



ACT
Government
Education

EDUCATION DIRECTORATE

FREQUENTLY ASKED QUESTIONS HOME EDUCATION REGISTRATION IN THE ACT 2019

EDUCATION DIRECTORATE

DOCUMENT INFORMATION

Approval

Date approved/effective: 30 January 2019

Approved by: Executive Branch Manager, Governance and Community Liaison
Branch, ACT Education Directorate

Signature:



Review Date: 1 February 2020

Details

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| Document Properties | Approval Details |
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Amendment History

| Version | Issue Date | Amendment Details | Author |
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1. What is home education?

Home education is where one or both of the child's parents provide a high quality education from their home base.

2. What are the steps in the ACT Registration Process?

- i. Provisional registration – 6 months
- ii. Registration – up to 2 years
- iii. Registration renewal – up to 2 years

3. Is there any legislation that relates to the home education of ACT resident children?

Yes. All ACT resident home educated children must be registered in accordance with Chapter 5 of the Education Act 2004.

4. Who is responsible for registering my children for home education?

The Director-General of ACT Education Directorate (the Directorate) or their delegate is responsible for registering children for home education.

5. How can I contact the Education Directorate?

Phone: +61 2 6205 5429

Online: [Education Directorate Contact Form](#) via Access Canberra¹

6. Are there any legislated home education conditions or requirements?

Yes. As a condition of registration (Sn 132 Education Act 2004) the parent(s) of a child registered for home education must:

- provide a high-quality education for the child; and
- document the educational opportunities offered to the child; and
- document the strategies used to help the child to learn; and
- make available for inspection home education programs, materials or other records.

The parent(s) of a child registered for home education must also:

- conduct the home education from the home base listed on the registration certificate (Sn 129 Education Act 2004);
- apply in writing for registration before provisional registration ends (Sn 131 Education Act 2004);
- apply in writing for registration renewal at least the prescribed period (3 months) before registration ends (Sn 137 Education Act 2004); and

¹ Previous email addresses associated with home education in the ACT are not in use in 2019.

- give a report about the educational progress of the child once every year (**Progress Report**) (Sn 138 *Education Act 2004*).

7. What assistance is available for home educating families?

From 2019, a Home education Liaison Officer (HELO) will provide additional assistance to home educating parents. This assistance will include working with parents about how to demonstrate the parent is meeting the conditions of registration, and how to identify and report on student progress. The HELO will also gather and communicate resources commonly available to home educating parents and educational activities available for home educated students in the ACT region.

During 2019 the HELO will explore opportunities for facilitating information sessions for parents interested in home educating their children. It is hoped that these sessions will include experienced home educating parents invited to share their experiences with enquiring or new home educating parents.

Additionally, the ACT has a number of home education networks that provide support for home educating parents and run activities for home educated students. These networks include HENCAST (<https://www.hencast.org.au/>), and CHEC (<https://www.chec.org.au>).

8. How is compliance with the conditions of registration identified?

From 2019, the Assistant Director, Non-government Education (an authorised person) will determine whether the home educating parents are complying with the conditions of registration using the written documentation (Parent Report / Progress Report) supplied by the home educating parent.

If compliance with the conditions of registration is clearly evident in the submitted reports the Home Education Liaison Officer (HELO) (also an authorised person) will meet with the home educating parent to validate the claims the parent made in the submitted reports and provide assistance to the parent as appropriate for the individual needs of the child.

If the Assistant Director is unable to identify compliance with the conditions of registration, the HELO will ask the home educating parent to gather additional information and examples of how the conditions of registration are being met and bring these to a meeting with the HELO for inspection. Where additional information of compliance is identified by the HELO, the Assistant Director will include this information in identifying whether the conditions of registration have been met.

9. The three home education steps in the ACT

9.1. Provisional registration

9.1.1. *I want to provisionally register my child for home education, what should I do?*

Ring the Directorate and ask to speak with the Home Education Liaison Officer (HELO) or write to the Directorate using the Directorate’s [Contact Form](#) and request an application form for provisional home education registration.

When you return your application form you will need to attach (by scanning) to your application certified true copies of both the child's birth certificate and your proof of ACT residency; and, if relevant, certified true copies of any court orders pertaining to this child.

9.1.2. *How long is provisional registration? How do I know when it ends?*

Provisional registration is for six (6) months. The provisional registration period will be written on your child's provisional registration certificate.

9.1.3. *Can I withdraw my child from school before I have applied for provisional registration?*

Yes. The *Education Act 2004* requires a child's parent to apply to register the child for home education not later than 10 school term days after the first of the following happens:

1. the start of the school year;
2. the day the child begins to live in the ACT;
3. the day the child turns 6 years of age.

If your child is enrolled in an ACT school and you are wanting to register your child for home education in the middle of the school year, it is recommended that you apply for provisional registration not later than 10 school term days after your child was withdrawn from school.

9.1.4. *What happens if the processing of my application is delayed?*

Applications for provisional registration are generally processed within 10 school days, and you can expect to receive your certificate of registration within the following week. As long as you have appropriately applied in writing for provisional registration you are meeting the requirements of the *Education Act 2004*.

9.2. Registration

9.2.1. *What happens if I want to continue home educating my child after the end of the six months?*

You must apply for registration at least **20 business days** prior to the end of provisional registration and demonstrate that you will meet the conditions of registration by:

- i. providing a written statement (**Parent Report**) with your application that outlines your compliance with the conditions of registration; and
- ii. meeting with an Authorised Person at the Directorate's offices; and
- iii. making available for inspection by the Authorised Person your home education programs, materials or other records.

9.2.2. *What is the parent report, and is there a set format for it?*

The parent report addresses the parent's compliance with the conditions of home education registration.

There is no set format for this report.

The Directorate encourages parents to use the materials, content, and achievement standards associated with the [Australian Curriculum](#), parents can decide how best to demonstrate compliance with the conditions of registration.

On request the Directorate can provide a template for use in the Parent Report. This optional template is based on the Australian Curriculum learning areas.

9.2.3. *What is an authorised person?*

An authorised person is an officer appointed by the Director-General (or their delegate) to carry out specific functions listed in the *Education Act 2004*. These functions include the inspection of any education programs, materials or other records used for home education. Authorised persons hold *Working with Vulnerable People (WWVP)* registration and are mandated reporters for the purposes of child protection.

9.2.4. *Can the authorised person visit me in our home?*

No. Meetings with authorised persons are held at the Directorate's offices unless the parent or the child is incapacitated; or the Director-General or delegate is aware of a safety and/or welfare concern for the child. If a meeting in the home is undertaken an authorised person together with one other ACT Government officer will conduct the visit.

9.2.5. *Does my child need to attend my meeting with the authorised person?*

Your child is welcome to attend this meeting. Most children bring and speak about some of their work to demonstrate the quality of the education that has been provided.

9.2.6. *Can I request a shorter period of home education registration if I want additional assistance from the Home Education Liaison Officer (HELO)?*

Yes. If you found it difficult to demonstrate compliance with the conditions of registration, or you would value additional assistance from the HELO, you can request a six (6) month registration period, and the HELO will work with you to determine what additional assistance would meet your needs. At your meeting with the HELO you will be asked to sign that you made a request for a six (6) month registration or registration renewal period.

9.2.7. *What is considered when my application for registration is lodged?*

Your application is considered against the conditions of registration which require you to provide a high-quality education for the child; and document the educational opportunities offered to the child; and document the strategies used to help the child to learn.

Also considered is whether your child is making educational progress and whether you are demonstrating that you are:

- providing a broad range of opportunities that foster your child's development of their unique spiritual², emotional, physical, social and intellectual being; (*Education Act 2004 Sn 128 (d) (i)*)
- valuing the individual needs, interest and aptitudes of your child; (*Education Act 2004 Sn 128 (d) (ii)*)
- preparing your child to become an independent and effective local and global citizen (*Education Act 2004 Sn 128 (d) (iii)*).

The Directorate does not require parents to exercise a spirituality or practice a religion as part of the home education process.

9.2.8. *What happens if my application for registration is approved?*

If you have applied for registration prior to provisional registration ending, and you have demonstrated that you will meet the conditions of registration, your child will be registered for home education for up to two years starting the day after provisional registration ends.

Your child will be issued with a *Certificate of Registration* which will list the dates when progress reports and applications are to be submitted.

Once your child is registered (as opposed to provisionally registered) you will need to provide a Progress Report on the educational progress of your child each year.

9.2.9. *What is a progress report?*

Progress reports describe your child's educational progress³ over the previous calendar year / 12 months rather than a list of the activities your child engaged with during home education period.

9.2.10. *When are progress reports submitted?*

Under Section 138 of the *Education Act 2004* the parents of a child registered for home education are required to give a report about the educational progress of the child once every year.

Progress reports are submitted twice during each two year registration period; within the first 12 months and subsequently with applications for registration renewal. Progress reports provide valuable information which supports claims that a high-quality education has been provided to your child.

Your child's registration certificate will list the dates when your progress reports should be submitted to the Directorate.

² Spiritual development may involve, but is not limited to, the exploration of existing or emerging religious or secular philosophies, the study of ethical decision making, questions about meaning and value in the world, and/or morality.

³ Progress may be described as observable growth in knowledge and skills.

9.2.11. *Is the progress report the same as the previous Annual Report?*

Progress reports were previously collected at the end of each calendar year, and so became known as Annual Reports. As the title *Annual Report* implied a description of the home education activities, the report is now referred to as a *Progress Report*.

As there is no legislated requirement for when the report is to be submitted, parents are now asked to submit this report as part of the applications for continuing registration.

9.2.12. *What happens if my application for registration is not approved?*

If it was found that you will not meet the conditions of registration you must enrol your child in a school within 10 school days of provisional registration ending (Sn 10 *Education Act 2004*) or re-apply for provisional registration.

9.2.13. *If my application for registration was not approved can I seek a review of that decision?*

Yes. If your application for registration was not approved, or if your child’s registration was approved for a shorter period than you applied for, you can apply for a review of that decision.

This application must be in writing to the Director, Governance and Legal Liaison PO Box 158 Canberra ACT 2601. Your application must state your name and address and set out your reasons for making the application. Further information about reviews of decision may be found in Sn 140 of the *Education Act 2004* and the [Directorate’s policy page](#).

9.3. Registration Renewal

9.3.1. *What happens if I want to continue home education when registration ends?*

You can apply for registration renewal using the registration renewal application form.

9.3.2. *When do I need to do to apply for registration renewal?*

You must make your application for registration renewal **at least three (3) months prior** to when registration ends. The Parent Report and the Progress Report for that calendar year are submitted with the application for registration renewal.

9.3.3. *Is there a set format for the parent report and progress report?*

No. Although the Directorate encourages parents to use the materials, content, and achievement standards associated with the [Australian Curriculum](#), parents can decide how best to demonstrate compliance with the conditions of registration and report on the educational progress of their child. On request, the Directorate can provide a template for the Parent and Progress Reports. This optional template is based on the Australian Curriculum learning areas.

9.3.4. *What happens if I am late with my application for registration renewal?*

If you want to continue home education but did not apply in the prescribed period, the Home Education Liaison Officer (HELO) will assist you to re-apply for both provisional registration and registration using the same application form and you will submit your Parent Report and your child’s Progress Report for that calendar year with this application.

The HELO will organise a meeting with you as soon as possible after your child’s provisional registration is approved.

9.4. Other Questions

9.4.1. *Can my child get a year 12 certificate or ATAR through home education?*

No. Home educated children are not eligible for the award of a year 10 or year 12 certificate, or an Australian Tertiary Admission Rank ([ATAR](#)).

9.4.2. *Who is responsible for developing the home education program and providing educational resources?*

The parents of a home educated child are fully responsible for developing the home education program and providing the educational resources.

On request, the Directorate will register a family for [Scootle](#) – an online Australian Curriculum resource.

From 2019, the Home Education Liaison Officer will begin developing a list of resources commonly used by home educating parents and educational activities available for home educated students in the ACT region. This list will be available to parents of children registered for home education.

9.4.3. *Does the Directorate recommend any particular curriculum?*

Yes. The Directorate encourages parents to become familiar with and use the materials, content, and achievement standards associated with the [Australian Curriculum](#).

9.4.4. *Can my child participate in NAPLAN testing or the Chief Minister’s Reading Challenge?*

Yes. On request the Directorate will arrange for your child to participate in NAPLAN testing and the reading challenge.

9.4.5. *Can my child have a regular lesson with a tutor?*

Yes. Parents are able to supplement the education they provide for their child by engaging suitably qualified tutors for the study of a musical instrument, another language, or other educational activity.

9.4.6. *Can my child participate in group activities?*

Yes. Children registered for home education can take part in sporting groups, community based programs, activities or interest groups. Both CHEC (Christian Home Educators Canberra) and HENCAST (Home Education Network Canberra and Southern Tablelands) organise activities

for home educated children. These activities can occur at locations other than the home base.

9.4.7. *Do I receive any documents that prove that my child is registered for home education?*

Yes. Your child’s *Certificate of Provisional Registration* or *Certificate of Registration* provides proof that your child is registered for home education.

During 2019, the Directorate is exploring whether a Home Education Student ID card may also be made available for registered students. Details of this will be made known to parents at the earliest opportunity.

9.4.8. *Is my child eligible for a student MyWay Card?*

Yes. Your child’s registration certificate includes a student ID number that can be used to obtain a student MyWay card.

9.4.9. *Can my family travel during my child’s home education registration?*

Yes. You can travel during your child’s home education registration period.

9.4.10. *Can I become registered or renew my registration while my family is not residing in the ACT?*

No. Home education must be provided from the ACT home base listed on the registration certificate. If you are travelling at the time of registration or renewal you can re-apply for provisional registration on your return to the ACT.

9.4.11. *Is there any funding available for children registered for home education?*

Some parents or children may be eligible for financial assistance from [ACT Education](#) or for allowances administered by the Department of Human Services as part of the Assistance for Isolated Children (AIC) Scheme.

AIC Scheme has an allowance for families who meet Human Services Department’s eligibility criteria. General information about this scheme is available from the Human Services’ [website](#).

9.4.12. *Are there any age limits that relate to home education registration?*

Yes. Children of compulsory education age (6 years of age – 17 years of age) may be registered for home education.

The Education Directorate may consider registering a student for home education outside of the compulsory education age where such a registration is in the best interest of the child.

9.4.13. *Can my child be both registered for home education and attend school?*

If you believe a part-time school/part-time home education arrangement is in the best interest of your child please discuss this matter with both

the Home Education Liaison Officer (HELO) and your child’s school principal.

9.4.14. *Is the Registration of Home Education in the ACT (2013) manual current?*

No. References in the manual to time frames for lodging applications, home visits, registration renewals without a home visit, and notification of intention to continue home education registration by letter or email, and complaints are no longer current.

9.4.15. *Can I lodge a complaint about the home education registration process?*

Yes. Complaints can be lodged using the [Education Directorate Contact Form](#). The complaint will be referred to the delegate of the Director-General or the supervisor of the Authorised Person.

9.4.16. *How do I certify a document?*

Certified documents must:

- be initialled on every page by an authorised officer;
- annotated on the last page as appropriate e.g. “I have sighted the original document and certify this to be a true copy of the original” and signed by the authorised officer; and
- list the name, date of certification, and contact phone number and profession/position number (if relevant) and have the stamp or seal of the authorised officer (if relevant) applied. A copy of these guidelines is also available at: <https://www.ahpra.gov.au/Registration/Registration-Process/Certifying-Documents.aspx>

9.4.17. *How does the Education Directorate protect my privacy?*

Territory Privacy Principle 5 - Notification of collection of personal information

The ACT Education Directorate is obliged to handle personal information openly, transparently and in accordance with the Territory Privacy Principles set out in the *Information Privacy Act 2014*. The Directorate explains its processes for the collection, use, distribution and storage of personal information and how an applicant can access and correct it in our privacy policy. Our privacy policy is available on the about us page of the Directorate’s website: [www.education.act.gov.au/about us](http://www.education.act.gov.au/about_us)

The information we collect

We collect the names, gender, age and birth date of children, and the names, addresses and contact details of parents who are applying to home educate their children as residents of the ACT as required by *Education Regulations 2005*. We also collect copies of birth certificates and court orders to allow us to confirm who holds parental responsibility.

What we do with this information

The information you provide populates the Register of Home Education and the Student Transfer Register. We also create an electronic home education file for each registered student. This file contains copies of all documents relating to the home education registration of the child. It is stored through the Education Directorate's records management system. The file is not shared with any school or principal. The information collected also allows us to contact you to arrange home education review meetings, and to provide you with information about general educational opportunities that may be of interest. Once a child is provisionally registered for home education, the child's previous school will be contacted to advise that the child is now registered for home education.

Who we share this information with

The Education Directorate may be required to share your child's registration status and your contact details with other Government Departments. Where a child was enrolled in an ACT school prior to being provisionally registered for home education, the Education Directorate will advise the principal of that school of the child's provisional home education registration.

10. Review

These FAQ's will be reviewed annually from the date of endorsement.

11. Enquiries

If you require further information regarding these FAQ's, please contact the Home Education Liaison Officer using [Education Directorate Contact Form](#) or by telephoning 02 6205 5429.



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