Registration for home education

Application form

This is the approved form required under regulation 72(5)(a) of the Education and Training Reform Regulations 2017 (the Regulations). Applicants are required to complete all sections
of this form.

|  |
| --- |
| **Important notes for your application:** |
| * Registration is only available to **children between 6 and 17 years of age**.
* You are **not required to follow the Victorian or Australian Curriculum** in your learning plan.
* You are **not required to purchase curriculum material** and can use resources appropriate for your child.
* **You are responsible** for providing instruction to your child. Your child may enrol part time at a registered school or receive tutoring in some but not all or a majority of the learning areas, to supplement the instruction you provide.

 * **Your child cannot attend an unregistered school.** You cannot pass your responsibility for instruction to a third party, for example your child attending a provider that is not a registered school, online or in person, during ordinary school hours for some or all of the week. Learning must occur primarily under your instruction.
* **Do not include medical records or photos** of your child in your application.
 |

|  |
| --- |
| **Need support?** |
| Telephone with solid fill | Contact VRQA Home Education Team **Phone:** (03) 9637 2806  | Internet with solid fill | Visit: [**vrqa.vic.gov.au/register-home-educate**](https://www2.vrqa.vic.gov.au/access-support-and-resources-home-education) |

|  |
| --- |
| **Submit your complete application to:**  |
| **Email (preferred):**[**home.schooling@education.vic.gov.au**](http://home.schooling@education.vic.gov.au)(submit as one PDF or Word document) | **OR** | **Mail:** Victorian Registration and Qualifications Authority Home Schooling OfficerGPO Box 2317, Melbourne Vic 3001 |

Collection Statement

The VRQA collects and uses this information for the primary purpose of fulfilling its functions, including to: i) assess your application, ii) review your registration, iii) contact you about your child’s registration or iv) for a secondary purpose related to one of the primary purposes. In accordance with the *Education and Training Reform Act 2006* (ETR Act), details of students registered for home schooling are not made available to the public. However, in accordance with the ETR Act, the VRQA may disclose information collected to various prescribed persons and bodies. The information may also be disclosed where otherwise authorised or required by law. Without this information, we are unable to assess your application for registration for home schooling. You are able to request access to the personal information we hold about you, and request that it be corrected. For more information see: [vrqa.vic.gov.au/vrqa-privacy-statement](https://www2.vrqa.vic.gov.au/vrqa-privacy-statement).

|  |
| --- |
| Part A – Applicant Information |
| 1. | Provide the full name(s) and contact details of parent/guardian(s) who will be responsible for the home schooling, referred to as the applicant(s). The VRQA will only discuss information concerning your child’s registration with the parties listed in Part A. |
|  |  | **Applicant One (correspondence will be directed to this applicant)** | **Applicant Two (if applicable)** |
| 1.1 | Applicant details | Title (Mr/Mrs/Mx/etc.) |       |       |
| Family name |       |       |
| Given name(s) |       |       |
| 1.2 | Contact details | Telephone |       |       |
| Email | Email is the preferred and most efficient method of communication. |
|  |       |       |
| 1.3 | Victorian Residential Address | Street address |       |       |
| Suburb/town |       | Postcode |       |       | Postcode |       |
| 1.4 | Postal Address (N/A if same as above) | Street address |       |       |
| Suburb/town |       | Postcode |       |       | Postcode |       |
| **Note:** If you have children already registered for home schooling, the above details will be added to the existing registration. Please advise if you do not wish for this to occur. |
| Part B – Child Information |
| 2. | Provide the following information for each child to be home schooled. Use a separate application form for details of additional children.  |

|  | Child 1 | Child 2 |
| --- | --- | --- |
| 2.1 | Legal family name |       |       |
| 2.2 | Legal given name(s) |       |       |
| 2.3 | Date of birth (DD/MM/YYYY) |       |       |
| 2.4 | Evidence of date of birth | [ ]  **Attached** | [ ]  **Attached** |
| Acceptable evidence may include an Australian or overseas birth certificate or birth extract, passport, citizenship documents or Australian visa documents. Do not provide original documents.  |
| 2.5 | Gender | [ ]  Female | [ ]  Female |
| [ ]  Male | [ ]  Male |
| [ ]  Self-described | [ ]  Self-described |
| 2.6 | Describe the relationship(s) between the applicant(s) and the child. For example parent/child. |        |       |
| 2.7 | Evidence that you have parental responsibility for the child. | [ ]  **Attached** | [ ]  **Attached** |
| Acceptable evidence includes a copy of the birth certificate identifying the applicant(s) as parent(s) or a court order, Medicare or Healthcare card indicating parental responsibility to the applicant(s). Evidence must identify the name listed for Applicant One from Part A of this form as a parent of the child. Please do not include original documents. |
| 2.8 | Is the child the subject of a current order from a court or tribunal, or enforceable agreement? This may include: * a Court order or parenting plan
* an intervention order
* a child protection order (however described)
* any other order that impacts parental responsibility and/or education
 | [ ]  No Go to **Part C**[ ]  Yes **Attach a copy of order** or enforceable agreement and answer the following: | [ ]  No Go to **Part C**[ ]  Yes **Attach a copy** of order or enforceable agreement and answer the following: |
| **Consent of both parents is required** if court orders establish equal shared parental responsibility.Orders and enforceable agreements will be assessed for their impact on the responsible parent’s ability to provide regular and efficient instruction to the child and/or ability to register their child for home education.If the orders state there is equal shared parental responsibility for your child, please include:* details of the second parent at Part A and Part D of this Form, or
* a letter signed by the other parent confirming they consent to the home education application.
 |
| **Note:** Consent of both parents may also be required in other cases. VRQA may contact you for further information once the orders have been assessed.Some Court orders or child protection orders may require your child to be enrolled at a registered school.  |
| Part C – Learning Information |
| 3.1 | Where will most of the instruction take place? | [ ]  Residential address of Applicant One | [ ]  Residential address of Applicant One |
| [ ]  Residential address of Applicant Two | [ ]  Residential address of Applicant Two |
| [ ]  Other address: please specify (for example, travelling)      | [ ]  Other address: please specify (for example, travelling)      |
| 3.2 | **Attach** a learning plan for each child identified in Part B.  | I/we have developed and attached a learning plan that is suited to the educational needs of this child. | I/we have developed and attached a learning plan that is suited to the educational needs of this child. |
| Each learning plan must be appropriate to the educational needs of the child and outline:* the subject matter to be covered under each of the eight learning areas outlined in Part D
* details of when and where instruction will take place
* the educational materials and resources proposed to be used in the instruction
* how you will record your child’s learning outcomes.
 |
| 3.3 | Provide the proposed date from when you intend to commence home schooling  | [ ]  When approved [ ]  Specific future date: \_\_ / \_\_ / \_\_\_\_ | [ ]  When approved [ ]  Specific future date: \_\_ / \_\_ / \_\_\_\_ |
| **Note:** Assessment can take up to 28 days. If registration is issued, the VRQA will confirm your registration date. |
| 3.4 | Are you seeking an exemption from delivering instruction in one or more of the eight learning areas outlined in Part D for one or more of the children identified in Part B?Identify the learning area(s) in which instruction cannot be delivered and outline why it would be unreasonable to require the child to receive any instruction in that learning area.Reasons for exemption applications may include:* impact on mental or physical health
* disability and/or special needs
* future career/study goals
* need to focus on other learning areas
* other reasons.

**Attach additional information** if there is insufficient space in this form. **Do not provide medical evidence.** | [ ]  No Go to **3.5**[ ]  Yes Learning area/s for which you are applying for an exemption:     Outline why it would be unreasonable for your child to receive instruction in the learning area/s:      | [ ]  No Go to **3.5**[ ]  Yes Learning area/s for which you are applying for an exemption:     Outline why it would be unreasonable for your child to receive instruction in the learning area/s:      |
| 3.5 | Will you use a partial enrolment arrangement at a **registered school** to deliver instruction in one or more of the eight learning areas for any child identified in Part B?**Attach** **evidence of the principal’s agreement** to the partial enrolment, if already in place. | [ ]  No Go to **Part D**[ ]  Yes provide the following details.School name:     Content to be covered at school:      | [ ]  No Go to **Part D**[ ]  Yes provide the following details.School name:     Content to be covered at school:      |
| **Note:** You can check if a provider is a **registered school** by searching for them on the State Register: [**vrqa.vic.gov.au/StateRegister/Search.aspx/Search**](https://vrqa.vic.gov.au/StateRegister/Search.aspx/Search). If your home schooling registration is approved, you will need to provide the principal with a copy of the official registration letter from the VRQA to finalise the arrangement. |

|  |
| --- |
| Part D – Declaration |
|  | Please sign below to confirm that all information provided is correct and that you understand that the VRQA may need to contact the applicant(s) to request additional information, arrange a meeting or assess the application for home schooling. Your signature also indicates your understanding and acceptance of the requirements of registration for home schooling, including the following responsibilities:**I/We** undertake that the child/ren identified at Part B will receive regular and efficient instruction that taken as a whole, will substantially address the following learning areas:* English
* Mathematics
* Science (including physics, chemistry and biology)
* Humanities and Social Sciences (including history, geography, economics, business, civics and citizenship)
* The Arts
* Languages
* Health and Physical Education
* Information and communication technology and design and technology.

**I/We** will provide instruction consistent with the principles and practice of Australian democracy, including a commitment to:* elected government
* the rule of law
* equal rights for all before the law
* freedom of religion
* freedom of speech and association
* the values of openness and tolerance.

**All applicants listed in Part A must complete and sign Part D. The child does not complete this section.** |
| Full name |       |       |
| Date |       |       |
| Signature |  |  |
|  | **Note:** Signature is required. Do not just type or write your name. |

 **Checklist for a complete application (optional)**

**Your application cannot be assessed if it is incomplete.
Use this checklist to ensure your application is complete.**

|  |
| --- |
| Checklist |
| All sections of the application form are complete  | [ ]  |
| The declaration in Part D is signed and dated  | [ ]  |
| Evidence of each child’s name and date of birth is attached  | [ ]  |
| Evidence of parental responsibility is attached and if applicable, any current court order or enforceable agreement | [ ]  |
| A learning plan detailing the subject matter that will be covered during the registration is attached | [ ]  |
| If submitting via email, the application form and learning plan documents are available in Word or PDF format | [ ]  |