

MINISTERIAL INSTRUCTION NO 3 FOR PART-TIME ATTENDANCE AT SCHOOL

Statement

This Ministerial Instruction outlines the process for applications for part-time attendance, and specifies the circumstances in which a parent of a school-aged child, or independent student may apply to attend State and non-government schools on a part-time basis.

Date published: July 2017

Ministerial Instruction No 3 for Part-time Attendance at School

I, Jeremy Rockliff, being the Minister for Education and Training, make the following instruction pursuant to section 6 and for the purposes of section 17 of the *Education Act 2016*.

1. Purpose

1.1 To specify the circumstances in which a parent of a school-aged child, or independent student may apply to attend State schools and non-government schools on a part-time basis.

2. Scope

This Instruction applies to part-time attendance of a school-aged child enrolled in State schools or non-government schools.

This Instruction comes into effect on 10 July 2017.

3. Instructions

3.1 Application

3.1.1. An independent student, or parent of a school-aged child may apply in writing, for the school-aged child to attend school on a part-time basis.

3.1.2. An application is to be addressed to the Minister for Education and Training and must be lodged with the school principal.

3.1.3. If the application is for a school-aged child enrolled at a State school, the school principal is to forward the application with a recommendation to the Department of Education at parttimeattendance@education.tas.gov.au.

3.1.4. If the application is for a school-aged child enrolled at a school of which the Director, Tasmanian Catholic Education Office is the Administrative Authority, the school principal is to forward the application to the Director, Tasmanian Catholic Education Office.

3.1.5. If the application for a school-aged child enrolled at any other non-government registered individual school, or transitioning school who's Administrative Authority is not the Tasmanian Catholic Education Office the school principal is to forward the application to the Registrar, Education at parttimeattendance@oer.tas.gov.au.

3.1.6. An application must detail the reasons why it is in the best interests of the school-aged child to attend on a part-time basis, which may include but are not limited to:

- a. The school-aged child is in their first year of primary education and is not developmentally ready to attend school on a full-time basis; or
- b. The school-aged child has an on-going particular medical, degenerative or similar condition or is affected by medical treatment which means they are unable to attend school on a full-time basis; or
- c. The school-aged child is at least 17 years old and plans to undertake part-time study and employment.

3.1.7. An application must be accompanied by any relevant information or evidence to support a determination by the Minister for Education and Training as to whether or not part-time attendance is in the best interests of a school-aged child.

3.1.8. The Minister for Education and Training may request further information or evidence to support a determination.

4. Definitions

As per the *Education Act 2016*.

Not developmentally ready means	the school-aged child is not reaching age appropriate developmental milestones
Independent student means	a school-aged child who is living independently from his or her parents.
Part-time attendance means	a student is enrolled in a school but is permitted to participate part-time in the education program offered by the school.

Table 1: Definition of terms

5. Details

Minister Authorisation:	Jeremy Rockliff
Date authorised:	10 July 2017
Contact Officer Business Unit:	Education Act Implementation
Contact Business Unit email:	edact@education.tas.gov.au
Date document was last reviewed:	10 July 2017
This document replaces:	-
TRIM Reference Number:	DOC/17/49636
Key Words:	PART-TIME, PARTIAL, ATTENDANCE, MEDICAL CONDITION, EMPLOYMENT

Table 2: Details of document authorisation

6. History of Changes

Effective date	Last update date	Policy version no.	Notes
10 July 2017	-	1	New <i>Education Act 2016</i> .

Table 3: History of document changes