

Don College Policy

PART-TIME ATTENDANCE AT SCHOOL OR IN AN APPROVED LEARNING PROGRAM

Don College encourages all students to pursue their education in a full-time capacity. However, we understand that in a limited number of circumstances, some students or families might benefit from a part-time enrolment. Each application for part-time enrolment will be considered on individual merit.

1. Purpose

- 1.1 To specify the circumstances in which a parent of a student or independent student may apply to attend Don College on a part-time basis (less than 600 hours).
- 1.2 To specify limitations of access to the college campus for part-time students.

2. Scope

This policy applies to parents, guardians and carers of students and students considering part-time enrolment at Don College

3. Requirements

3.1 Application

- 3.1.1 An independent student, or parent of a school-aged student may apply, in writing, for the student to attend school on a part-time basis.
- 3.1.2 An application is to be addressed to the Minister for Education and Training and must be lodged with the school principal.
- 3.1.3 If the application is for a school-aged student, the school principal is to forward the application with a recommendation to the Department of Education at parttimeattendance@education.tas.gov.au.
- 3.1.4 An application must detail the reasons why it is in the best interests of the school-aged student to attend on a part-time basis, which may include but are not limited to:

- a. An on-going particular medical, degenerative or similar condition or is affected by medical treatment which means they are unable to attend school on a full-time basis; or
 - b. The student is at least 17 years old and plans to undertake part-time study and employment.
- 3.1.5 An application must be accompanied by any relevant information or evidence to support a determination by the Minister for Education and Training as to whether or not part-time attendance is in the best interests of a school-aged student.
- 3.1.6 The Minister for Education and Training may request further information or evidence to support a determination.
- 3.2 Access to College Resources
- 3.2.1 Upon approval of part-time attendance, students will negotiate with the Principal or Assistant Principal times when the student will be permitted on campus.

4. Definitions

Part-time attendance means	a student is enrolled at Don College but is permitted to participate part-time in their education program (less than 600 hours of TASC or VET subjects).
A school-aged student means that	<ul style="list-style-type: none"> i. the student must continue at school until he or she is issued with a Year 12 completion certificate; or ii. the student is participating in an approved learning program in another manner until the age of 18 years or completes the approved learning program.

5. Details

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This document is to be reviewed after a period of three years.

6. Relevant documents

Education Act 2016, Subdivision 2, Section 17
Ministerial Instruction No 3 for Part-time Attendance in School [online version Doc ID: TASED-1797567314-8202]
Part-time Attendance Application Form

Appendix F – Part-time Attendance Application Process

