligations under the Home Education policy and guidelines made pursuant to Part 4 Division 3 of the *Education Act* and Section 12 of the *Education Regulations*.

I agree that any information collected about my child will be accessed and collated as confidential information and placed on a secure electronic database and hard-copy filed in a locked cabinet.

I consent to my email address being shared with other families in the Northern Territory conducting Home Education (e.g. for purpose of sharing program resources) **Yes** **No**

	Name	Signature	Date
Parent/Guardian 1			
Parent/Guardian 2			