

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:-

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

Completed forms

When this form has been completed and signed, please send it to your local Ministry office either by email or post.

Please find your local Ministry office email and postal address at: www.education.govt.nz/ministry-of-education/regional-ministry-contacts/

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

Student's 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.

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
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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?

Section Three - “As regularly as”
To be completed by parent/legal guardian

Key requirements

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

Guidance

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

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

Section Four - Other information (Optional)
To be completed by parent/legal guardian

Is there any other information you would like to add to support your application?

Guidance

For example you may like to include:

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

