



Department of
Education

HOME EDUCATION POLICY
HOME EDUCATION PROCEDURES

This PDF contains the following documents:

Document 1:

Home Education Policy v4.0

Effective: 12 October 2020

Document 2:

Home Education Procedures v4.0

Effective: 12 October 2020



Department of
Education

HOME EDUCATION POLICY

EFFECTIVE: 12 OCTOBER 2020

VERSION: 4.0 FINAL

1 POLICY STATEMENT

The Department of Education manages the registration of home educators, the evaluation of home education programs and children's educational progress in accordance with the *School Education Act 1999*.

2 POLICY RULES

Regional Executive Directors must:

- manage the registration of home educators; and
- take action where there is a concern recorded in accordance with the *Home Education Procedures*.

Home Education Moderators must:

- evaluate home educators' programs and children's educational progress; and
- communicate relevant information to parents and their Regional Executive Director.

3 RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

Home Education Moderators, Coordinator Regional Services, Coordinator Regional Operations and Regional Executive Directors are responsible for implementation of the policy.

Line managers are responsible for compliance monitoring.

4 SCOPE

This policy applies to Regional Executive Directors, Coordinator Regional Services, Coordinator Regional Operations and Home Education Moderators.

5 SUPPORTING PROCEDURES

Home Education Procedures

6 DEFINITIONS

COMPULSORY EDUCATION PERIOD

The compulsory education period is:

- a) From the beginning of 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 child reaches the age of 18;

- iii) If a child satisfies the minimum requirements for graduation from secondary school established under the *School Curriculum and Standards Authority Act 1997* before the end of the compulsory education period.

whichever happens first.

EDUCATIONAL PROGRAM

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

HOME EDUCATOR

A parent registered under section 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

12 October 2023

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.
12 October 2020		4.0	D20/0139011	Major review of the policy and procedures undertaken. Endorsed by the Director General on 11 August 2020. D20/0480986



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1 POLICY SUPPORTED

Home Education Policy

2 SCOPE

These procedures apply to Regional Executive Directors, Coordinator Regional Services, Coordinator Regional Operations and Home Education Moderators.

3 PROCEDURES

3.1 MANAGING REGISTRATIONS

The Regional Executive Director must:

- accept completed applications for home education according to the *School Education Act 1999*;
- issue a home education registration certificate;
- inform home educators 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.

The Application for registration as a home educator form is provided by the local Education Regional Office and should be returned to that office.

Only a parent may register as a home educator. A parent is defined by the School Education Act 1999 and includes a person who has been granted legal guardianship of a child. Step-parents and grandparents are not parents unless they have legally adopted the child or have been granted legal guardianship.

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 or Deputy Director General, Schools.

A home educator's registration lapses when:

- *the child is enrolled in a school;*
- *there is an approved participation arrangement; or*
- *the child is no longer residing in Western Australia.*

3.2 EVALUATION OF EDUCATIONAL PROGRAM AND PROGRESS

The Home Education Moderator must:

- undertake evaluations of children's educational programs and educational progress in accordance with the *School Education Act 1999*;
- prepare an evaluation report on the child's educational program and/or educational progress including:
 - the extent to which it is consistent with the Western Australian Curriculum; and
 - is based on evidence provided by home educators and observation.
- provide the evaluation report to their line manager (Regional Executive Director, Coordinator Regional Operations or Coordinator Regional Services) for approval;
- provide a copy of the approved evaluation report to the home educator.

Where there are no concerns recorded the Home Education Moderator's line manager must approve the evaluation report prior to release to the home educator.

Guidance

The following evaluation report templates can be found here:

- *Evaluation of the Learning Program and Student Progress template*; and
- *Evaluation of the Senior Secondary Learning Program and Student Progress template*; and
- *Modified Learning Program template*.

The evaluation report is written for each child in order to capture each child's individual educational progress.

The Home Education Moderator evaluates the education program of students and their educational progress by using their professional judgement to make recommendations about the extent to which it is consistent with the WA Curriculum.

The Home Education Moderator is deemed to have the power to request to see tangible evidence of anything that is reasonably necessary to evaluate the home education program and child's progress. (Interpretation Act 1984 (WA), s50). Home Education Moderators may request to meet the child as it is reasonably necessary to enable them to evaluate the home education program and the child's educational progress.

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

3.3 WHERE A CONCERN IS RECORDED

Where the Home Education Moderator determines that the educational program and/or educational progress is not consistent with the Western Australian Curriculum, the Home Education Moderator must:

- record concerns and the reasons for them in the evaluation report;
- recommend actions to address the concerns;
- provide the evaluation report to the Regional Executive Director for approval; and
- provide a copy of the approved evaluation report to the home educator.

When concerns are recorded in the evaluation report, the Regional Executive Director must:

- determine whether the educational program offered and/or the child's educational progress are consistent with the *Western Australian Curriculum*;
- if appropriate, provide the home educator with a written notice of the concern including:
 - reasons for the concern; and

- that an evaluation is required.
- approve the evaluation report for release to the home educator.

Guidance

A home educator is to be given seven days notice indicating when an evaluation is to take place for the purpose of ascertaining whether the concern has been adequately addressed.

3.4 NOTICE OF CONCERN EVALUATION AND CANCELLATION

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

- prepare an evaluation report on whether the concern/s have been addressed based on evidence provided by home educators and observation;
- provide a copy of the evaluation report to the Regional Executive Director for approval; and
- provide a copy of the approved evaluation report to the home educator.

The Regional Executive Director must:

- determine whether the concern/s have been adequately addressed; and
- approve the final evaluation report for release to the home educator.

Guidance

Where concerns have not been adequately addressed, the Regional Executive Director may recommend that the Director General or Deputy Director General, Schools cancel the home education registration.

The Re-Evaluation meeting template should be used and can be found [here](#).

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

Regional Executive Directors may recommend that the Director General or Deputy Director General, Schools cancel a home education registration under section 53 of the School Education Act 1999. This section allows for a home education registration to be cancelled where:

- *the child's educational progress is not satisfactory;*
- *the home educator has not arranged an evaluation as required under the Act;*
- *the home educator does not agree to an evaluation where there is a written notice of concern;*
- *a Home Education Moderator has been hindered or obstructed in a required evaluation;*
or
- *the home educator has not informed the Department of any changes to their details or if the child is enrolled at a school.*

4 DEFINITIONS

COMPULSORY EDUCATION PERIOD

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5 RELATED DOCUMENTS

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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

12 October 2023

8 HISTORY OF CHANGES

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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.
12 October 2020		4.0	D20/0139012	Major review of the policy and procedures undertaken. Endorsed by the Director

				General on 11 August 2020. D20/0480986
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APPENDIX A. EVALUATING EDUCATION PROGRAMS AND STUDENT PROGRESS

Evaluation meetings

Under section 51 of *the School Education Act 1999*, the first evaluation meeting must occur within three months of the date of registration. The first meeting provides an opportunity to discuss the home educator's educational philosophy and come to agreement on how the moderator's evaluation requirements will be met.

Evaluation meetings must occur at least once in each year with at least 21 days' notice prior to the meeting.

An evaluation meeting is to be at the time and location as agreed between the home educator and home moderator. The default meeting location is at the child's usual learning place unless there is an objection from the home educator.

Meeting the child

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 communication skills; and
- development of numeracy skills.

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;
- the home educator's understandings of how to assess progress and to what extent the monitoring process is outcomes based; and
- the extent to which learning areas have been addressed.

Educational progress

Effective home educators monitor educational progress as a normal part of the program. Please note that evidence is required regardless of the home educator's educational philosophy. As part of the evaluation, home educators may demonstrate educational progress in some or all of the following ways:

- showing workbook and textbook activities;
- worksheets 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;
- reports, stories, letters or other projects;
- dated writing samples which show progress over time;
- records of research projects: planning, note-taking, draft writing, editing and final presentation;
- 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.

Some home educators may provide a written report for the evaluation meeting. A copy of the home educator's report will be kept on file along with the moderator's evaluation report.

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 s53(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 s52 of the *School Education Act 1999* may be invoked if concerns are not adequately addressed.

APPENDIX B. NOTICE OF CONCERN AND CANCELLATION

B.1. NOTICE OF CONCERN

Under the provisions in section 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 contributes to 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 resources, 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 section 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.

Decision to cancel

Written notice of the Director General's or Deputy Director General, Schools 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 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 decision to cancel a home educator's registration within 14 days of the home educator receiving the written notice of the decision to cancel.