**Application for
Registration for Home Education**

*Education (General Provisions) Act 2006*

*Section 208(1)*

**General information**

Under the *Education (General Provisions) Act 2006* (Qld) (the ‘Act’) home education is defined as the education of a child provided by one or both of the child’s parents, or a registered teacher, primarily at the child’s usual place of residence.

A child cannot be lawfully home educated unless they are registered under the Act.

A parent who is seeking to register a child for home education is required to satisfy the chief executive that the standard conditions of registration and any other conditions imposed under the Act will be complied with.

The standard conditions of registration a parent must meet are:

1. to ensure their child receives a high-quality education;
2. to provide an annual written report on the child’s educational progress; and
3. to provide notification of any change in the child’s address within 28 days after the change happens.

Provisional registration is issued if an application is made using this form.

**Eligibility**

A child is eligible for provisional registration, or registration, if the child will be:

* 1. at least 5 years and 6 months on 31 December this year;
	2. less than 18 years on 31 December this year; and
	3. the child is not enrolled at a State or non-State school.

**Privacy statement**

The Department of Education is collecting the personal information you supply on this form for the purposes of –

* deciding your application for registration of your child for home education; and
* administering your child’s registration for home education (if granted) under the *Education (General Provisions) Act 2006* (Qld).

This collection is authorised by s.208 of the *Education (General Provisions) Act 2006* (Qld).

The department may disclose personal information collected on this form to –

* the Queensland Curriculum and Assessment Authority in compliance with Part 3, Division 2 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld) *-* if your child participates in the National Assessment Program – Literacy and Numeracy (NAPLAN) tests;
* the Queensland Curriculum and Assessment Authority to facilitate the opening of student learning accounts in compliance with Part 3, Division 2 of the *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld);
* the Australian Government Department of Human Services in compliance with Part 10, Division 2 of the *Student Assistance Act 1973* (Cwlth) - if you or your child apply for, or receive, a student assistance benefit under the *Student Assistance Act 1973* (Cwlth); and
* any other parent of your child. (*Note: only the child’s information will be provided to another parent*).

The department may also disclose personal information collected on this form to third parties with your consent or where authorised or required by law.

The information will be stored securely. If you wish to access or correct any of the personal information on this form, or discuss how it has been dealt with, please contact the Home Education Unit by phone on (07) 3513 6755 or 1800 677 176 (free call).

**Instructions**

An application for registration must be made using this application form.

To support the application, a number of documents are required to satisfy the procedural requirements for the application under the Act (s.208 of the Act). These are:

1. a **certified copy** of the child’s full birth certificate;
2. a **certified copy** of a document such as a marriage or change of name certificate linking the applicant’s name to the parent’s name appearing on the child’s birth certificate. (Note: this is only required if the applicant’s name does not appear on the child’s birth certificate.);
3. copies of any current court orders relating to the child. (See section 5 for further information);
4. other documentation to demonstrate the applicant is exercising parental responsibility for the child, if the applicant is not a biological parent. (For further information, please contact the Home Education Unit);
5. a **certified** **copy** of the completed statutory declaration (copy enclosed); and
6. a summary of the educational program to be implemented to demonstrate the high-quality education to be provided to the child. (See section 8 on the form for further information).

Further information or documentation may also be required to decide an application in which case a notice will be issued.

**Please print in BLOCK LETTERS.**

**A separate application must be lodged for each child.**

If you have any questions about this application form or process, or require assistance completing this form, including translation services, please contact the Home Education Unit (phone (07) 3513 6755 or 1800 677 176 (free call) or email homeeducation@qed.qld.gov.au).

# Lodgement

The completed application and supporting documentation to be posted to:

The Manager, Home Education Unit

Department of Education

PO Box 3710

South Brisbane Business Centre QLD 4101

**Application for
Registration for Home Education**

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*Section 208(1)*

# Details of parent applying to home educate a child

|  |  |
| --- | --- |
| **1.1 Applicant parent’s details** | *Enter the details of the parent (applicant).* |
| Title |       |
| First name |       |
| Middle name |       |
| Family name |       |
| Applicant’s relationship to the child |       |
| Applicant’s residential address |       | Postcode |       |
|  |       |
| Applicant’s postal address |       | Postcode |       |
|  |       |
| Home phone number |       |
| Mobile number |       |
| Fax number |       |
| Email address |       |

|  |  |
| --- | --- |
| Additional person (not mandatory) | You can enter the details of a second person (may be the child’s other parent) with whom the Home Education Unit may discuss the child’s registration. Note: this authority will remain in place unless otherwise advised in writing by the applicant parent. |
| Title |       |
| First name |       |
| Family name |       |
| Additional person’s relationship to the child |       |

|  |
| --- |
| **Office use only** |
| Received Date |  |
| Provisional Date |  |
| Registration Date |  |
| Registration Number | HE |

# Details of the child to be home educated

|  |  |
| --- | --- |
| Child’s details | Enter the details of the child.**Note**: a separate application must be lodged for each child. |
| Legal first name (as per birth certificate) |       |
| Legal middle name (as per birth certificate) |       |
| Legal family name (as per birth certificate) |       |
| Preferred first name |       |
| Preferred family name |       |
| Date of birth |      A **certified copy** of the child’s **full birth certificate** is to be supplied with the application.**Note**: Date of birth is used to determine year level for administrative purposes. |
| Gender | [ ]  Male [ ]  Female  |
| Is the child Indigenous | [ ]  No [ ]  Yes, Aboriginal [ ]  Yes, Torres Strait Islander [ ]  Yes, both Aboriginal and Torres Strait Islander[ ]  I do not wish to provide this information |

|  |  |
| --- | --- |
| Previous name | Enter the details of the child’s previous name (if applicable).**Note**: This, and other information, is supplied to the Queensland Curriculum and Assessment Authority to facilitate the opening of a student learning account. |
| Given name(s) |       |
| Family name |       |

# Child’s usual place of residence

|  |  |
| --- | --- |
| Residential address of the child |       |
|       | Postcode |       |

# Place of home education

|  |  |
| --- | --- |
| The address where the home education will be provided |  |
|       | Postcode |       |

# Court orders

|  |  |
| --- | --- |
| * 1. **Out-of-home care arrangements**
 | *Provide details regarding court orders.**Under the Child Protection Act 1999* (Qld)*, when a child protection order is approved by the Children’s Court, the child is placed in out-of-home care. Out-of-home care includes short or long term placement with an approved kinship or foster carer; in a supported independent living arrangement; in a safe house; and in residential care.* |
| Is the child identified as residing in out-of-home care? | [ ]  Yes[ ]  No |
| If yes, what are the dates of the court order? | Commencement date:      End date:      **Please provide a copy of the court order.** |
| Contact details of the Child Safety Officer (if known) | Name:      Phone number:       |

|  |  |
| --- | --- |
| **5.2 Family Court orders** | *Provide details regarding court orders.* |
| Are there any current orders made pursuant to the *Family Law Act 1975* (Cwlth) concerning the welfare, safety or parenting arrangements of the child?  | [ ]  Yes[ ]  No |
| If yes, what are the dates of the court order? | Commencement date:      End date:      **Please provide a copy of the court order.** |

|  |  |
| --- | --- |
| Other court orders | *Provide details regarding court orders.* |
| Are there any other current orders, such as a domestic violence order, concerning the welfare, safety or parenting arrangements of the child?  | [ ]  Yes[ ]  No |
| If yes, what are the dates of the court order? | Commencement date:      End date:      **Please provide a copy of the court order.** |

# Educational details of the child to be home educated

|  |  |
| --- | --- |
| * 1. **Recent education**
 | *Provide details of the child’s most recent education.* |
| When (year e.g. 2019) |       |
| School/other |       |

# Details of who will provide the home education

|  |  |
| --- | --- |
| Child’s teacher | *Under s.205 of the Act the education of the child must be provided —*1. *by one or both of the child’s parents; or*
2. *by a registered teacher[[1]](#footnote-1); and*
3. *primarily at the child’s usual place of residence.*
 |
| Is your child’s education to be provided by a parent? | [ ]  Yes [ ]  No, or jointly with a registered teacher—provide details below  |
| Teacher’s first name(s) |       |
| Teacher’s family name |       |
| Teacher registration number |       |
| Do you give consent to the Home Education Unit providing information regarding the registration of the child to this person? | [ ]  Yes [ ]  No |

# Summary of the child’s educational program

|  |  |
| --- | --- |
| Child’s educational program | Provide a summary of the child’s educational program**Note**: This section forms part of the assessment for registration for home education. |
| Child’s educational program  | A summary of the child’s educational program is to be included with the application.Registration of a child for home education is subject tothe standard conditions of registration including ensuring the child receives a high-quality education.[[2]](#footnote-2)Although not mandatory, the following guide is provided to assist in demonstrating compliance with this condition of registration. The summary of the educational program includes material that demonstrates it:* 1. is responsive to the changing needs of the child as indicated by the short and long term educational and personal goals;
	2. has regard to the age, ability, aptitude and development of the child concerned;
	3. is conducted in an environment conducive to learning;
	4. is responsive to the child’s need for social development;
	5. uses suitable and relevant teaching strategies to deliver the educational program to the child;
	6. engages the child in a range of rich and varied learning experiences;
	7. is supported by sufficient and appropriate resources; and
	8. uses strategies for monitoring educational progress.

The summary of the educational program must be in a written format. Templates are available on the [Home Education Unit’s website](https://education.qld.gov.au/schools-educators/other-education/home-education) to assist in the completion of the summary of the educational program. The use of these templates is not mandatory. |

# Statutory declaration

The statutory declaration is to be completed by the parent (applicant). Applicant is required to have their signature witnessed (see below).

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (insert full name)

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (insert address)

in the State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, do solemnly and sincerely declare that:

* I am the parent of the child specified in this application.
* The information on and attached to this form, submitted by me, is true and correct to the best of my knowledge.

I make this solemn declaration, including any completed attachments, conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867* (Qld).

Declared at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the State of \_\_\_\_\_\_\_\_\_\_ this \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ two thousand and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Parent name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Taken before \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Witness’s Name\*)

Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Witness’s Occupation\*)

(\* This person must be authorised to witness statutory declarations – a justice of the peace, commissioner for declarations or notary public, a lawyer or a conveyancer, or another person authorised to administer an oath, under the law of the State, the Commonwealth or another State).

# Application checklist

|  |  |
| --- | --- |
| Checklist | *To assist with the collection of the application components* |
| All relevant sections of this application have been completed. | [ ]  Yes[ ]  No |
| A **certified copy** of the child’s full birth certificate is enclosed. | [ ]  Yes[ ]  No |
| A **certified copy** of my marriage or change of name certificate is enclosed (*if applicable*). | [ ]  Yes[ ]  No[ ]  N/A |
| A **copy** of any current court orders relating to the child is enclosed (*if applicable*). | [ ]  Yes[ ]  No[ ]  N/A |
| Documentation to demonstrate the applicant is exercising parental responsibility for the child is enclosed (*if applicable*). | [ ]  Yes[ ]  No |
| A summary of the educational program is enclosed. | [ ]  Yes[ ]  No |
| The statutory declaration has been completed, signed and witnessed by an authorised witness and is enclosed. | [ ]  Yes[ ]  No |

1. 1 **Registered teacher**—registered under the provisions of *Education (Queensland College of Teachers) Act 2005* (as per Act Schedule 4 definition) [↑](#footnote-ref-1)
2. 2 **Standard conditions**—s.217 of the Act [↑](#footnote-ref-2)