

Enrolment and attendance policy suite

– definitions

This document provides a definition list that is complementary to the Enrolment and attendance policy suite. Wherever a singular expression is used, that expression is considered as including the plural where required by context.

In this document, the Northern Territory is referred to as the NT. the Northern Territory Department of Education is referred to as the department. The Chief Executive refers to the Chief Executive of the Department of Education.

Term	Definition
A	
Attendance	Refers to a child or young person's presence at the school where the child or young person is enrolled at the times when the school is open for instruction.
Attendance records	Capture student information including their name, residential address, date of birth, whether they have siblings at the same school, their citizen status, and information about their parents.
Authorised persons	Police officers or other persons authorised by the Chief Executive to enforce enrolment, attendance and participation requirements set out in Division 4 of the <i>NT Education Act 2015</i> .
C	
Child living independently	A child who is of or above the age of 14 years and not living with a parent. A child who is living with a parent is also considered to be independent if the parent is unable to control the child's behaviour in relation to enrolment, attendance and participation.
Compliance notice	A notice issued by the Chief Executive or delegate directing a parent or a child living independently, to comply within a specified timeframe and will be issued if the parent: <ul style="list-style-type: none">• fails to attend a compulsory conference when directed• fails to ensure their child attends school in accordance with an agreed engagement plan.
Compulsory conference	A meeting regarding non-compliance with the <i>Education Act 2015</i> that is conducted by a department officer, following a compulsory conference written notice being issued to a parent, a child and any other person the Chief Executive or delegate considers appropriate.

Term	Definition
Compulsory participation phase	Applies to a student who has completed year 10 and has not yet turned 17, where the student either continues with school or has been approved to participate in an eligible option on a full-time basis until they turn 17, or if exempted by the Chief Executive.
Compulsory school age	Six years of age on or before the 30 June of the school year. A child ceases to be of compulsory school age when the first of the following occurs: <ul style="list-style-type: none"> • they have completed year 10 and are participating in an eligible option • they have completed year 10 and are exempt from participating in an eligible option • they have reached 17 years of age.
Criminal history checks	Administered by the NT Police, Fire and Emergency Services through SAFE NT. ¹ SAFE NT provides a criminal record that identifies if a person has a relevant criminal record.
Criminal records	Records defined under subsection 3(1) <i>Criminal Records (Spent Convictions) Act 1992</i> that include a conviction, finding, order, quashed conviction, pardon, charge or action in the NT or any other state or territory of the Commonwealth of Australia.
Current roll	A required register in the department's mandated student administration system that facilitates the recording of student enrolment and attendance at an NT Government school.
D	
Direction to enrol	A notice issued by an authorised person which compels a parent or a child living independently to enrol in a school.
Disqualifying offences	Offences listed in the Education Regulations 2015 that prohibit a mature age student from enrolling in a NT Government school. These offences are primarily of a serious sexual, violent or drug related nature and relates to a child.
Distance education ²	Describes a set of teaching and learning strategies or educational methods that can be used to overcome spatial and temporal separation between educators and students.
Distance education centre	An NT Government school that is established as a distance education centre under the <i>Education Act 2015</i> and includes a school of the air and the government school known as the Northern Territory School of Distance Education.

¹ <https://forms.pfes.nt.gov.au/safent/>

² [TVETipedia Glossary \(unesco.org\)](https://www.unesco.org/en/tv-etpedia/glossary)

Term	Definition
Dual enrolment	<p>A child or young person is enrolled in two or more schools to accommodate the child or young person's specific circumstances such as:</p> <ul style="list-style-type: none"> Students with established and significant mobility patterns, for example, students and families with strong cultural connections to other communities requiring frequent temporary relocations or students regularly living in two different locations due to shared custody arrangements, both formal and informal. Students with needs that cannot be met by their main school alone, for example, students attending an additional school or distance education centre to access a particular service or curriculum area, which is unavailable in their main school.
E	
Engagement plan	A signed agreement developed by an authorised person in collaboration with all relevant stakeholders to address barriers or issues affecting a child or young person's attendance at school.
Eligible option	<p>Participation on a full-time basis by a child who has completed year 10 and is not yet 17 years old in:</p> <ul style="list-style-type: none"> approved education or training, or if the child is 15 years or over, in paid employment or a combination of approved education, training, and paid employment.
Enrolment	The process by which a child or young person officially registers as a student at a NT Government school, or a registered non-government school, or a distance education centre, or registers for an approved home education program.
Enrolment and attendance enforcement	The process by which authorised persons work in partnership with schools and families to enforce compulsory enrolment and attendance requirements under the <i>Education Act 2015</i> .
Exclusion	<p>A student being temporarily prevented from:</p> <ul style="list-style-type: none"> entering the whole or part of any land, premises or facility occupied or used by the school, or participating in any program or activity conducted by or on behalf of the school.

Term	Definition
Exemption	<p>Written approval from the Chief Executive to exempt a child or young person, for a specified period due to special circumstances, from:</p> <ul style="list-style-type: none"> attending school undertaking all educational course requirements provided by a distance education centre, or participating in an eligible option. <p>Additionally, if satisfied it is appropriate to do so, the Chief Executive may grant an exemption to a parent from having to use a curriculum approved by the Australian Curriculum Assessment and Reporting Authority for home education.</p>
Expulsion	<p>A student being permanently excluded from attending any NT Government school. Under section 92 of the <i>Education Act 2015</i>, this includes:</p> <ul style="list-style-type: none"> any land, premises or facility occupied or used by a school, or participation in any program or activity conducted by or on behalf of a school.
F	
Flexible education	Programs provided differently to the way they are normally provided; or they are programs modified for certain students, such as students with high mobility, students with a disability, or students in detention. Flexible education aims to engage disengaged students or those at risk of disengaging.
Flexible education arrangement	An arrangement that allows a student's educational program to be delivered through a school and or an approved flexible education provider.
Former roll	A register in the department's mandated student administration system of a school's former students' enrolment.
G	
Geographical isolation	When a student's residential address is 56km or more from the nearest suitable NT Government school they can attend, the student has a disability or special education need, or the student has no reasonable access to an NT Government school. ³
H	
Home education	Education of a child conducted by a parent of the child or a teacher, primarily at the child's usual place of residence, but does not include education through a distance education centre. A parent who proposes home education for their child must obtain an approval from the Chief Executive or delegate.

³ <https://www.servicesaustralia.gov.au/individuals/services/centrelink/assistance-for-isolated-children-scheme>

Term	Definition
I	
Information notice	A notice issued by the Chief Executive or delegate requiring a parent or a child living independently to comply with the <i>Education Act 2015</i> . The notice is the first point of formal contact between an authorised person and a parent, or a child living independently, requesting information about non-attendance and notifying of the legal consequences.
Infringement notice	Issued under the <i>Education Act 2015</i> if an authorised person reasonably believes a parent, or a child living independently, has committed an infringement notice offence under the Education Regulations 2015, which may be resolved by the payment of a fine.
International student	Any student who is the holder of a visa.
M	
Mature age student	A person who is 18 years or older and has not been enrolled in a school in the preceding 12 months.
Mobility	<p>Mobility includes two types school mobility and geographic mobility.</p> <ul style="list-style-type: none"> School mobility refers to movement between NT Government schools, from government to non-government schools in the NT, and from NT schools to interstate schools. Geographic mobility refers to movement into, out of, and between communities and regional service centres.
O	
Overseas student	A person who is not an Australian citizen or resident in Australia and who is under the age of 18.
P	
Passive form	A form in the department's mandated student administration system that records a student's Un-notified Absence and or an Unacceptable Reason absence of 20 consecutive school days.
Parent	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 customary law or Aboriginal tradition. A person standing in place of the parent of a child on a temporary basis is not a parent of the child.
Parental daily care and control of a child	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.

Term	Definition
Parental responsibility	<p>Signifies that the person:</p> <ul style="list-style-type: none"> • has daily care and control of the child, or • is entitled to exercise all the powers and rights in relation to, and has full responsibility for all aspects of, the long-term care and development of the child, or has daily care and control of the child, and the entitlement and responsibilities mentioned at (b) and includes a person who has been given the above responsibilities under the law of another jurisdiction.
Pending charge	An offence of any kind in relation to a mature age student applicant. If the pending charge is for a disqualifying offence, it will prevent the applicant from enrolling in any NT school. If the pending charge is not for a disqualifying offence, the Chief Executive or delegate has a discretion to forward it to the principal of an NT Government school. The principal has a mandatory duty to consider the nature of any pending charges disclosed in the application if forwarded by the Chief Executive or delegate.
Permanent resident	An international student who is the holder of a permanent residency visa, as defined by the Commonwealth Department of Home Affairs.
Pre-compulsory school age	Nought to 5 years prior to compulsory schooling.
Prosecution	A legal process where the department alleges that a parent of a child or a child living independently has been non-compliant with the <i>Education Act 2015</i> . Legal proceedings under Part 4 of the Act require the Chief Executive's written consent. The Minister's consent is required for offences other than those under Part 4 of the Act.
S	
Special circumstances	Collectively establish the threshold for granting an exemption for a child or young person to participate in compulsory education including eligible options. The Chief Executive or delegate must ensure the circumstances reflect the best interests of a child or young person and must take into consideration a range of factors including the child or young person's educational pathway.

Term	Definition
Standard curriculum program	<p>The provision of teaching and learning activities, instructional support and instructional materials for delivery of the following:</p> <ul style="list-style-type: none"> • the Early Years Learning Framework • the Australian Curriculum • the senior secondary NT Certificate of Education and Training • Vocational Education and Training. <p>It also includes any materials, administration, services or facilities provided as part of the standard curriculum program.</p>
Student Record Folder	A hard copy folder that contains all records pertaining to a student's enrolment, health and wellbeing and attendance. The SRF must be transferred with a student when they transfer to another NT Government school.
T	
Transition year	The year of full-time schooling for a child immediately before their first year of compulsory school age.
V	
Vetting entity	The Chief Executive or delegate who determines whether the criminal record and or details of a pending charge of a mature age applicant would disqualify them from enrolling in an NT Government school.