

GUIDELINES FOR PART-TIME ENROLMENT OF A HOME EDUCATED STUDENT

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Guidelines for Part-time Enrolment of a Home Educated Student

Under s89 of the *Education Act 2016*, a Principal **MUST** refer to the guidelines when assessing an application for part-time enrolment of a home educated student.

GUIDING PRINCIPLES

- The Office of Education Registrar is responsible for the registration and monitoring of home education in Tasmania.
- The *Education Act 2016* provides for home educated students to apply to attend school part-time for a maximum of the equivalent of two days a week in one school.*
- The Principal is responsible for assessing applications for part-time enrolment of a home educated student in their school.
- A Principal **MUST** assess applications in accordance with these guidelines.
- Subject to existing conditions, students enrolled as at February Census will attract funding on a pro-rata basis.

* A Principal **MAY** approve a home educated student to enrol part-time to attend school for more than two days a week, if the Principal is satisfied that the child will attend the school full time in the following school year.

ASSESSING AN APPLICATION

A Principal **MUST** assess an application for part-time enrolment on the following criteria:

- The capacity and ability of the school to cater for the prospective student, either generally or in the particular class or classes to which the student is applying.
- In accordance with the [Out-of-Area Enrolment Procedure](#), an application from a home educated student residing within the intake area of a school must be given priority over a student applying for fulltime enrolment from out of home area.
- The educational level of the prospective student and whether the year group in which enrolment is sought is the correct year group for the student.

A Principal **MAY** decline an application for part-time enrolment based on the following circumstances:

- The year level or class has reached capacity.
- The school does not have the ability to fulfil the Home Education Program at the school.
- The enrolment commences after the funding census date (3rd Friday of first term).
- The child is already enrolled part-time in another school.

NOTE: As far as reasonably practical, applications **MUST** be made to the school by the end of Term 3, for enrolment in the following school year.

CONDITIONS OF ENROLMENT

Unless otherwise agreed at time of enrolment, the following conditions apply:

- Part-time enrolments will be assessed on an annual basis.
- Levies and charges will be calculated and charged on a pro-rata basis.
- The student will be expected to attend and participate in all aspects of the program which occur on the days they are enrolled to attend.
- Participation in whole-of-school events which occur outside the hours the student is enrolled to attend, will be negotiated on a case by case basis.
- Schools are only required to provide work relevant to the actual classes the child is enrolled to attend.
- The student will be subject to the same prioritisation process for accessing adjunct services (eg Professional Support Staff), on a pro-rata basis.
- All school policies and procedures apply, including those relating to dress code, behaviour management and levies and charges.
- The student will be eligible to receive a report on their progress in the specified activity.
- The student will be eligible to sit the National Assessment Program Literacy and Numeracy (NAPLAN), recognising that this can only be administered in a school-based setting.

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