



GUIDE TO HOME EDUCATION IN SOUTH AUSTRALIA

Information for families considering applying
for exemption from school attendance



Government
of South Australia

Department for Education

PURPOSE

The purpose of this guide is to provide information for parents about home education in South Australia, including:

- the requirements for home education
- alternative education options and exemptions
- the conditions and criteria for home education approval
- planning your home education program
- completing your online application
- assessing your application
- renewing your home education exemption
- resources and services available to you
- your roles and responsibilities and our roles and responsibilities.

In this guide we use the term 'parents' to include all parents with parental responsibility as defined on page 27.

The most up-to-date guide at any time is available via the website at www.sa.gov.au/topics/education-and-learning/schools/alternative-schooling/home-education

If you have any questions about this guide, contact our Home Education unit by telephone 8226 1327 or by email Education.HomeEducation@sa.gov.au

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INTRODUCTION

In South Australia, you can apply to home educate your child as an educational option. When applying to home educate, you accept overall responsibility for your child's education. This responsibility includes providing a high quality education that will enable your child to achieve their potential and to develop their capacity. The Department for Education acknowledges that parents who home educate are willing to commit the necessary time, energy and resources to support their child's education.

When applying, parents submit an application for an exemption from attendance at school for the purpose of home education. If an application is approved, the child remains enrolled at their existing school and is not required to attend for the exemption period.

Some families consider home education from the beginning of their child's formal schooling and others choose it as an alternative option after time at school.

Successful home education programs are tailored to each child's individual needs and interests. They can be unique to each family's circumstance and learning takes place primarily in the home.

Home education is not an arrangement where an instructor or teacher is employed to instruct a group of students in core learning areas away from the home base and during normal school hours. In such cases, school registration rules apply.

Types of home education approaches

A home education program may include:

- structured learning activities with a formal program
- use of private tutors or instructors, or attending private classes
- participation in community workshops, local and cultural events
- group learning experiences with other home educators
- practical and natural learning activities in the home or broader community
- choice of an educational approach or philosophy.

Home education programs can use a broad range of teaching styles and methods. While flexible, the home education program is required to cover the 8 learning areas as defined by the Australian Curriculum. See www.australiancurriculum.edu.au for more details.

Home education does not apply to families who are travelling. Parents who are planning to travel are advised to seek a travel exemption from their enrolled school or enrol in the Open Access College (Distance Education).

See page 8 for more information.

REQUIREMENTS

Exemption from attendance at school

In South Australia, the Education and Children Services Act specifies that children of compulsory school and education age (6 to 17 years) must be enrolled and attend a government or non-government school.

The Minister for Education has the authority to approve or refuse an application for exemption from attendance at school, for the purpose of home education.

This authority is delegated to senior executives in the Department for Education. The administration and management of home education is the role of the department's Home Education unit.

Parent consent

Parents with parental responsibility can make decisions about their child's education, subject to any court orders stating otherwise. It is therefore the department's policy position that an exemption from school for home education requires consent from all parents with parental responsibility for a child or young person.

Applications should include:

- contact details and consent of all parents with parental responsibility (where possible)
- a copy of the child or young person's birth certificate
- copies of any court orders (including parenting, recovery or intervention orders), parenting plans, heads of agreement relevant to the child or young person
- if the person applying is not listed on the child or young person's birth certificate or one of the above documents, they will need to provide evidence to demonstrate that they have primary day-to-day care for the child or young person

We understand that it may not always be possible to obtain consent from all parents with parental responsibility for a child or young person. If this is the case and one parent wishes to apply to home educate their child without consent from all other parents with parental responsibility, the parent applying must provide one of the following documents:

- a birth certificate listing only the parent applying as the child or young person's biological parent (eg. the other parent is not identified)
- a death certificate, if the other parent is deceased
- a court order conferring sole parental responsibility to the parent applying for the child or young person.

If there are exceptional circumstances that prevent a parent from obtaining the other parent with parental responsibility's consent, they may provide reasons in a statutory declaration attached to the application. When a statutory declaration is submitted, the department will consider the information on a case-by-case basis. We may need to discuss the child or young person's particular circumstances to determine whether the application can proceed. Our decision will consider the best interests of the child or young person.

If a parent with parental responsibility is dissatisfied with the decision, we encourage them to seek independent legal advice.

Child welfare

The department considers the welfare of a child as paramount. We have an ongoing responsibility and commitment to monitoring the wellbeing of all children.

We may consult with the Department for Child Protection (DCP) and other agencies and/or professionals about the suitability of home education for a particular child.

The information we obtain may determine that home education is not in the child's best interest and therefore a home education exemption may be refused or revoked on these grounds.

Criteria for home education approval

Approval for a home education exemption is conditional on 8 factors, described below. When applying to home educate you must agree to these conditions.

1. All parents with parental responsibility of the child or young person must provide their consent to home education, except in exceptional circumstances.
2. You must acknowledge your responsibilities to provide evidence of a planned education program that meets the goals of the Australian Curriculum (or similar), including appropriate resources and learning environment as well as opportunities for the child's social interaction.
3. The welfare and safety of children and young people is a priority, therefore we may consult with the Department for Child Protection and other agencies/professionals about your application.
4. You acknowledge that the department is under no obligation to provide support or resources for your child.
5. You must live in South Australia and tell us the name of the South Australian school where your child is formally enrolled.
6. You must participate in a meeting between your family and our home education staff to discuss your application, intended education plan and resources.
7. You must tell us in writing (within 14 days) about any changes to your circumstances, such as a new address or contact details, or the return of your child to school.
8. For continuation of your granted exemption, you must participate in a review process. This usually occurs once every 12 months. During the review meeting, you must provide evidence that an appropriately planned and resourced learning program has been regularly implemented during the period of exemption, according to the needs and abilities of your child.

BEFORE YOU APPLY TO HOME EDUCATE...

Your child needs to be of compulsory school and education age (6 to 17 years). An exemption from attendance at school is only required during these years (ie until the child's 17th birthday).

However, if your child is turning 6 during the year and they have already been enrolled in a school, you can apply to home educate before their 6th birthday.

Your child needs to be enrolled at a South Australian government or non-government school appropriate to their age, eg primary school or high school.

You are encouraged to notify the principal of your child's enrolled school that you intend to apply to home educate.

You understand that the Department for Education provides alternative education options and exemptions. See the following pages for information about these.

ALTERNATIVE OPTIONS

The Department for Education provides a range of alternative education options and exemptions which include:

The Open Access College – distance education

This school offers children an education program delivered by teachers and accessed online from home. The criteria for enrolment in the Open Access College include:

- families travelling
- living remotely
- medical condition/s and or psychological reasons (eg severe anxiety).

Visit the website [Open Access College](#) or discuss enrolment with the principal of your enrolled school

Flexible learning options (FLO)

Flexible learning options (FLO) supports students who have disengaged due to personal barriers and/or who are experiencing ongoing attendance concerns from school. As part of the FLO enrolment students work with a case manager (or youth worker) who supports their wellbeing and engagement, to identify goals and future pathways. FLO is accessed through a SA government school of enrolment, this may include engagement/ learning through schools' onsite or offsite facilities, or through an external provider.

For further information please visit the FLO website: www.education.sa.gov.au/parents-and-families/enrol-school-or-preschool/school-enrolment/flexible-learning-options-flo-and-enrolment#eligibility-and-enrolment

Other schooling options

Support programs and services available for students through the public education system include:

- autism specific programs
- special education school or class placements
- better behaviour centres

- the Ignite program for gifted and talented students
- specialised schools in music or sports.

For more information about supporting students through services and programs, visit www.education.sa.gov.au/parents-and-families

Alternative exemptions

A parent may apply for an exemption from attendance at school if they wish to take their child out of school for various reasons. If one of these exemptions is granted, an exemption for home education is not required. Principals can grant an exemption from school attendance for:

- family travel or holidays
- medical, health or behavioural reasons
- full-time employment
- disability or behavioural issues requiring part-time attendance at school.

If your application for exemption is related to one of the above reasons you will need to meet with your school principal. You may be required to provide supporting evidence when applying for an exemption. Visit www.sa.gov.au/topics/education-and-learning/schools/school-life/exemption-from-attending-school

Note that a part-time exemption or modified attendance plan must be negotiated with the school principal, but this does not constitute a part-time school / part-time home education arrangement.

Unresolved issues and complaints

If you believe your child's needs are not being met at school, it is important to discuss this with the school principal. Your child may be eligible for additional support and/or services, modified or extended curriculum, an alternative schooling option or an exemption.

If there is an unresolved issue or a complaint with a government school, please refer the matter to the Customer Feedback Unit on 1800 677 435 or email Education.Customers@sa.gov.au



COMPLETING THE APPLICATION FORM

To apply to home educate, you need to complete an online application form which you can request from the Home Education unit at Education.HomeEducation@sa.gov.au.

The application form is guided by the home education criteria for approval and enables you to outline each child's learning program.

Successful home education programs:

- are planned in advance to align with the Australian Curriculum
- use a range of resources
- have clearly identified learning goals
- incorporate a variety of teaching, learning and assessment methodologies
- involve students in the planning and development of the program.

Once your application is submitted, a copy of the completed application will be emailed to you and to the Home Education unit. An email will be sent to the other parent(s) listed on the application (where applicable), informing them that an application has been submitted, and requesting their consent. The other parent(s) will need to give consent for the application to proceed, except in exceptional circumstances.

Please note that the Home Education unit does not provide any personal details or information to the other parent(s). Parents are encouraged to reach agreement about the decision to home educate before submitting the application.

Your child as a learner

As a parent, you will have a detailed understanding of your child, which can help you to develop a stimulating and individualised program.

When planning the learning program, consider your child's learning styles, their strengths, and develop learning goals. The application form includes questions about these points and you will need to identify 3 learning goals for each child.

Where appropriate, include your child in the early planning stages of the program. This may involve trialling a particular resource, showing your child the contents and layout of a workbook or internet site, identifying their key interests, discussing places to visit, and topics they would like to learn more about.

If a child has a significant disability, the learning goals may incorporate a combination of functional life skills, therapeutic goals and academic goals.

YOUR LEARNING PROGRAM

The department does not mandate a particular learning approach or set of resources, however the learning program you choose will need to address all 8 learning areas as defined by the Australian Curriculum. It will also need to demonstrate planning for a 12-month period.

Information for parents about the Australian Curriculum is available at www.australiancurriculum.edu.au/parent-information. You will find a brief overview of the contents that are covered across each year level.

The Australian Curriculum Sequence of Content and Achievement Standards documents can also be viewed using the link on each learning area below:

- English www.australiancurriculum.edu.au/f-10-curriculum/english/pdf-documents
- maths www.australiancurriculum.edu.au/f-10-curriculum/mathematics/pdf-documents
- science www.australiancurriculum.edu.au/f-10-curriculum/science/content-and-achievement-sequences/
- humanities and social sciences www.australiancurriculum.edu.au/f-10-curriculum/humanities-and-social-sciences/pdf-documents/
- technologies www.australiancurriculum.edu.au/f-10-curriculum/technologies/pdf-documents
- the arts www.australiancurriculum.edu.au/f-10-curriculum/the-arts/pdf-documents
- health and physical education www.australiancurriculum.edu.au/f-10-curriculum/health-and-physical-education/pdf-documents
- languages www.australiancurriculum.edu.au/f-10-curriculum/languages

For more information on the 8 learning areas, general capabilities and the cross-curriculum priorities, visit www.australiancurriculum.edu.au

Information for parents about the Child Protection Curriculum and summaries of what is taught for each age group can be found at: www.education.sa.gov.au/teaching/curriculum-and-teaching/keeping-safe-child-protection-curriculum/about-keeping-safe-child

In your application to home educate, you will need to provide a list of specific topics, learning activities, skills, projects, and/or unit studies that will be a focus in each learning area. This will be guided by the Australian Curriculum, contents of educational resources, formal or informal learning activities, a child's interest, planned excursions and/or educational workshops.

This may be entered as a statement or through the use of dot points, for example, an entry in **technologies** may include:

James will design and create a vegetable patch to gain an understanding of practical food production.

Or **science** may include:

Life cycles – plant and animals / understanding food chains / needs of animals for survival / environmental factors.

The website Australian Curriculum Lessons provides examples of how units of study link with curriculum areas – visit www.australiancurriculumlessons.com.au

Proposed learning activities may integrate across several curriculum areas and you may use a common theme or topic to provide learning for several children of varying ages, adjusting the pace or content accordingly.

RESOURCES

Resources are the tools used to help your child learn as well as guide and support your learning program. Resources may include:

- text books, workbooks, or reference materials
- educational TV programs, documentaries, or software programs
- subscriptions to online programs, podcasts, blogs or magazines
- membership of clubs or involvement with community organisations
- tools, materials, learning aids, play or sports equipment
- computers, laptops, cameras or various IT devices.

Resources may also include programs provided by others such as:

- speech therapists, occupational therapists
- tutors
- School of Languages
- Open Access College
- sports clinics
- St Johns, Red Cross or other organisations.

You will need to provide specific details of the resources that you plan to use to support each learning area.

When selecting any educational resource consider whether it:

- supports new learning of concepts
- develops new skills
- reinforces key concepts
- provides sequential learning activities
- is directed at the appropriate level
- offers Australian content or is aligned to the Australian Curriculum.

You may also choose to use international resources. If so, additional learning activities should be incorporated to provide Australian content as well.

If you buy a pre-packaged curriculum, additional activities and resources may help to individualise the learning program for each child.



LEARNING ENVIRONMENT

A positive and engaging learning environment can stimulate a child's interest, support engagement and create a sense of purpose for learning. The learning environment may include:

- educational displays or models
- a visible timetable and established routines
- theme-based displays
- tactile or sensory tools
- display of a child's work and/or achievements.

You will need to provide details of your child's learning environment with learning taking place primarily in the home. Assessment of the learning

environment will consider appropriate adult supervision, learning routines, the suitability of space, lighting, temperature control, furniture, storage facilities for resources and student work, overall organisation and cleanliness.

Some home educating families establish a dedicated learning space for their child, while others may use a common living area, table and chairs, as the main learning environment.

Access to an outdoor learning environment suitable for recreational and outdoor learning activities will also be considered and may include the use of local parks and reserves.

SOCIAL INTERACTION

Home education programs need to incorporate opportunities for social interaction to support a child's overall skills and social development. You will need to describe planned social opportunities.

Evidence of social interaction may include:

- membership of sporting or special interest clubs or organisations
- attendance at classes
- participation in community events
- volunteering activities or work experience (older students)
- regular library visits
- interaction with the public or employees through a family business
- social visits with extended family and friends
- attendance at faith-based events
- participation in the activities of a home education network or group.

Students with disabilities or social anxiety may have more difficulty engaging in face-to-face social interaction and these interactions may look different. Where appropriate, social skills programs and therapeutic support can promote and assist positive social connections.

MONITORING PROGRESS

Assessment and evaluation of your child's learning can take place in any home education activity through:

- observation
- recording
- comparison
- discussion
- or formal testing.

Incorporating these assessment strategies will help you to recognise your child's understanding, strengths and challenges, and can guide your home education program.

You will need to detail what strategies and tools you will use to monitor your child's progress and to assess their learning. This evidence will demonstrate their successful engagement in their home education program and can be used to support future home education exemptions.

Your child's progress may be demonstrated through:

- completed workbooks or online progress reports
- a portfolio of annotated work samples
- documented learning outcomes and achievements
- examples of project work and topics of research
- their learning journal or personal discoveries
- linking to the Australian Curriculum.

Visit the Australian Curriculum achievement standards and work sample portfolios for examples.



Achievement standards and work portfolios

Achievement standards describe what students are typically able to understand and do at each year level from foundation or reception to year 10. This will help you to plan and monitor learning, and to make conclusions about student achievement. To view the achievement standards for each learning area refer to the links on page 12.

For each learning area, the achievement standards are accompanied by portfolios of annotated work samples that illustrate the expected learning at each year level. The portfolios provide authentic samples of student work, illustrating satisfactory, above satisfactory and below satisfactory student achievement. To view the samples visit australiancurriculum.edu.au/resources/work-samples.

Formal assessment tools may include participation in the National Assessment Program Literacy and Numeracy (NAPLAN) and the Progressive Assessment Test (PAT).

NAPLAN

Children approved to home educate can participate in NAPLAN at their enrolled school. The tests are generally held in March of each year. Contact your enrolled school before the test to ensure your child will be included. For more information on NAPLAN and test dates, visit www.nap.edu.au.

Progressive Achievement Test (PAT)

The PAT is available for home educated children who are enrolled in a government school and are in Foundation to year 10. Participation in PAT provides free access to tests in literacy and numeracy. The test is available electronically and can be completed at home. The tests are generally conducted over a 3 to 4 week period during September of each year.

We will provide you with details on how to register prior to the testing period.



FUTURE PATHWAY OPTIONS

When a young person approaches senior secondary years, there are several pathway options available to support their transition to higher education, vocational education and training, and employment.

Home educated students may choose to begin the SACE or access other vocational pathway programs through their enrolled school or the Open Access College. In these situations, a home education exemption is no longer required. See below for information about the SACE, vocational pathways in schools and the Open Access College.

If you continue to home educate through your child's senior school years, consider making arrangements with:

- career advisors or counsellors for guidance on pathway options
- employers for work experience, traineeships, or apprenticeships
- enrolment into vocational or higher education courses
- participation in entry tests for TAFE or university.

For information about entry requirements and courses into TAFE or university, visit the South Australian Tertiary Admissions Course (SATAC) website at www.satac.edu.au

The WorkReady government website www.skills.sa.gov.au provides information on different industries, required skills, careers, training pathways, and government subsidies for study and training.

South Australian Certificate of Education (SACE)

The SACE is a qualification that demonstrates that a student has acquired a certain level of knowledge and skills providing pathways into higher education, employment or training.

Most students in South Australia will start their journey with the **Personal Learning Plan in year 10**, their selection of **Stage 1 subjects in year 11** (including the compulsory literacy and numeracy choices), and their selection of **Stage 2 subjects in year 12** (including the Research Project, which can also be completed in year 11).

Students may also incorporate the SACE studies with a school-based apprenticeship or traineeship, an industry pathway program or a flexible learning option (FLO). Vocational education (VET) courses will usually count towards the SACE.

Note that the SACE can only be delivered through a registered provider, which includes most government and non-government secondary schools. Parents cannot register to deliver the SACE.

Vocational pathways in schools

The vocational education and training (VET) pathways offered at schools encourage students to work towards VET qualifications while undertaking the SACE. To arrange VET training, talk to the VET coordinator, career advisor or equivalent at your enrolled school.

CHILDREN WITH ADDITIONAL NEEDS

You may decide to home educate your child with additional needs to support their engagement in learning with an individualised focus. Successful home education programs for children with additional needs may incorporate:

- learning activities designed around the child's needs, skills and interests
- tailored learning goals and modified learning as appropriate
- independent living skills or self-care
- funded therapeutic support through the National Disability Insurance Scheme (NDIS)
- therapeutic goals and strategies developed with therapists and specialists
- participation in a social skills group

- connecting with other families through online and social groups
- resources and support from services and programs such as SPELD, Autism SA, CAMHS
- access to the department's Statewide Inclusive Education Services (SIES)

We request a copy of a therapeutic or medical assessment / report to verify the diagnosis or health needs of your child. Please include any details in your application.



OTHER PROGRAMS AND SERVICES

Statewide Inclusive Education Services (SIES)

SIES is a Department for Education service that supports the inclusion of learners with disability.

SIES is available to home educating families and provides specialised resources, and information to support:

- The Australian Curriculum
- developmental learning
- disability awareness
- high interest low vocabulary reading
- speech and language development
- sex education and child protection curriculum
- access to assistive technologies

SIES also provide an Early Intervention Deaf/Hard of Hearing service parent forums, an Early and Conductive Education.

Senior Advisors can provide parents with:

- advice and support about resources
- presentations to network/support groups
- specialised consultations about evidence-based interventions
- specialised technology-based workshops e.g., Clicker
- technology focussed family consultations

For more information and contact details, please visit <https://www.sies.sa.edu.au>

The Open Access College (OAC)

Students who are approved to home educate may enrol in the OAC for:

- reception to year 9 language or music programs
- year 10 Exploring Identities and Futures (EIF), or a full year 10 load in preparation for SACE studies
- years 11 and 12 – all senior secondary subjects.

For enrolment enquiries, contact the Open Access College on 8309 3680. Please note that when a home educated student has enrolled in Open Access College for the EIF course for year 10 and not a full-time year 10 course, a home education exemption is still required.

School of Languages

The School of Languages is a government school that specialises in languages other than English. Home educated students can access classes after school hours. Lessons are held once a week and classes are held in schools across Adelaide, offering a variety of languages at various year levels, in response to local demand.

For an updated timetable, visit the School of Languages website at www.schooloflanguages.sa.edu.au

Additional programs

Please find a list of other programs and services that children approved for home education can access:

- Premier's Reading Challenge – www.premiersreadingchallenge.sa.edu.au
- Premier's Be Active Challenge – www.pbac.sa.edu.au
- SA Sports Vouchers – <https://sportsvouchers.sa.gov.au>
- SAPSASA – www.education.sa.gov.au/students/competitions-and-challenges/sports-competitions

Access to private music lessons through the department's Instrumental Music Service may be negotiated with the principal of your enrolled school and will depend on the instrument taught at the school and availability of lessons.

COMMUNITY LEARNING

Home education may also incorporate learning activities and resources in the broader community such as:

- visits to museums and galleries
- travel to different regions
- participating in organised tours of public or private organisations
- exploring national parks, reserves, and beaches
- attending public events such as ANZAC Day or Australia Day.

A number of major public organisations including the SA Museum, Adelaide Zoo, the Adelaide Botanic

Gardens, and the Art Gallery of South Australia provide educational workshops and programs. Information about these educational programs and enquiries about access for home educating students should be made through the relevant organisation. You can also visit the department's Outreach Education website at www.outreacheducation.sa.edu.au, which offers information about many of these organisations and provides access to associated digital learning resources.

You may choose to use these learning experiences and resources to stimulate your child's interest in a unit or theme of work and to provide a platform into extended learning activities.

SUPPORT GROUPS

One of the best sources of practical support for parents new to home education is other experienced home educating parents. Local home education groups may provide social meet-ups, a support network, and sometimes facilitate educational excursions and workshops.

Information on South Australian home educating networks, social media forums, and key contact people can be found in the Home Based Learners South Australia (HBLSA) newsletter produced by the South Australian home educating community. To request a free subscription to the HBLSA newsletter email editor4hblsa@gmail.com.

Many of the national home education groups and associations have information available on the internet and offer benefits for their members. Groups include:

- Home Education Association (HEA) www.hea.edu.au/
- Home Education Network (HEN) www.home-ed.vic.edu.au

Please note the Department for Education is not affiliated with and does not endorse any particular group.

AFTER YOU SUBMIT YOUR APPLICATION

The Home Education unit will examine your application to check that each section has been adequately addressed. If the application is incomplete, we will contact you to discuss the areas that need addressing for the application to proceed. If after 14 days from the date of submission, your application is still incomplete, the application will be declined and you will need to submit a new application.

On submission of the application, the principal of the enrolled school is notified and is invited to provide any relevant information to the Home Education unit.

The application is then allocated to a home education officer, who will be an experienced, registered teacher within the education department.

The following timeline is a guide to the application process. Timeframes are dependent on your availability and readiness for the initial meeting and the number of applications received by the Home Education unit at any one time.

For families living in rural or remote areas, a home visit may take longer to schedule. In these cases, we can provide an interim exemption to allow more time for the home visit to occur.

Once the application is submitted, you may apply for a 4-week exemption from attendance at school with the principal of your child's enrolled school. If granted, your child may start their home education program while the application is being assessed.

Please note that a child of compulsory school and education age must remain attending their current enrolled school until any exemption has been granted.

Timeline

Week 1

- The completed application is submitted to the Home Education unit.
- The principal of the enrolled school is notified.

Week 1–2

- The application is allocated to a home education officer.
- The officer contacts the applicant to schedule a meeting to assess the application.

Week 2–4

- The meeting is conducted and the application is assessed.
- The officer prepares the report and recommendation for the Minister's delegate.

Week 4–5

- The Home Education unit confirms approval or non-approval of the exemption for home education.
- The parents are notified of the outcome. The principal of the enrolled school and the local education office are also notified.



THE APPLICATION MEETING

A home education officer will contact you to negotiate a suitable time to conduct a home visit in business hours during school terms.

During the home visit, they will meet with you and/or the main supervisor of the learning program and the child or children for whom the exemption is sought. At times, we might arrange a virtual meeting instead of visiting your home. Regardless, you will need to be in South Australia during the scheduled meeting.

During the meeting you will need to verify the information provided in your application.

To prepare for the meeting, please have any resources available and on display for easy reference. As qualified and experienced teachers, home education officers can provide some suggestions and advice to help you develop a strong home education program.

After the meeting, we will let you know the intended recommendation about your application and any concerns we have. The recommendation of a home education officer is not an approval to home educate; the Minister's delegate is the authorised person to approve home education exemptions.

RECOMMENDATION AND OUTCOME

After considering the officer's report and recommendation, the Minister's delegate will make a determination whether to grant an exemption from attendance at school for the purpose of home education.

You will be notified by letter of the outcome, including exemption details, terms and conditions.

The exemption notification letter is a legal document that confirms approval to home educate and exempts a child from attending school for the stated period. Keep it in a safe place as you may need it for Centrelink purposes, truancy investigations, enrolment at the Open Access College, TAFE or other educational institutions, or to obtain student concessions.

Copies of exemptions are sent to each child's enrolled school and to the team leader of Support Services at the relevant education office to confirm and authorise the non-attendance of children.

The child's enrolled school and the local education office are also notified if an exemption is declined or revoked to ensure that your child is attending school.

SHORT-TERM CONDITIONAL EXEMPTIONS

When the home education officer decides that the criteria for approving a home education exemption have not been sufficiently met, a short-term conditional exemption may be granted to give you more time to address the required areas.

They will have discussed the conditions at the time of your meeting, or shortly after, and can give you advice about how the conditions can be met. You will need to provide evidence that the conditions have been met during a review meeting before any further exemption is granted.

RENEWAL OF EXEMPTIONS

Before the end of your child's home education exemption period, you will need to renew your child's exemption by completing and submitting a home education review form. You will need to provide information that demonstrates how the home education criteria have been met during the period of exemption, and details of future plans including learning goals for the next 12 months for each child.

Once you have submitted your review form, a home education officer will contact you to arrange a review meeting at your home before the exemption expiry date.

You will need to once again agree to the conditions under which an exemption is granted. Note that the absence of parent consent or incomplete forms will prevent or delay the exemption renewal process.

Your exemption will not be renewed if after 7 days following your exemption expiry date:

- we have been unable to contact you
- you are not available for the home visit, or
- your review form is incomplete.

In this situation, children of compulsory school age will be required to attend their enrolled school or engage in an approved learning program.

If there are extenuating circumstances that prevent you from participating in a home visit to renew an exemption, you must request an extension to the existing exemption, which we will consider.

THE REVIEW PROCESS

During the review meeting, you will need to provide evidence that an appropriately planned and resourced learning program has been regularly implemented during the period of exemption, according to the needs and abilities of the child. Clear evidence of learning in literacy and numeracy should be prioritised.

This evidence can be presented in a variety of formats and may include:

- completed workbooks or online program reports
- a child's performance or demonstration of a skill
- a portfolio of annotated work samples or photographic journal
- documented learning outcomes and achievements
- examples of project work and topics of research
- a child's learning journal or personal discoveries.

Children who are home educating need to be present at the meeting and available for discussion or interaction with the home education officer.

Many home educating parents find that completing the review form and participating in the review meeting are valuable opportunities to reflect on their child's progress and evaluate the effectiveness of their learning program. Importantly, your child may also find the review meeting a positive opportunity to share their past and current learning, discuss their academic goals, interests, achievements and highlights. It is an opportunity to celebrate each child's success.

After the review meeting, the home education officer will provide a report and recommendation to the Minister's delegate. For more details about the recommendation and outcome refer to page 23.

If approved, an exemption is usually granted for 12 months. An exemption may be refused or granted for a shorter term if there is a lack of evidence of your child's learning or if the home education criteria have not been met.

Including an additional child into your current exemption

If you have a current exemption for your child and would like to include another child in the exemption, you will need to submit an application for that child via the online application form. When a completed application is submitted, we will most likely recommend the inclusion of another child into the exemption without conducting an additional home visit.

If you have a child who is 5 years old, please complete their application form about one month before they turn 6.

GOVERNMENT ASSISTANCE

The Australian Government's Guide to Australian Government Payments (available at www.humanservices.gov.au/organisations/about-us/publications-and-resources/guide-australian-government-payments) provides information about Centrelink allowances, including information and eligibility requirements for the Isolated Children's Allowance. If you are home educating your child with medical health needs or you are living in a remote location, you may be eligible for this allowance.

Student ID card

A valid student ID card can enable registered home educated students to travel concessions on public transport. Contact your enrolled school to arrange an ID card for your child.

IMMUNISATION

Students attending mainstream schools have access to funded vaccines as recommended in the National Immunisation program. Vaccines are delivered through the School Immunisation program, by immunisation nurses visiting all mainstream schools in South Australia.

Home educated students can receive these vaccines by visiting their local council immunisation clinic or their local doctor. Parents will need to let their doctor know what vaccines are required as GPs may not keep these vaccines in their practice.

For further information see Immunisation Programs – School Immunisation Program at www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/conditions/immunisation/immunisation+programs/school+immunisation+program

CHANGE OF DETAILS

You must notify the Home Education unit within 14 days when there is a change to:

- your address details
- your contact details, including phone and email
- your school of enrolment
- the education arrangements for your child (eg a child returns to school).

Any changes are to be made in writing by:

- email to Education.HomeEducation@sa.gov.au
- email to Home Education unit, Department for Education, GPO Box 1152, Adelaide SA 5001.

If you relocate to a different region in South Australia, this may impact on the scheduling of the review meeting and exemption expiry date. Home education exemptions are generally aligned by geographical location so officers can coordinate the scheduling of home visits.

If your child returns to school or you relocate to another state or country during the exemption period, the exemption for your child will end.

COMPLAINTS

You can raise a concern or a complaint directly with the manager of the Home Education unit or the Director.

The concern or complaint should be made in writing and include the specific details of the situation and what outcome is being sought as a result of the complaint.

The complaint should be addressed to the Director or to the Manager Home Education by emailing Education.HomeEducation@sa.gov.au

or by mailing:

Home Education unit
Department for Education
GPO Box 1152
Adelaide SA 5001

If the concern or complaint is not resolved, the matter may be referred to the Customer Feedback unit on 1800 677 435 or email Education.Customers@sa.gov.au.

DEFINITIONS

Parent: For the purposes of this document, the term parent refers to all persons responsible for the child. A person responsible for the child means a person who is the child's:

- biological parent, adoptive parent or other person recognised as a parent if the child was conceived following a fertilisation procedure or under a surrogacy arrangement
- guardian
- step-parent
- person standing in loco parentis.

This does not include a person who has had their legal custody, guardianship or responsibility for the child removed by a Court, Act or Law. As an example, a biological parent who has had their custody, guardianship or parental responsibility for the child removed by a parenting order made under *Family Law Act 1975* is not a person responsible for the child.

Guardian: A person who has legal guardianship or custody of a child.

In loco parentis: A person acting in a parental style relationship with a child, where the person has intended to place themselves in the position

of a parent toward a child and has assumed the same duty and authority as a parent with respect to the nurturing, control and protection of a child. A person in loco parentis may include a person:

- In a de facto relationship with a child's biological parent where they have assumed responsibility for the child.
- Who has taken over care of a child after the death of both biological parents, or where there has been a family breakdown and the child is estranged from both biological parents
- In an informal fostering arrangement.

This person does not have to assume any or all financial responsibility for a child to satisfy this definition.

Step-parent: A person who is married to the parent of a child born to a previous relationship. A person ceases to be considered a step-parent when their marriage to the child's parent is dissolved by divorce.

OTHER INFORMATION AND RESOURCES

ABC Education: [ABC Education](#)

Australian Apprenticeships:
[Home](#) | [Australian Apprenticeships](#)

Australian Curriculum, Assessment and Reporting Authority: [ACARA](#)

Autism SA: [Welcome to Autism SA](#)

Child and Adolescent Mental Health Services:
[Women's and Children's Health Network • Child and Adolescent Mental Health Service \(CAMHS\) \(wchn.sa.gov.au\)](#)

Commissioner for Children and Young People:
[Commissioner for Children and Young People \(CCYP\) - SA](#)

Department for Environment and Water:
[www.environment.sa.gov.au/goodliving/categories/learn-and-discover](#)

Gifted and Talented Children's Association of South Australia: [Gifted & Talented Children's Association of South Australia \(gtcasa.asn.au\)](#)

Head Space: [headspace National Youth Mental Health Foundation](#)

My Future: [myfuture - Australia's National Career Information Service](#) | [myfuture](#)

National Disability Insurance Scheme:
[National Disability Insurance Scheme \(NDIS\)](#)

Online safety - eSafety commissioner :
[Online safety](#) | [eSafety Commissioner](#)

Our Learning SA: [Our Learning SA – learning activities to do at home \(education.sa.gov.au\)](#)

Plink SA:
[Department for Education plink - Dashboard page](#)

Primary Connections:
[Linking science with literacy](#) | [Primary Connections](#)

Find a School Zone: [Find a school zone or preschool catchment area \(education.sa.gov.au\)](#)

SA Dental: [SA Dental • Dental services for all kids under 18 & eligible adults](#)

Scoutle Education : [Home - Scoutle](#)

Statewide Inclusive Education Services (SIES) previously known as SERU:
<https://sies.sa.edu.au/>

Specific Learning Difficulties (SPELD)
[SA: SPELD SA Inc](#)

Tafe SA : [TAFE SA - Vocational Education & Training in Adelaide, South Australia](#)

The Australian Parenting Website:
[Raising Children Network](#)

