MINISTERIAL INSTRUCTION

NO 1 FOR ENROLMENT OF A SCHOOL-AGED CHILD OR YOUTH

Statement
This Ministerial Instruction specifies the information requirements to enrol a school-aged child or youth in a state or non-government school, apply for an exemption from enrolment, and enrol home-educated school-aged children or youth at state or non-government schools.

Date published: July 2017
Ministerial Instruction No1 for Enrolment of a School-Aged Child or Youth

I, Jeremy Rockliff, being the Minister for Education and Training, make the following instruction, for the purpose of section 6 of the Education Act 2016.

1. Purpose

1.1 The purpose of this Ministerial Instruction is to specify the information requirements to:
   a. enrol a school-aged child or youth in a state or non-government school (S.12)
   b. apply for an exemption from enrolment for a school-aged child (S.13)(2).
   c. enrol a home educated school-aged child or youth at a state or non-government school part-time (S.80)

2. Scope

This Instruction applies to state and non-government schools.

This Instruction comes into effect on 10 July 2017.

3. Instructions

3.1 Applying for enrolment at school

3.1.1. An application for enrolment for a school-aged child or youth must include evidence as to the identity of the school-aged child or youth. Evidence is to be provided through an original or certified copy of one of the following:
   a. Australian Birth Certificate (certified copy, not extract or photocopy)
   b. Current Australian or foreign passport and visa
   c. Current Australian photo Driver Licence or Tasmanian Learner Licence
   d. Citizenship papers
   e. Department of Immigration and Border Protection (DIBP) issued travel documents including visa
   f. DIBP Certificate of Evidence of Resident Status
   g. Tasmanian Personal Information Card

3.1.2. An application of enrolment for a school-aged child or youth must include evidence as to the identity of the parent of the school-aged child or youth through an original or certified copy of one of the following:
   a. Birth Certificate (certified copy, not extract or photocopy)
   b. Current Australian or foreign passport and visa
   c. Current Australian photo Driver Licence or Tasmanian Learner Licence
   d. Citizenship papers
   e. DIBP issued travel documents including visa

Please refer to the online version (Doc ID: TASED-1797567314-8200) located in the Department’s Document Centre to ensure this is the most recent copy.
f. DIBP Certificate of Evidence of Resident Status  
g. Tasmanian Personal Information Card

3.1.3. The proof of identity of the parent of the school-aged child or youth is not required for a school-aged child or youth who is living independently from his or her parents.

3.1.4. An application for enrolment at a State school must include evidence as to the place of residence of the school-aged child or youth through one original document from:
   a. Financial Institution Statement  
   b. Council Rate notice  
   c. Land Tax Valuation notice  
   d. Utility Account  
   e. Lease/Rent Agreement  
   f. Australian Tax Office Assessment (current or last financial year)  
   g. Certificate of Title  
   h. Copy of Appropriate Accommodation and Welfare (CAAW).

3.1.5. For the purposes of section 12(2d) the Minister requires information about relevant health care authorisation/s including allergies and an immunisation history for the school-aged child or youth.

3.1.6. For the purposes of section 12(2d) the Minister requires a declaration from the parent as to whether the child’s behaviour poses a risk to the health and safety of the child, another school student, teacher or other person at a school.

3.2. Application for Exemption from Enrolment

3.2.1. An application for exemption from enrolment from school or home education for a school-aged child can be undertaken by:
   a. a parent of a school-aged child, or  
   b. a school-aged child who is living independently from his or her parents.

3.2.2 An application must be made in writing to the Minister for Education and Training, in a form approved by the Minister for Education and Training.

3.2.3. An application must detail the reasons why it is in the best interests of the school-aged child to be exempt from enrolment, which may include:
   a. The school-aged child is in their first year of primary education and is not developmentally ready to be enrolled in school; 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.

3.2.4. 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 exemption from enrolment is in the best interests of a school-aged child.

Please refer to the online version (Doc ID: TASED-1797567314-8200) located in the Department’s Document Centre to ensure this is the most recent copy.
3.2.5. The Minister for Education and Training may request further information or evidence to support a determination.

3.3. Enrolment at School for part-time attendance by home educated child or youth

3.3.1 An application for part-time enrolment of a home educated child or youth is to include all information required in a full time enrolment as outlined in this Instruction. Additional information that must be included:
   a. A copy of an approved home education program

4. Definitions

As per the Education Act 2016.

5. Details

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<th>Jeremy Rockliff</th>
</tr>
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<tr>
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<td>10 July 2017</td>
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<tr>
<td>Contact Officer Business Unit:</td>
<td>Education Act Implementation</td>
</tr>
<tr>
<td>Contact Business Unit email:</td>
<td><a href="mailto:edact@education.tas.gov.au">edact@education.tas.gov.au</a></td>
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*Table 1: Details of document authorisation*

6. History of Changes

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*Table 2: History of document changes*