

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

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- 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.

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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

Minister Authorisation:	Jeremy Rockliff
Date authorised:	10 July 2017
Contact Officer Business Unit:	Education Act Implementation
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Table 1: 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 2: History of document changes

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.