



Secretary's Instruction

NO 1 FOR ATTENDING STATE SCHOOL AFTER COMPULSORY EDUCATION (YEAR 13 ENROLMENT)

Statement

This Secretary's Instruction outlines the application process for a youth or person who is not a child and who has completed their Approved Learning Program to enrol at a State school for the purposes of undertaking further education (commonly known as Year 13) and how such applications are to be assessed by a Principal.

Date published: September 2023

Secretary's Instruction No 1 for Attending State School after compulsory education (Year 13 enrolment)

I, Tim Bullard, being Secretary of the Department of Education, make the following instruction for the purposes of section 95 of the *Education Act 2016*.

1. Purpose

1.1. The purpose of this Secretary's Instruction is to specify:

- a. the application process for a youth or person who is not a child and who has completed their Approved Learning Program to enrol at a State school for the purposes of undertaking further education (commonly known as Year 13); and
- b. how such applications are to be assessed by a Principal.

2. Scope

This Instruction applies to all State schools that offer Years 11 and 12.

This Instruction commenced on 10 July 2017.

3. Instructions

3.1. Applications for Year 13 Enrolment

3.1.1. A youth or person who is not a child who has completed their Approved Learning Program in the year immediately prior, may apply to a Principal to enrol at a State school for the purposes of undertaking further education. The application must be:

- c. made in writing to the Principal of a school in which the youth or person who is not a child wishes to enrol; and
- d. completed by the youth, or parent of the youth (where applicable), or person wishing to enrol who is not a child, using the form approved by the Secretary.

3.1.2. Principals may request evidence from the applicant or the applicant's current or former school or Approved Learning Program provider to support their consideration of the Year 13 application, which may include but is not limited to:

- a. the applicant's attendance patterns during Years 11 and 12;
- b. the applicant's compliance with the current or most recent previous school's behaviour policy;
- c. a letter of support from principals or teachers from current or most recent school;
- d. whether alternative education opportunities to fulfil the Proposed Learning Program have been explored (e.g. TasTAFE programs, preparatory university courses).

3.2. Assessment and determination of an application

3.2.1. In assessing an application for an enrolment in Year 13 a principal is to determine whether the youth or person who is not a child:

- a. would improve their educational attainment for the purposes of transitioning into further education, training or employment by completing the Proposed Learning Program;
- b. has a Proposed Learning Program for Year 13 that has been agreed to by the youth or person and their parent (where applicable);
- c. has a Proposed Learning Program that can be expected to be completed by the youth or person within not more than four consecutive terms of full time study;
- d. has a current Registration to Work with Vulnerable People (RWVP) in instances where they are over the age of 18 years and they were not in a Tasmanian State school in the year immediately prior to the year in which the application relates.

3.2.2. Except in special circumstances, applications must not be approved by a school principal where a youth or person who is not a child has completed a TCE or TCEA.

3.2.3. Previously, approval has been granted for prospective students who have completed a TCE or TCEA to enrol in Year 13 where they meet the eligibility criteria outlined above, AND:

- are from migrant or refugee backgrounds, speak English as an additional language and require a further year of schooling to support their communication in English, OR
- are seeking to achieve a full certificate in a course offered at a Tasmanian secondary school that cannot be completed within one year.

3.2.4. Principals are encouraged to seek advice from Student Support if they are unsure about whether a prospective student who has completed a TCE or TCEA should be approved for enrolment in Year 13.

3.2.5. Applications must not be approved by a school principal where a youth or person who is not a child:

- a. has completed a Year 13 Approved Learning Program; or
- b. did not complete a Year 13 Approved Learning Program within the required four consecutive terms of full-time study.

3.3. Eligibility criteria for Educational Adjustment Disability Funding

3.3.1. A student may be eligible for Year 13 with Educational Adjustment Disability Funding allocations if they meet both of the following criteria:

- a. the student has not received their schooling entitlement due to significant breaks of at least one term in duration in school attendance in the previous 12 months as a direct consequence of their disability.
- b. the student is on a pathway to a further qualification and in order to achieve this, additional time is required as a direct consequence of their disability.

3.3.2. Principals should consult the Manager Disability Services to discuss this application. If the above funding criteria are not met, a school principal may still support a Year 13 application without the provision of central disability funding.

3.4. Notification of a decision

3.4.1. Once the principal has made a determination on an application the principal must notify the applicant, and parent if applicable, of the decision in writing as soon as practicable.

4. Definitions

As per the *Education Act 2016*

Year 13 means where a youth or person who is not a child who has completed their Approved Learning Program undertakes further education at a school for not more than four consecutive terms of full-time study.

5. Details

Secretary Authorisation:	Tim Bullard
Date authorised:	September 2023
Contact Officer Business Unit:	Strategic Policy and Projects
Contact Business Unit email:	SPP.admin@decyp.tas.gov.au
Date document was last reviewed:	September 2023
This document replaces:	Version 3, September 2021
TRIM Reference Number:	DOC/21/142832
Key Words:	Year 13, Further Education.

6. History of Changes

Effective date	Last update date	Policy version no.	Notes
10 July 2017	-	1.1	New <i>Education Act 2016</i> .
	12 September 2017	1.2	Inclusion of Secretary approval for special circumstances
	September 2021	1.3	Updated eligibility requirements for Accessing Educational Adjustment Disability Funding.
	September 2023	1.4	Removal of Secretary approval for special circumstances