

<b>Policy title:</b>	<b>EDUCATION PARTICIPATION (ENROLMENT AND ATTENDANCE)</b>
<b>Published:</b>	<b>2011</b>
<b>Identifier:</b>	<b>EP201111</b>
<b>Legislation:</b>	<b><i>Education Act 2004</i></b>
<b>Procedures:</b>	<i>Parent/carer Guide to Enrolment/transfer for ACT public schools Attendance at ACT public schools Education Options (other than school) Exemption Certificates Post Year 10 Alternatives (work-related training and employment) Non-compliance Attendance at ACT Non-government Schools</i>

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## POLICY STATEMENT

- 1.1. In accordance with the *Education Act 2004* (the Act) the education participation requirements include that:
- Any child living in the ACT who is of compulsory education age (between 6 and 17 years old) must be enrolled with an education provider or registered for home education until they complete year 10.
  - Once a child has completed year 10, they must participate in an education option until they turn 17 or complete year 12, whichever happens first.
  - A child who has completed year 10 may apply for an Approval Statement to engage in a post year 10 alternative option.
  - Children must meet the full-time participation (attendance) requirements of their education provider.
  - Where a child is not able to meet the education participation requirements of the Act due to exceptional circumstances, the Education and Training Directorate (the Directorate) has mechanisms in place to issue an Exemption Certificate.
  - A child's parents are responsible for ensuring their child is enrolled in an education course with an education provider (or registered for home education) and meeting the education provider's full-time participation (attendance) requirements, or that their child has an Exemption Certificate.

- 1.2. The Directorate will work to ensure that each child is given every opportunity and support to enable them to meet the education participation requirements, and will work with other government and non-government agencies where necessary.
- 1.3. If a child continues not to meet the education participation requirements, the Directorate may issue notices to the child's parents requiring information or compliance. Failure to comply with these notices could result in parents being fined up to \$1100.

## RATIONALE

- 2.1 This policy implements the education participation requirements set out in the Act.
- 2.2 This policy describes the responsibilities of all stakeholders involved in promoting compulsory education by ensuring that children:
  - Complete year 10; and
  - Participate in education until they are 17 years old or complete year 12.

## DEFINITIONS

- 3.1 An **Approval Statement** is a formal written statement issued by the Director-General of the Directorate permitting a child to engage in specific employment or training for a defined period.
- 3.2 A child is of **compulsory education age**, from the age of six until the child completes year 12 or turns 17, whichever happens first.
- 3.3 A child **completes year 10** at an education provider if the child is: awarded or completes the requirements for being awarded a year 10 certificate; completes the requirements in relation to year 10; or if the Director-General is satisfied on reasonable grounds that the child has completed year 10 or its equivalent.
- 3.4 A child **completes year 12** if the child is awarded or completes the requirements for being awarded: a year 12 certificate; a certificate equivalent to a year 12 certificate that shows completion of a higher education pre-entry course or one issued under the Australian Qualification Framework (AQF); a certificate approved by the Director-General of the Directorate; or if the Director-General is satisfied on reasonable grounds that the child has completed year 12 or its equivalent.
- 3.5 **Education provider** refers to a school; a registered training organisation (RTO); a university; or a non self-accrediting higher education provider. The Director-General of the Directorate may approve additional education providers.
- 3.6 An **Exemption Certificate** is a formal certificate issued by the Director-General of the Directorate exempting a child from either the education participation requirements to be enrolled at any education provider (i.e. complete exemption) or from meeting the full-time participation (attendance) requirement of their education provider (i.e. partial exemption).

### Full-time participation (attendance) requirements for:

- A **school**, mean that a child must attend school on every day the school is open for attendance and all activities of the school that the school requires the child to attend unless there is a reasonable excuse.
- An **education course provided by an education provider other than a school**, mean a child must comply with the education provider's requirements about physically attending (except for distance education courses) at a level that is full-time under the requirements of the course; or for at least 25 hours per week. A child attending a combination of two or more education courses that is at least equivalent to full-time participation in one education course meets the full-time participation requirements.
- **Post year 10 alternatives** mean a child participates in any combination of an education course, training alternative or employment alternative, at a level that is full-time under the requirements of the course; or for at least 25 hours per week.

3.7 **Home education** means education conducted by one or both of a child's parents from a home base. A child must be registered for home education.

3.8 **Living in the ACT** means that a person resides at a physical street address located within the Australian Capital Territory (ACT).

3.9 A **post-year 10 alternative** means: full-time work-related training (i.e. an Australian Apprenticeship); full-time employment; or any combination of work-related training and/or employment and/or education equivalent to full-time participation in an education course.

3.10 A child's **parent** is a person with parental responsibility for the child.

### LEGISLATION

4. Education participation requirements for enrolment and attendance are governed by legislation. These compulsory requirements are set out in the *Education Act 2004*. This policy suite seeks to explain the compulsory requirements and to assist stakeholders to meet their obligations in relation to them.

### PROCEDURES

5.1 The flowchart on page four outlines the circumstances of children living in the ACT and the corresponding education options available to their circumstances. These options are explained in detail in corresponding procedures.

5.2 For information regarding enrolment and attendance at schools or colleges in the ACT refer to the [Parent Guide to Enrolling /Transferring in ACT public schools](#) , [Attendance at ACT public schools](#) and/or the [Attendance at ACT Non-government Schools](#) procedures.

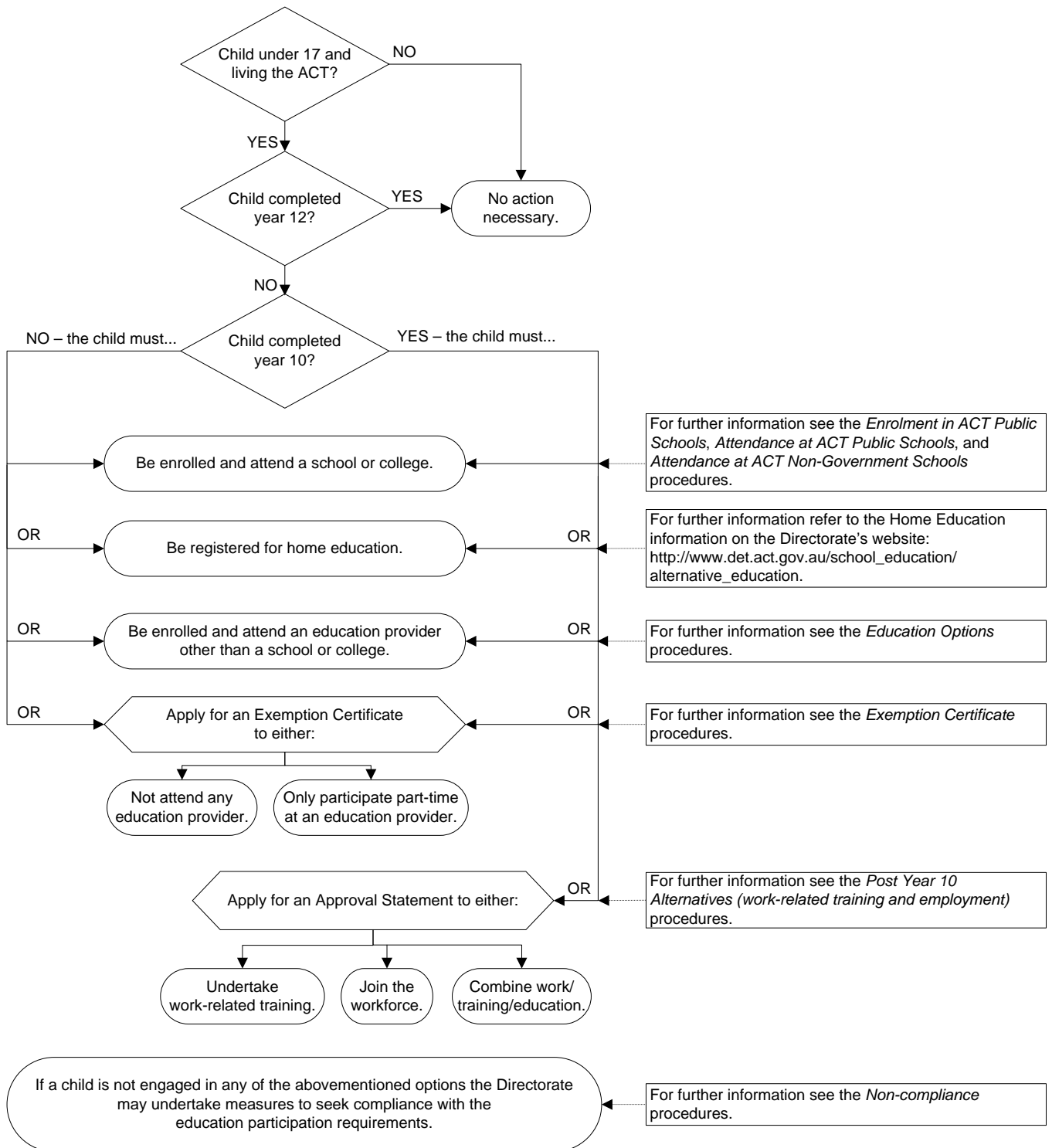
5.3 For information regarding [Home Education](#) refer to home education information on the Directorate's website.

5.4 For information regarding education options other than school, refer to the [Education Options](#) procedures.

5.5 For information regarding exemption from the education participation requirements refer to the [Exemption Certificates](#) procedures.

5.6 For information regarding post year 10 alternatives refer to the [Post Year 10 Alternatives \(work-related training and employment\)](#) procedures.

5.7 For information regarding children not meeting the education participation requirements refer to the [Non-compliance](#) procedures.



## POLICY OWNER

**Director, Governance and Assurance**

**For support in relation to this procedure please contact Governance and Assurance on (02) 6205 9301.**

## RELATED POLICIES

*Approved Educational Courses: Government Schools*

*Appointment and Functions of Authorised Persons*

*Complaints Resolution*

*Family Law and the School*

*Gifted and Talented Students*

*International Fee Paying Students*

*International Students – Enrolment of Temporary Visa Holders – Charging*

*Review of Decisions*