



Department of  
**Education**

**HOME EDUCATION POLICY**

**HOME EDUCATION PROCEDURES**

This PDF contains the following documents:

**Document 1:**

*Home Education Policy v3.7*

Effective: 5 August 2014

Last updated: 27 August 2018

**Document 2:**

*Home Education Procedures v3.7*

Effective: 5 August 2014

Last updated: 27 August 2018



Department of  
**Education**

## HOME EDUCATION POLICY

EFFECTIVE: 5 AUGUST 2014

VERSION: 3.7 FINAL

*Last updated: 27 August 2018*

## 1 POLICY STATEMENT

The Department of Education is responsible for the registration of home educators, and for the evaluation of home education programs and children's educational progress.

## 2 POLICY RULES

The registration of home educators will be managed in a transparent manner without discrimination or prejudice.

Regional Executive Directors will manage the registration of home educators.

Regional Executive Directors and home education moderators will:

- communicate relevant information to parents; and
- evaluate home educators' programs and children's progress.

## 3 RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

Regional Executive Directors are responsible for implementation of the policy.

The Executive Director, Statewide Services is responsible for compliance monitoring.

## 4 SCOPE

This policy applies to Regional Executive Directors and home education moderators.

## 5 SUPPORTING PROCEDURES

*Home Education Procedures*

## 6 DEFINITIONS

### **COMPULSORY EDUCATION PERIOD**

The compulsory education period from 1 January 2014 is:

- a) from the beginning of the year in which the child reaches the age of 5 years and 6 months; and
- b) until -
  - i) the end of the year in which the child reaches the age of 17 years and 6 months; or
  - ii) the student satisfies the minimum requirements for graduation from secondary school established under the *School Curriculum and Standards Authority Act 1997 (WA)*; or
  - iii) the student reaches the age of 18.

### **EDUCATIONAL PROGRAM**

An organised set of learning activities designed to enable a student to develop knowledge, understanding, skills and attitudes relevant to the student's individual needs.

#### **HOME EDUCATOR**

A parent registered under s 48 of the *School Education Act 1999* (WA).

#### **HOME EDUCATION MODERATOR**

A person appointed by the Regional Executive Director to evaluate and report on home education programs and progress.

#### **PARENT**

In relation to a child, a person who at law has responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child.

## 7 RELATED DOCUMENTS

#### **RELEVANT LEGISLATION OR AUTHORITY**

*Interpretation Act 1984* (WA)

*School Curriculum and Standards Authority Act 1997* (WA)

*School Education Act 1999* (WA)

#### **RELATED DEPARTMENT POLICIES**

*Child Protection in Department of Education Sites*

*Disputes and Complaints*

*Enrolment in Public Schools*

*Staff Conduct and Discipline*

#### **OTHER DOCUMENTS**

*Home Education Advisory Panel: Guidelines*

## 8 CONTACT INFORMATION

Policy Manager: Director, Teaching and Learning Services

Policy contact officer: Senior Policy Analyst, Specialist Services

T: (08) 9402 6106

## 9 REVIEW DATE

5 August 2017

## 10 HISTORY OF CHANGES

Effective date	Last update date	Policy version no	Ref no	Notes
5 August 2014		3.0	D14/0377693	Policy has undergone major review. Policy and Procedures endorsed by DG on 27 June 2014.
5 August 2014		3.1	D14/0388180	Contact details updated D14/0388147
5 August 2014	16 February 2015	3.2	D15/0057522	Contact details updated D15/0057184
5 August 2014	23 March 2015	3.3	D15/0104124	Contact information updated to reflect change in position from Director, Office of the Director General to Executive Director, Organisational Governance. D15/0085666
5 August 2014	4 August 2015	3.4	D15/0305245	Updated contact information D15/0260244
5 August 2014	14 October 2015	3.5	D15/0422474	Compliance monitoring updated to reflect restructuring of Organisational Governance. D15/0085666
5 August 2014	02 August 2017	3.6	D17/0327288	Updated contact information D17/0326700
5 August 2014	27 August 2018	3.7	D18/0378422	Minor changes to include

				reference to Public Schools D18/0151652, updated legislation links D18/0207680 and updated contact information to reflect organisational changes D18/0378181.
--	--	--	--	---



Department of  
**Education**

## HOME EDUCATION PROCEDURES

EFFECTIVE: 5 AUGUST 2014

VERSION: 3.7 FINAL

*Last updated: 27 August 2018*



## CONTENTS

1	POLICY SUPPORTED.....	3
2	SCOPE .....	3
3	PROCEDURES.....	3
	3.1 MANAGING REGISTRATIONS.....	3
	3.2 EVALUATION OF EDUCATIONAL PROGRAM AND PROGRESS .....	3
	3.3 NOTICE OF CONCERN AND CANCELLATION.....	4
4	DEFINITIONS .....	4
5	RELATED DOCUMENTS .....	5
6	CONTACT INFORMATION.....	5
7	REVIEW DATE .....	5
8	HISTORY OF CHANGES .....	6
	APPENDIX A. EVALUATING EDUCATION PROGRAMS AND STUDENT PROGRESS .....	8
	APPENDIX B. NOTICE OF CONCERN AND CANCELLATION .....	10
	B.1. NOTICE OF CONCERN .....	10
	B.2. CANCELLATION .....	10

## 1 POLICY SUPPORTED

*Home Education Policy*

## 2 SCOPE

These procedures apply to Regional Executive Directors and home education moderators.

## 3 PROCEDURES

### 3.1 MANAGING REGISTRATIONS

The Regional Executive Director will:

- accept completed applications for home education according to the *School Education Act 1999*;
- issue a home education registration certificate;
- inform home educators they need to notify the Regional Executive Director of any changes to the information provided in the application or of a decision to enrol the child in a school; and
- notify the previous school or Education Regional Office by notice of transfer of the home educator's registration.

#### **Guidance**

*Applications are to be made within 14 days of the last day on which the child attended school or would have enrolled at school for the first time.*

*An application may relate to more than one child.*

*Application forms are provided by the local Education Regional Office and should be returned to that office.*

*From the date of the registration certificate being issued, the home educator is entirely responsible for the child's educational program and progress during the compulsory education period, unless the registration lapses or is cancelled by the Director General.*

*A home educator's registration lapses when the child is enrolled in a school or there is an approved participation arrangement.*

### 3.2 EVALUATION OF EDUCATIONAL PROGRAM AND PROGRESS

The Home Education Moderator will:

- undertake evaluations of children's educational programs and educational progress in accordance with the *School Education Act 1999*;
- collect information to be able to prepare an evaluation report on children's educational program and educational progress;
- provide a copy of the evaluation report to the Regional Executive Director for consideration and final approval; and
- provide a copy of the final evaluation report to the home educator.

**Guidance**

The home education moderator is deemed to have the power to request to see tangible evidence of the home education program and child's progress (*Interpretation Act 1984 (WA), s 50*).

Refer to Appendix A for further information about evaluating education programs and student progress.

The Regional Executive Director will:

- decide whether the educational programs offered and children's educational progress are appropriate according to the Western Australian Curriculum; and
- approve the final evaluation report for release to the home educator.

### 3.3 NOTICE OF CONCERN AND CANCELLATION

Where there has been an evaluation as a result of a notice of concern the Home Education Moderator will:

- collect information to be able to prepare an evaluation report on the children's educational program and educational progress and whether the concern/s have been addressed; and
- provide a copy of the evaluation report to the Regional Executive Director for consideration and final approval; and
- provide a copy of the final evaluation report to the home educator.

The Regional Executive Director will:

- decide whether the educational programs offered and children's educational progress are appropriate according to the Western Australian Curriculum;
- decide whether the concern/s have been adequately addressed; and
- approve the final evaluation report for release to the home educator.

**Guidance**

Refer to Appendix B for further information about notices of concern and cancellations.

## 4 DEFINITIONS

### COMPULSORY EDUCATION PERIOD

The compulsory education period from 1 January 2014 is:

- a) from the beginning of the year in which the child reaches the age of 5 years and 6 months; and
- b) until -
  - i) the end of the year in which the child reaches the age of 17 years and 6 months; or
  - ii) the student satisfies the minimum requirements for graduation from secondary school established under the *School Curriculum and Standards Authority Act 1997*; or
  - iii) the student reaches the age of 18.

**EDUCATIONAL PROGRAM**

An organised set of learning activities designed to enable a student to develop knowledge, understanding, skills and attitudes relevant to the student's individual needs.

**HOME EDUCATOR**

A parent registered under s 48 of the *School Education Act 1999*.

**HOME EDUCATION MODERATOR**

A person appointed by the Regional Executive Director to evaluate and report on home education programs and progress.

**PARENT**

In relation to a child, a person who at law has responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child.

5 **RELATED DOCUMENTS****RELEVANT LEGISLATION OR AUTHORITY**

*Interpretation Act 1984 (WA)*

*School Curriculum and Standards Authority Act 1997 (WA)*

*School Education Act 1999 (WA)*

**RELATED DEPARTMENT POLICIES**

*Child Protection in Department of Education Sites*

*Disputes and Complaints*

*Enrolment in Public Schools*

*Staff Conduct and Discipline*

**OTHER DOCUMENTS**

*Home Education Advisory Panel: Guidelines*

6 **CONTACT INFORMATION**

In the first instance, general enquiries about home education should be directed to the local Education Regional Office.

Policy Manager: Director, Teaching and Learning Services

Policy contact officer: Senior Policy Analyst, Specialist Services

T: (08) 9402 6106

7 **REVIEW DATE**

5 August 2017

## 8 HISTORY OF CHANGES

Effective date	Last update date	Policy version no	Ref no	Notes
5 August 2014		3.0	D14/0377677	Policy has undergone major review. Policy and Procedures endorsed by DG on 27 June 2014.
5 August 2014		3.1	D14/0388195	Contact details updated D14/0388147
5 August 2014	16 February 2015	3.2	D15/0057525	Contact details updated D15/0057184
5 August 2014	23 March 2015	3.3	D15/0104140	Contact information updated to reflect change in position from Director, Office of the Director General to Executive Director, Organisational Governance. D15/0085666
5 August 2014	4 August 2015	3.4	D15/0305247	Updated contact information D15/0260244
5 August 2014	5 April 2016	3.5	D16/0226673	Amendments to subheadings in appendices, removal of reference to s53(1)(a) with respect to meeting the child in Appendix A, added reference to the option of approved participation arrangements

				in Guidance s3.1, and updated link. D16/0226544
5 August 2014	02 August 2017	3.6	D17/0327289	Updated contact information D17/0326700
5 August 2014	27 August 2018	3.7	D18/0378425	Minor changes to include reference to Public Schools D18/0151652, updated legislation links D18/0207680 and updated contact information to reflect organisational changes D18/0378181.



## APPENDIX A. EVALUATING EDUCATION PROGRAMS AND STUDENT PROGRESS

### Educational program

Some of the major areas that are usually covered during an evaluation of the educational program include:

- the curriculum experiences the student might need;
- the importance of ensuring that literacy and numeracy are a primary focus;
- the resources available and the learning activities being undertaken;
- the home educator's intended outcomes for the child's learning program; and
- the home educator's understandings of how to assess progress and to what extent the monitoring process is outcomes based.

### Educational progress

Effective home educators monitor educational progress as a normal part of the program. As part of the evaluation, home educators may demonstrate educational progress in some or all of the following ways:

- showing the child's work sheets used in planning a project or in identifying the areas to be researched for some topic;
- showing evidence of progress in an online learning program e.g. copy of progress results;
- providing certificates of participation and achievement in courses showing some first draft notes on a report, story, letter or other project;
- providing dated writing samples which show progress over time;
- providing records of research projects: planning, note-taking, draft writing, editing and final presentation;
- showing some completed projects that incorporate learning achievements that have occurred;
- showing a diary or other records of the activities where learning achievements have occurred including PowerPoint presentations, photography, internet searches;
- showing a reflective journal (where the child records what they learnt about a topic or experience or describes a concept)
- describing or permitting the student to describe some home education experiences and achievements;
- describing an experience that has not necessarily any tangible evidence but was an occasion for a child's personal achievement or discovery;
- showing photographs to support engagement in natural learning activities supported with a description of the activity and a comment about what was learnt;
- presenting an art portfolio; and
- showing short video clips (or photographs) of drama performances, recitals, participation in concerts.

### Evaluations

Evaluations should take place at the usual place where the child's educational program is undertaken, or at a place agreed between the home educator and the home education moderator.

The attendance of the child at an evaluation may assist in determining satisfactory educational progress. The child's progress may be evaluated on a variety of levels including progress in their:

- physical, social and emotional development;
- ability to reason and understand concepts;
- development of oral and written skills; and
- development of numeracy skills.

### **Home education moderator's report**

The home education moderator's evaluation report on the educational program and child's educational progress may:

- indicate whether the program identifies the educational needs of the child and provides relevant learning experiences and resources for meeting those needs;
- refer as appropriate to criteria outlined in s 53(2) of the *School Education Act 1999*, including but not limited to whether educational progress has been demonstrated in accordance with the *Western Australian Curriculum*; and
- provide a summative comment including any concerns and reasons for concern requiring changes to the program or the reporting of progress; and advice, if appropriate, that s 52 of the *School Education Act 1999* may be invoked if concerns are not adequately addressed.

### **Home educator's report**

Some home educators prepare a report at the time of the evaluation meeting. Such a report may be regarded as a significant statement of the home educator's perception of the home education program and/or child's educational progress. Such a report is usually attached to the home education moderator's evaluation report.



## APPENDIX B. NOTICE OF CONCERN AND CANCELLATION

### B.1. NOTICE OF CONCERN

Under the provisions in s 52 of the *School Education Act 1999* the Regional Executive Director may give the home educator a written notice of a concern and the reasons for the concern and arrange for an evaluation to be made for the purpose of ascertaining whether the concern has been adequately addressed.

At the evaluation the home educator will be asked to demonstrate that the concern/s have been adequately addressed within a set timeframe.

The effect of the physical learning environment is a factor to be considered in relation to the child's educational progress. The layout, ambience and the materials provided by the home educator creates a setting conducive to learning. The physical learning environment may include:

- a workspace including desks and chairs and areas for quiet study and group/project activities;
- a range of learning aids, kits and numeracy and literacy materials;
- technology such as computers and the internet; and
- accessible supplies.

An evaluation occurring as a result of a notice of concern will be made at the usual place for the child's educational program unless the home educator objects, in which case the evaluation is to be made at a place that is agreed between the home educator and the home education moderator.

### B.2. CANCELLATION

The Regional Executive Director may request the Director General to consider the cancellation of a home educator's registration on the grounds provided in s 53 of the *School Education Act 1999*.

#### **Unsatisfactory educational progress**

One of the grounds for cancellation of a home education registration is unsatisfactory educational progress (s 53(1)(a)). Before deciding whether a child's educational progress is not satisfactory, the Regional Executive Director should exercise discretion and take into account:

- whether the child's educational progress is appropriate according to the *Western Australian Curriculum*;
- the effect of the physical learning environment on the child's educational progress; and
- any other matter that is considered by the Regional Executive Director to be relevant to the child's education.

#### **Director General's decision**

Written notice of the Director General's decision to cancel is provided to the home educator and includes:

- reasons for the cancellation;
- the cancellation period; and

- information regarding applying for a review of the decision to cancel the home educator's registration.

The Director General's cancellation of a home educator's registration does not take effect until 14 days has passed after the home educator has received the written notice of the decision to cancel, or if an application is lodged for a review of the decision, until the outcome of the review has been made known.

The Minister will accept a written application for a review of the Director General's decision to cancel a home educator's registration within 14 days of the home educator receiving the written notice of the decision to cancel.