

Getting Started with Home Educating in SA

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Congratulations on your decision to educate your children at home and within the community instead of at school!

This information will give you some clues as to what to do next... There is a great deal of useful information available on the internet and hopefully this brief guide will help you get started.

Our family began home educating in South Australia in 1985, which means my three children are now all adults. Happily I can report they are all grateful for the opportunity to learn at home and in the community, rather than at school. My daughter, a stay-at-home mum with three children, now sells my books and booklets on home educating, through her online bookstore, www.alwayslearningbooks.com.au. I own and operate two information groups where you can ask me questions: <https://www.facebook.com/groups/TheEducatingParents> and <https://groups.yahoo.com/neo/groups/TheEducatingParentsHomeschoolingandUnschooling/info> - please use these groups instead of emailing me personally if you have questions about any aspect of home educating.

Support Groups

First of all, remember you aren't alone in your decision to home educate. There are hundreds of families registered with the South Australia Department of Education. Many join local or regional homeschooling groups for support. There are several homeschooling support groups in South Australia and these offer companionship and support for parents and children, as well as educational opportunities, excursions, activities and camps. Home educators seek the best education possible for their children and make use of the whole community, learning from many sources and in many different environments, as well as the home. Home educators often refer to themselves as homeschoolers or unschoolers.

If you are interested in meeting other home educators and going on educational and social excursions, please think about joining the very active and friendly Yahoo group for South Australian home educators: <http://groups.yahoo.com/group/home-education-sa>. There is also an Adelaide and South Australian Facebook group <https://www.facebook.com/groups/southaustraliahomeschool/>.

There is also a list of online support groups on <http://heasa.org.au>.

Online support groups are very popular, especially those that connect local home educating families together for the purposes of organising excursions, play-dates, picnics, camps and other social and educational events. The sharing of information, advice and tips that occurs through online support groups is invaluable and especially helpful during the early weeks and months of home educating.

There are many other online support groups you can join, some specializing in different areas of needs, or to support different approaches to education. I produce and update regularly a Resource Directory in which I add any new online support group across Australia that I notice: download for free from <http://theeducatingparent.com>.

You can also subscribe to the **free Home Based Learners e-Newsletter** by sending an email to the Editor editor4hblsa@gmail.com. If you don't have the internet you can arrange to pay for printing and posting of the newsletter. It is a 'non-profit' cooperative effort by homeschoolers to help families in South Australia (and beyond) stay in touch with each other and share information about activities and events local resources. The articles are written generally by other subscribers of HBL, (the parents and children) about various activities they are involved in, and wish to share with you. The editor would love to hear from you! The newsletter is the best way to stay in touch with what is happening in South Australia with homeschooling. It contains a list of activities for the coming term and is a valuable networking tool. Please support and use the newsletter by sending news, announcements and information about useful resources to the editor for publication.

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Different families organise several homeschooling or unschooling camps each year. Camps are fantastic ways to get to know other home educators and make friends. Please join the above mentioned support groups and ask about any camps that maybe happening soon.

Home educators run an Ashton Scholastic Book Club for the Adelaide metropolitan areas. Please post an inquiry to <http://groups.yahoo.com/group/home-education-sa> to find out who to contact in your area. It may take a day or two to receive a reply from the coordinator in your area. If you don't receive a reply, please ask again.

You will find general information about getting started with home educating in addition to hundreds of articles covering many topics on my website <http://theeducatingparent.com>. I have been actively promoting and supporting home education to families since 1988, three years after beginning home educating my children. My aim is to write books and booklets designed to help ease families into homeschooling, unschooling and natural learning. My books are available through my daughter's online bookstore, <http://alwayslearningbooks.com.au>.

Getting Started

A good place to start home educating is by reading as much as you can about home education. It will be daunting at first because there is so much information!

You are able to develop your own education programs to suit your family and your individual children or you can purchase a packaged curriculum from one of the many educational suppliers. It's not hard to write your own learning plan and generally only takes two or three weeks to do. It helps to visit other families and join a support group so that you can see how easy it really is!

In South Australia there is no formal legislative provision¹ for home education. Children of compulsory school age must be enrolled in and attend a school. An exemption from attending school for the purpose of home education is the process by which families take legal responsibility for educating their children at home. Exemptions from attending school for the purpose of home education are granted for one year and reviewed annually.

Home education is protected under the United Nations Declaration of Human Rights². Centrelink legislation regarding the 'return to work' requirement of parents with school-aged children includes an exemption for home educating parents. Families interested in teaching their children at home are urged to obtain a copy of the Education Act and Children's Services Act³ and become familiar with the regulations that apply to school attendance. Information about applying for exemption from attendance at school can be found on the Department of Education and Child Development⁴ (DECD) website.

There is a small but growing body of literature available in home education in Australia: see Summary of Australian Research on Home Education⁵.

Before deciding to home educate your children it is advisable to talk to local home educating families, and perhaps attend a few support group meetings or excursions. This will give a much better idea of what home education is and what it can be, and how different families teach their children at home. You will also glean much information about how to register as a home educator and what is required. This can save you time and worry!

Application for Exemption from Attendance at School

From birth to the age of 6 years there is no legal requirement for a child to attend a child care centre, kindergarten or pre-school. In SA compulsory school age is defined as a child of or above the age of 6 years but under the age of 16 years

The SA Education Act requires enrolment (s75) and full time attendance for students aged 6-16; and/or enrolment in an approved course for those aged 16-17 unless they have already achieved the SACE or other approved qualification. Children of compulsory school age must be enrolled in SA. It is an offence to not enroll your children.

¹ http://www6.austlii.edu.au/cgi-bin/viewdb/au/legis/sa/consol_act/ea1972104/

² <http://www.un.org/Overview/rights.html>

³ <https://www.legislation.sa.gov.au/LZ/C/A/Childrens%20Services%20Act%201985.aspx>

⁴ <http://www.sa.gov.au/topics/education-skills-and-learning/schools/alternative-schooling/home-education>

⁵ <http://theeducatingparent.com/articles/SUMMARY-OF-AUSTRALIAN-RESEARCH-ON-HOME-EDUCATION-Feb-2017-1.pdf>

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Children of compulsory school age must be enrolled at a South Australian school. Enrolment requirements are easy to satisfy: parents are required to provide the principal or head teacher with the name and date of birth of the child, the place of birth of the child, and any other information required by regulations (of which there are none currently).

The Act requires that compulsory attendance at school is required unless the child is exempted from attendance by the Minister of Education (s76). The SA Education Act does not explicitly mention home education. Although expressed as 'registration' in many states, in South Australia home educating children are actually 'exempted from attending school' (s81A). The Minister of Education may, by written notice, if the Minister considers it appropriate to do so, grant or revoke an exemption from the attendance provisions of the Education Act. There is a maximum penalty of \$500 for failing to comply with a condition of the exemption granted by the Minister.

To apply for exemption from attending school for a child, children need to be aged between 6 and 17 years, be enrolled in a South Australian school and parental consent must be provided: In addition, the DECD requires that parental consent must be provided "by the natural parents or legal guardians as applicants; both natural parents must provide their contact details and signed consent; a copy of the child's birth certificate; guardianship orders (if guardians); and a copy of the death certificate if a parent is deceased; a copy of the court order mandating sole parental responsibility for a child."

How to apply

Exemptions for the purpose of home education are approved by the Director, School and District Operations. Home educating students are entered into a separate roll class set, and are not marked absent.

Applications for exemptions must meet the criteria set by Department of Education and Child Development (DECD) in its guidelines. Although some home educators claim that these guidelines are not enforceable by law, the Department does have the power to require a child of compulsory school age to attend school.

All applications for exemptions for home education are to be sent in a letter or email and addressed to the Director, Schools and Children's Services. Applications are processed by the Home Education Unit. Email DECD.HomeEducation@sa.gov.au with your full name, postal address, phone number and email address; or write to: Manager, Home Education, Office for Education, Level 6 Education Centre, GPO Box 1152, Adelaide SA 5000.

An application pack will be sent to you. The application outlines what you will need to show evidence of your ability to educate your children at home. You will need to demonstrate that your learning plan will be aligned with the Australian Curriculum⁶ and meet your child's needs and abilities; include strategies for monitoring your child's progress and achievements; show adequate provision of resources to support the learning plan and a suitable learning environment; as well as opportunities for social interaction. Once you have completed and returned your application a home visit will be organised at which an officer of the Home Education Unit (HEU) will discuss and assess the application. Your child is required to be present during the interview.

It can take up to four weeks and during peak times even longer for the HEU to arrange a home visit. Children are required to remain at school while waiting for their exemption from attending to be granted. In practice this often doesn't happen – some children are removed immediately for practical, health or safety reasons.

It is possible to request a temporary exemption for up to four weeks from the principal of your school while you wait. Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance. Parents need to apply in writing and Principals are required to provide their responses on the school letterhead. Not all principals are inclined to provide temporary exemptions but most do. Most home educating families don't know they are able to ask for them.

If you don't apply for a temporary exemption or it is not granted it is important to keep your school principal informed about your child's absence from school with a written explanation. Follow up any phone calls with a written or emailed note confirming the details of the phoned conversation. If this notice is not received by the school the principal is required to contact the parent. Parents who fail to ensure the attendance of their children of compulsory school age at school may be prosecuted and are liable to a penalty not exceeding \$200. Persistent cases of non-attendance are referred to Families SA (FSA) (under Section 6(2)(d) of the Children's Protection Act 1993). Under this Act, truancy is defined as an 'at risk' factor for child protection, although it is not a mandated reason for reporting.

Unless exempted, where a child is not attending school, each parent is committing an offence which is punishable by up to \$500 fine (s76(3)); unless the failure of the child to attend school did not result from any failure of the parent to exercise proper care and control, S76(4). While awaiting exemption, and for the duration of the exemption period, it is

⁶ <http://www.australiancurriculum.edu.au/>

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prudent for families to keep home education attendance records and a diary of education activities showing progress in key learning areas, etc., to demonstrate (if necessary) that 'proper care and control' has been exercised.

Home educating parents need to be aware that Police Officers and Student Attendance Counsellors are empowered to obtain a child's name and address and the reason for non-attendance if the child is observed in a public place during school hours. If the child does not have a proper reason for being absent, only the Police Officer (not the Student Attendance Counselor) may take the child into his or her custody and return the child to someone in authority at the school, or to a parent or guardian of the child. If the child is accompanied by an adult, the Police Officer or the Student Attendance Counselor may inquire into the reason for the child's absence. Police Officers and Student Attendance Counsellors have the authority to call at a home at any time, to seek the full names and ages of all children of compulsory school age living in the home and the schools at which the children are enrolled. However, this does not give them powers to enter and inspect the premises or children. A copy of the letter approving home education from the Department of Education and Children's Services (DECS) can be carried and will suffice to prove that the children are not truanting.

If your child is not yet attending school:

As you intend to home educate, your child doesn't actually have to attend but will still need to be enrolled. Advise the school in writing that enrolling is a requirement of 'exemption from attendance at school' for the purposes of home education. Public schools are not permitted to deny acceptance of your enrolment if they know that you are going to home educate. You need not give information beyond your child's name, date of birth and residential address. School fees will not apply. Private schools are under no obligation to accept an enrolment if the child will be home educated and may will charge school fees, even if the child is not attending at all. There are a few private schools in SA that welcome homeschool enrolments and charge approximately \$30 per annum and may also consider part-time attendance.

For children currently attending school:

Children are required to remain in school until the exemption process is complete; however in practice many people withdraw their children when they make contact with DECD seeking information about the process. You must advise the Principal of your child's school, preferably in writing, that you have applied for exemption from attending school for your child. Keep a copy of your letter and any replies. If possible, organise your learning program and resources before withdrawing your child. Arrange to collect all of your child's belongings on her last day and inform the child's teacher/s that the Principal has been notified of your intention to home educate. Record in your home educating diary that you have done this: this is your official home education starting date!

<https://www.sa.gov.au/topics/education-skills-and-learning/schools/alternative-schooling/home-education>.

Completing the Paperwork

[The application process is currently being reviewed and being placed online. I will update this information once I have all the details.]

A single application is used for all the children you intend to teach at home. The application pack provided is a guide only: you can submit a written application detailing your home educating learning program using a different format. The application and form/guide was designed to assist the applicant in providing information required for assessing the application. It can be substituted with your own application materials and information. It is not prescriptive but does give an idea of the factors upon which your application will be assessed.

It not necessary but is advisable to ask for confirmation in writing for any dates and times of meetings made by phone. In addition, ask for an agenda or outline of what will be discussed or information required for each meeting. This will ensure that you will be adequately prepared, which may help to save application processing time. Request that this information be advised in the letter or email from DECS which confirms the date of the meeting. Within reason, you are able to negotiate a different date for the meeting that suits you if the one offered is inconvenient. Keep a dated log of any phone conversations together with brief comments about what was discussed or resolved. Although in most cases this isn't necessary it has proven to be helpful in cases where exemption isn't granted.

If you find the *Application for Exemption from Attendance at School* forms a little daunting, make contact with the local home educators through the support groups. They will be able to help, either by providing an example of a completed application form, or put you in contact with experienced home educators who can personally assist you.

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The Education Department requires name, address, telephone and the names, date of birth and schools at which the child is enrolled and attending and the names of the person/s responsible for the education of the child/ren. This information is legally required and must be given. The paperwork also asks for more information about the home education program. Offering this information expedites the application process.

DECs request a reason to be given for the request for exemption: it is usual to simply state that after duly considering all other options you consider home education to be the best educational choice for your child/ren. There is no requirement for you to give personal or detailed reasons and it is not considered necessary by experienced home educators.

You are also requested to give 'an outline of the proposed program of work including areas of study and essential skills and understandings, resources to be used and methodology of teaching'. In essence this is a brief, half page summary of the curriculum you propose to use for your child/ren. It is not meant to cover everything: simply give an idea that you know what is involved in teaching your children at home. It is expected that home educating children in South Australia will be following the Australian Curriculum⁷. For the annual review, a separate form is provided which allows space for a paragraph outlining educational progress and resources used in each of the curriculum subject areas, as well as an outline regarding educational directions and intentions for the coming year.

See a few examples of approved applications on my website:

<http://theeducatingparent.com/sitemap.html#samplelearningprograms>.

The form asks for an outline of a typical day as well as your long term goals for the education of your child. You will also be asked how you will assess your child's educational progress and to give a description of the learning environment.

The last question on the form relates to social activity with peers and other adults. Most home educating families find that their children's social sphere is broadened by removing them from school. Social activities include regular interaction with people from all age groups. List friends, cultural, religious, sport and personal interest social activities, as well as participation in home educating group activities. Definitely mention that you are a member of the any local home educating support groups and in regular contact with other home educating families for support, advice, educational and social opportunities.

The information you provide at this stage is added to a report written by the Home Education Officer after the home interview. Both are used to assess the application and are forwarded to the Director, School and District Operations (to whom the Minister delegates responsibility for granting and revoking exemptions) for approval. Assessment of the application also includes consideration of a report prepared by your child's school principal, if your child is being removed from school to home educate.

The final section of the form is a declaration signed by you regarding responsibility of educational program, access to resources, and review. If you are not certain about signing this declaration prepare your own application in your own words and sign that.

The application for exemption from attending school needs to be signed by both parents, unless one parent of the child/children has guardianship of the child/children to the exclusion of the other parent by Court Order.

The Interview with the Home Education Officer

DECD guidelines for assessing applications for exemption from attending school include an interview. By law, an authorised person may at any time attend (but not enter unless invited) the residential home and request the full names and ages of all children of compulsory school age and compulsory education age (effectively 6-17 years) living at the house, as well as the schools in which they are respectively enrolled.

During the application process, a Home Education Officer from the DECD will either phone and/or send a letter advising a date they would like to meet with you to discuss your application paperwork further. If the date doesn't suit you then you may negotiate a different date.

You are not obliged to invite DECD into your home. DECD will request that the first interview to be held in the place where the learning will be occurring. It is up to you. Many families have had their first and subsequent interviews in a neutral location such as the local library or at the Education Centre building in Flinders Street, Adelaide. Most home educators feel okay about a home interview. Some find it reassuring to meet with the Home Education Officer and

⁷ <http://australiancurriculum.edu.au/>

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discuss their proposed home education program whereas others find it intrusive and unnecessary. Talking to other home educating families about their experiences will help you make up your mind about the position you need to take for your family.

Several years ago a South Australian home educating family experiencing protracted difficulty in obtaining exemption from attending school for their child with special needs offered the following advice regarding the interview process based on information from their lawyer:

"Our legal advice has been that if they have seen your home once they have no need to do it again and that all future interviews should be done at a convenient place outside the home and a third person should be present because if you invite someone into your home a lot of your legal protection disappears because of the "consent" implied in saying "come in..." You need to ensure that the third person is someone who is not affected by any decision making on either side and who can take notes to support memory at a later date. You will need to inform the authorities a third person is present to take notes and help you remember the important points of the meeting."

If you have any doubt at all about your legal rights and responsibilities seek legal advice from a qualified legal practitioner.

The application process requires your child to be present during the interview. Be firm and assert that it is the learning program that is under consideration – not the children's current educational abilities and understandings. As the approved home educator it is your, not the interviewing officer's, responsibility to monitor the progress of your child. Most families, however, are happy to have the children greet the Home Education Officer, talk for a few minutes and perhaps show a sample or two of completed or ongoing work.

Home Education Officers should always be polite and professional. It is my understanding that DECD Officers are not authorised to inspect any of the rooms or areas in your home without your permission. They may only inspect materials on desks and shelves with your permission. In most instances meetings are usually quite relaxed with the Officer discussing each item from the paperwork you previously completed and returned to the DECD. Many families appreciate the interest taken in their children's education by the officer.

The Home Education Officer is in your home at your invitation, therefore you have the right to instruct the Officer to leave at any time during the meeting and to request that a different Officer be appointed to complete the interview on a different date, either in your home or elsewhere. It is, however, rare for a problem that would result in this happening to occur.

Most families find that if they are prepared and know what to expect, the application for exemption process is not as daunting as it first appears. Home Education Officers are generally very familiar with the practice of home education and understand that it takes a while for families to settle into a definite routine or find the best learning resources and methods to suit each child. From time to time Officers who are less familiar with home education are temporarily employed and may demand to see a school-like approach or require particular resources to be used: if you find yourself in this situation please get in touch with other South Australian home educators as soon as possible for reassurance and help.

Shortly after the interview you should receive a letter advising the outcome of your application. The normal outcome is to be granted a 12 month exemption from attendance at school, however sometimes it may only be granted for 6 months (this is uncommon). Exemptions are available for up to 18 months but this is rarely given. If you are only granted a 6 month exemption, or your application is denied, then you are within your rights to be given clear and detailed reasons why, and you would have the right to re-apply.

Annual review

You won't hear from the DECD again until about 10-11 months later when they will phone or write to you to organise your annual review. You are able to negotiate this date: families in the middle of moving house or on holiday, for example, usually request a date once they are settled back into their home education routine. If DECD asks for an appointment prior to the end of your 12 months exemption period then it is justifiable to set a date that matches the month in which your original interview was held.

If you wish, you can complete and return the forms prepared by the Home Education Office, or you can prepare a 'progress report' and 'forward plan' using your own format.

At the review interview you will be required to demonstrate the educational progress of the children for the period of exemption from attending school. This necessitates some degree of record keeping – once again ask local home educating families about how they record and monitor their children's progress for ideas.

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Never give away original documents or children's work. In most cases a simple annual report prepared by you should suffice. When working through the review simply write brief summaries of what the children have done during the year, and then a brief outline of the next year's program. If you are feeling less than confident get help: many experienced home educators are happy to assist and some are willing to be present at the interview to give you moral support. Also take a look at the examples on my website <http://theeducatingparent.com/sitemap.html#samplelearningprograms>.

One family in SA reported on advice given to them by their lawyer which urged them to keep an attendance record of their children's homeschooling:

"The attendance diary should just be a very small week-at-a-glance diary (my children's is about 10cm by 4 cm). Sign it each morning or at the end of the homeschool day. It is a legal record that on that day you did school work. If there are doctor's appointments for the individual child include a note about that, or if they were ill and didn't work say why. It's also a good idea to note when the children participate in social activities. This is the only record you need to show that the children have worked for a minimum of 200 days per year. It's good because if you need to present that diary to the department or a court you are only providing information relevant to the home education program and not your personal or family life."

Keep records, such as diaries and home educating reports until the child is past compulsory schooling age.

Part Time School / Home education

Although it is a legal alternative in Victoria and a couple of other states, the South Australian DECD does not formally recognise or encourage part time attendance at school.

There are many reasons why families consider part time attendance at school in South Australia. Some just starting out on their home education journey feel apprehensive about how successful they will be teaching their children at home and aren't ready to leave the security of the classroom. It can take a year or so to 'find your feet' with home education and even longer to identify your child's preferred learning style and the approach to learning that works best for him or her.

Other families find that they need respite from home education for a variety of reasons: financial considerations may mean that full time homeschooling is no longer possible; or the child wants to 'try' school; if the family lives in a socially isolated location school may offer the contact with others the child needs; the school may offer specialist instruction in subjects or areas of interest to the child unable to be found elsewhere in the community; parent ill-health or disability; and so on. Returning to school should never be considered as 'failing' at homeschooling or 'homeschooling didn't work out'. In fact, families continue to contribute to their children's education in a very hands-on way when their children are attending school.

Even though it is formally discouraged, in the past some families have approached public school principals and classroom teachers and suggested the idea of a child attending some lessons each week. You can only ask. Private schools seem more open to the idea. For some schools it can be an advantage for the school, particularly if the child is talented or gifted in a particular subject, such as dance, music or sport and participates in interschool competitions.

There is provision for part-time attendance at government schools on the basis of medical reasons. Exemptions can be granted for up to 12 months at a time. There has to be a plan in place to re-integrate into full-time schooling sometime in the future. Note, this is not considered home educating, but a negotiated part-time attendance plan – the responsibility for delivering the learning program remains with the school.

Families needing respite have been able to access Family Day Care. Family Day Care can care for children up to 12 years of age and need to provide age appropriate activities in the course of the day. The challenge is to find a family that is happy to take on school age children and is supportive of what you desire educationally for your child.

If you hear or know about any other permanent part-time arrangements for home educating students in South Australian schools that can be added to this page please email beverleypaine@theeducatingparent.com.

See below for images of paperwork supplied by DECD current as of May 2018.

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DEPARTMENT OF EDUCATION
TRAINING AND EMPLOYMENT

Operations Group
Schools and Children's Services

Education Centre
31 Flinders Street
Adelaide 5000
South Australia
GPO Box 11152
Adelaide 5001

Tel: 8226 1263
Fax: 8410 2534

**APPLICATION FOR EXEMPTION FROM ATTENDANCE AT SCHOOL
FOR HOME EDUCATION PURPOSES**

This form is used to assist the applicant in providing information required for assessing the application. If space is insufficient please attach additional materials.

Person applying for exemption from attendance for home education purposes:

Name:

Address:

Telephone: (.....).....

Name of Child	D.O.B.	Name of school the child is enrolled and attending
1.		
2.		
3.		
4.		
5.		
6.		

Please attach additional information if space is insufficient

Reason for the request

An outline of the proposed program of work including areas of study and essential skills and understandings, resources to be used and methodology of teaching:

- Topics to be covered.
- How do you believe your children learn best?
- Teaching methods e.g explicit teaching of skills and knowledge, collaborative learning, drill, problem solving, discovery, hands on activities, watching demonstrations, modelling by others.

An outline of the assessment and evaluation strategies to be used to show progress in learning ie how will you know if and what your children are learning?

- Comparing standards of work against norms eg how well is the child doing in spelling, maths, reading, etc compared to other children at the same age.
- Keeping samples of work to show progress, writing notes in books about how the activity went/ what was learned / how difficult it was for the child, taking photos, videoing, etc.

A description of the home learning environment:

- Describe the study space, eg size, lighting, ventilation, free from distraction.
- Describe the outdoor areas for fitness and physical activities.

The name of person/s responsible for the education of the child/ren:

Provision for social interaction with peers and other adults:

Provision for social interaction with peers and other adults:

- Contact with peers.
- Contact with other adults.
- Cultural/sporting activities.

This application will be added to a report, written after a home visit, for assessment for approval of exemption from attendance at school for the purposes of home education. We acknowledge that the educational program is our responsibility, we provide curriculum, resources and facilities to support our program, and we understand that the Department of Education, Training and Employment is under no obligation to provide local support and resources. We acknowledge that continuing exemption from attendance at school for the purposes of home education is dependent on our participation in a review process.

Signed: _____
Parent/Guardian

Signed: _____
Parent/Guardian

Date: _____

The application should be signed by both parents/guardians. This should be the case unless one parent of the child/children has guardianship of the child/children to the exclusion of the other parent/guardian by Court Order.

Please return the completed application form to _____ at the _____ District Office. (Include name and address for return.)