

## Application for exemption from enrolment at a registered school

If you are applying for more than one child, you must make a separate application for each child. Each application must have its own supporting documentation, specifically catering to each child.

If you prefer, you can submit an application that does not use this application form. However, it must include all of the information required in this form.

Applications usually take 4-6 weeks to process.

In the meantime, if your child is aged between 6 and 16 years old, it is a legal requirement that he or she is enrolled in and attending a registered school while the application process is underway.

Please refer to the [detailed guidance document](#) for more information which may assist to complete this form.

## Checklist

Before submitting this application, please make sure you have included the following:-

<b>SECTION ONE</b>	<b>Contact details and declaration</b> To be completed by a parent/legal guardian
<b>SECTION TWO</b>	<b>“As well as”</b> To be completed by a parent/legal guardian
<b>SECTION THREE</b>	<b>“As regularly as”</b> To be completed by a parent/legal guardian
<b>SECTION FOUR</b>	<b>Other information</b> Optional to be completed by a parent/legal guardian
<b>Copy of Birth Certificate</b>	
<b>If not a New Zealand Citizen by birth, proof of New Zealand Permanent Residence or Citizenship,</b>	
<b>If born outside of New Zealand, a copy of Passport and Visa with date of expiry (where applicable)</b>	
<b>Court Order - A copy of relevant Court Order (if legal guardian is not parent)</b>	

## Completed forms

When this form has been completed and signed, please send it to:

**POSTAL ADDRESS**

**EMAIL**

# Section One - Contact details and declaration

To be completed by parent/legal guardian

## Student details

Legal name/given name

Preferred name

Surname

Gender

Male

Female

Gender diverse

Date of birth

 /  / 

DD/MM/YYYY

Ethnicity

Māori

Iwi affiliations

Pacific Peoples

Please specify

NZ European

British/Irish

Other European

Asian

African

Middle Eastern

Latin American

Other

Please specify

## Student address

Student's primary home address

Unit and/or house number and street name

Suburb

City or town

Postcode

Is this address also your postal address?

Yes

No

If you answer No, enter your postal address below

Postal address

Unit and/or house number and street name

Suburb

City or town

Postcode

## School details

Current school/last school (If applicable)

Present year level

Planned date to begin Home Education

 /  /  DD/MM/YYYY

**Has your child attended an Early Childhood Education (ECE) service prior to this application?**

Yes

No

## Parent/Legal guardian details

First name

Surname

Relationship to student

Home phone number

Mobile phone number

Email address

First name

Surname

Relationship to student

Home phone number

Mobile phone number

Email address

## Other certificate of exemption details

Please name any other children in the home who have or have had a certificate of exemption

Name

## Privacy

The personal information collected by the Ministry of Education on this form is for the purpose of assessing your application for exemption from enrolment at a registered school and for monitoring and reporting on the education provided under the exemption. The Ministry will contact the school your child is currently enrolled in (or last school attended). This is a normal part of the application process, and will help the Ministry understand the educational needs of your child.

The information collected may be used by or disclosed to other agencies, such as the Education Review Office, for the purposes outlined above. Your information will not be disclosed to any other person or agency unless it is authorised or required by law. The information about your child's ethnicity is for statistical purposes and will not be published in any form that could identify an individual.

The Ministry of Education will hold the information collected and you have the right under the Privacy Act to request access to, and correction of, this information.

## Declaration

If you are making the application as a legal guardian, but you are not a parent recorded on the child's birth certificate, **please provide** a copy of the relevant Court Order which grants you guardianship.

I have received help in writing this application Yes No

If you selected YES to the above, state in detail the nature of the assistance received


I confirm that the information in this form is true and accurate.

I give permission to the Ministry of Education to access educational information about the applicant for administration, statistical and research purposes.

At least one parent/legal guardian must sign this form.

To be completed by parent/legal guardian

(A) Help us to understand your home education philosophy/approach, and how you will meet the requirement to teach at least as well as a registered school.

Thinking of a curriculum (which means a plan or overview) tell us **what** and **how** you intend to teach your philosophy/approach

- think, problem solve, seek, use and create knowledge
- self-manage
- participate and contribute
- use language, symbols and text
- relate to a diverse range of people in a variety of contexts

- English
- Health and physical education
- Mathematics and statistics
- Social sciences
- Learning languages
- Science
- Technology
- The Arts

Please describe how you will assess or monitor your child's progress.

**Note:** If your child has special education needs, you must detail and describe how you will cater for them.



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## Key requirements

(B) What resources do you intend to use and are you delegating any teaching responsibility?

## Guidance

The following is a list to help you get started.

- internet
- books
- pre-packaged curriculum
- libraries
- community
- environment

**Note:** Please explain how you will use these resources.

I intend to delegate some teaching responsibility.

e.g. Te Aho o Te Kura Pounamu (The Correspondence School) or a tutor. Yes No

If you selected YES to the above, state in detail the nature of the delegation:

If you selected YES to the above, state in detail the nature of the delegation:



## Key requirements

(C) What are your educational goals for the next 12 months of your child's home education and how will you know if you've met them?

## Guidance

The following are some of the things you should consider when completing this question:

- What progress do you expect your child to make in specific areas of learning?  
e.g. literacy and numeracy, and other learning areas you specified in **2A**
- How will you know that the programme/curriculum you are delivering is working?
- In your own words, describe how you will monitor your child's progress towards these goals.
- What records will you keep to reflect on your child's learning?

These goals are not expected to cover the entirety of your child's educational achievement, but should give you a good idea of progress made.

## Key requirements

(D) What is your vision, and what are your goals for your child's long term educational achievement?

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- The following are some of the things you should consider when completing this question:
- Taking into account your child's **age** and **interests**, what long term outcomes do you want for your child?
  - What skills and competencies do you want your child to have?
  - What do you want your child to know in relation to literacy/numeracy/other subjects you listed in **2A**?
  - Do you want your child to attend university or another tertiary provider?
  - Have you considered the minimum entry requirements for these providers?

**Note:** Make sure you can adjust the goals and curriculum appropriately as your child progresses.

Your Ministry of Education area advisors can provide information regarding qualifications and tertiary entrance requirements.

## Key requirements

- (E) Give a detailed description of a special project or topic plan you will do, or describe one you have done in the past.

## Guidance

As part of this description you may wish to include:

- a plan for learning that describes a project or topic of inquiry
- goals that identify what skills or knowledge are to be/or have been learned
- resources you will/have used
- an explanation of how you know/will know that you have achieved your goals for this project or topic
- a description of how you kept/will keep records to reflect on your child's learning?

To be completed by parent/legal guardian

How will you meet the requirement to teach at least as regularly as a registered school?

You may wish to provide one or more of the following:

- what would a typical week look like
- timetables
- programmes

To be completed by parent/legal guardian

## Guidance

- your child's interests
- child's strengths/weaknesses
- information about child's family

A large rectangular area with a light green border and horizontal ruling lines, intended for writing.