Exemption Application Preparation Service

The first step in having me prepare an application for you is for you to purchase my exemption guide pack. You will need this to refer to as you answer the questions below. There are two versions available. I recommend the 2023 [Success with Exemptions guide pack](https://www.cynthiahancox.com/exemption-guide.html) ($50). If you have limited resources, then the [2021 Basic Exemption guide pack](https://www.cynthiahancox.com/basic-exemption-guide.html) is an option ($25) (click the links to find out more about each and buy online - instant download). If you prefer to pay by internet banking, please deposit the amount to my account below, and let me know you have done so – I will then email you the files. Purchasing either guide gives you a discount of $10 on the cost of my services to write the application. It also means that if you read the guide and realise you’d rather go ahead and write the application yourself, that’s totally fine, and we’re all square.

Note: For ACE applications being written by me, the most essential parts of the guide for you to use are the parts around the non-core subjects and topic plan (page numbers given below). The rest is for your info, to read through at your leisure, as it is useful to know. Other families are advised to read through the entire guide, though questions below will direct you to the most pertinent pages.

For ACE/HSNZ exemptions I charge $140 for the first child and $85 for each additional child whose application is done at the same time. For families who are using a substantially different program, such as older CENZ students using little ACE, I reserve the right to charge extra (@$40/hour) if considerable additional time is required to put together your application, but that rarely happens.

For exemptions that are not ACE-based, I charge $40 per hour, as I cannot predict ahead of time just how long it will take. Mostly they work out at about the same amount as when I write an ACE application - $140 for the first child and $85 for each additional application prepared at the same time; occasionally a greater amount of time is involved in putting together an application, and therefore I reserve the right to charge for additional time if appliable, though it does not happen very often, and is usually no more than an extra $50-80 or so, though it depends on the chosen approach and how much information is provided to me, and how much time I have to spend researching curriculums and gathering information.

I ask for the following payment in advance of beginning writing please (any final balance for additional time spent will be sent afterwards). My charges are, after the $10 discount for buying the guide:

1 child - $130

2 children - $215

3 children - $300

4 children - $385

Add an addition $85 for each further child.

Note: If you have not personally purchased the guide (or had it purchased as a gift especially for you), or have previously used the discount for my services, then the discount does not apply.

Please make payment of the applicable above amount to:

R&C Hancox, BNZ

020704-0003699-007 (or –07 if your bank uses two-digit suffixes).

Time frames for completion:

Once you return the information below and payment to me, I will review the information and let you know if I have any further questions. Once you answer those, I will book your applications in to write in the first available slot and will advise the date. I send the draft to you to read over and approve, and then I make any needed amendments and send you the final copy/copies and detailed instructions on how to get them submitted to the Ministry. The Ministry will then take approx 4-6 weeks to process your application.

This document contains the list of information I need in order to write your exemption application/s. It is helpful if you simply type you answers below each question in a different colour, save the document, then send it back to me. Let me know if you need a different format to be able to do that. This completed questionnaire and the diagnostic test results can be sent to me at [cynthiahancox@actrix.co.nz](mailto:cynthiahancox@actrix.co.nz).

Important: when it comes time to submit your exemption applications, you will need your child’s birth certificate (no matter where born), and if not born in NZ, passport/visa or similar to hand. If you are not the child’s birth parent, then you will also need guardian documentation or similar. I recommend you make sure you have those handy, so you’ll be ready when the time comes. Ordering a new birth certificate in NZ is easily done, and only takes a few days to arrive, usually. Other documents may take longer if replacements are needed.

In order for me to begin work on the application, I will need you to supply the following information which I will need to base it upon. Please refer to my exemption guide; it will help you to answer some of the following, as it will provide examples. You are not required to write out answers in the format of the guide; it is there for inspiration and to help you understand the kinds of things generally covered in each subject area. Just tell me your intentions in your own words. If you wish to write parts of it out fully, that’s fine too. Please save and return this entire form, filled in, to me in Word format (or Google Docs). Do not paste into an email or convert to pdf (as this messes with formatting if I need to copy/paste sections). If this is an issue for you, please let me know and I will provide a copy in Google Docs for you to fill in instead.

1) Please confirm whether you have purchased the exemption guide. Date purchased?

2) Your child/ren’s names (first name and surname) and dates of birth, and if applicable, preferred name. (Eg if Samantha is generally called Sam)

Please confirm the names of the parent/s for whom this application is being prepared (sometimes email names are different)

3) Contact phone number

ACE/HSNZ/Accelerate families only

(skip down to next red heading if this does not apply to you)

4) Have you joined any of the NZ ACE support organisations yet? Which one? There are: Home Schooling NZ (HSNZ), Home Education NZ (HENZ)/Accelerate (Accelerate in Australia has taken over HENZ since the previous owners retired). If not, are you planning to join/when?

5) Details of exactly what ACE subjects your child will be doing, and what level they will be starting at. Please send me a copy of the results from the diagnostic tests they have completed, as well as the Pace Prescription prepared by whichever organisation you have joined, if you have done so. If they have completed the testing but do not yet have a prescription, just send me the test results and I’ll take it from there. My guide to testing is downloadable [HERE](http://www.cynthiahancox.com/application-writing-service.html).

Please also tell me about any additional ideas you have to supplement the chosen curriculum in any of these subjects. Eg if you have a book of science experiments you want to use, or intend to visit museums lots, or read “living books,” or your child writes to penpals or loves to create poetry or whatever it is. These things help enhance your application, so please do advise anything you can think of.

6) If you have a 5-6 yo child who is not yet reading confidently and/or has never completed a thorough phonics program. (Otherwise skip to next question) If your child’s diagnostic tests show that they are already advanced past the beginning, then they may not need the reading program. For beginner readers, select from the following 6 recommended options, or tell me about any other suitable alternative program you may have chosen…..

In regards to the phonics program, I need **you to let me know which one you have selected**.

**(1)**  ACE has a program called The ABCs of Ace and Christy. This is a thorough program, providing complete instruction in all subjects for approximately 3 months. It was designed for classroom use, so comes with big teacher manuals, flashcards, audio track, all the needed Paces etc. However, it’s quite costly at about $500, so many families chose another alternative. Some other recommended ones are:

**(2)**  ABeka K4/K5 Child/Student Kit – K4 is used if the student does not yet know most letters and their sounds. If they do, they are ready for K5.

**(3)** Jolly Phonics

**(4)** Lifepac Kindergarten 2 Language Arts set

**(5)** The Good and the Beautiful Language Arts (use placement test on website for level)

**(6)** The Reading Lesson eBook ($US34.95)

More details on products and where to order above available on request.

Families not using ACE for any/all subjects

This section is for families using any other curriculum.

In order to complete the applications, I would need the following information:

7) Information about your chosen approach to home education (ie philosophy) – see guide for information, (pg 24 & 38 of 2023 guide, or pg 21 & 32 in 2021 guide)

8) Details of exactly what your plans are for the core curriculum subjects of Math, English, Science and Social Studies. What will be covered? What, if any, curriculum materials will you be using? What topics will be covered in the first 12 months if not using a prepared curriculum? (See guide pages 56-81 in 2023 guide or pgs 38-49 in 2021 guide)

If you are including any ACE subjects, then I need a copy of the relevant diagnostic test (I will send you info on diagnostic testing), but don’t need more info for that subject.

For any subjects covered by other curriculum, I will need to know:

* What curriculum you are using
* What level they will start at
* An outline of what will be covered in the first 12 months – or a copy of the scope and sequence for the relevant program if it is not readily accessible online (feel free just to tell me what the curriculum/level is, and I’ll let you know if I cannot access what I need)

If you are not using prepared curriculum as such for any subject, I need to know what you will be teaching, the topics to be covered in the first 12 months, and what resources you will use. In this situation, I do need you to write those parts out fairly fully.

Please also tell me about any additional ideas you have to supplement the chosen curriculum in any of these subjects. Eg if you have a book of science experiments you want to use, or intend to visit museums lots, or read “living books” or whatever it is. These things help enhance your application.

All families

9) The MoE is looking for evidence of "an education at least as broad in scope as in a registered school" -  as a generality it is still best/easiest to touch on all the subjects of the NZ Curriculum, even those some of those will just be taught naturally as a part of life. The subjects of English, Math, Science and Social Studies will usually be covered by the ACE work; I would need info on how the subject areas of Health & PE, the Arts, Technology, and Languages will be covered in your family, and any other subjects for which they are not doing ACE. (See 2023 guide pgs 82-93 or pgs 50-59 in 2021 guide)

a) For Health & P.E, tell me about the ways in which your child will be physically active, and also tell me about the health-related topics he/she will learn about (this can be informally in the context of everyday life, or more formally using resources, courses etc)

b) For the Arts, tell me about how he/she will engage in or be exposed to Art and Music. Also tell me about dance and/or drama if applicable.

c) For Technology, tell me about how your child will develop or continue to develop computing/IT skills, and also tell me about how they will be engaged in at least three of the following or alternative practical topics: gardening, cooking, sewing, woodwork, metalwork, electronics, model making, life skills, budgeting, business skills, knitting or any other practical/problem solving topic.

d) Languages are optional. But if another language is spoken in your home, or you intend to teach your child Te Reo Maori, or otherwise choose to incorporate a language other than English, please tell me about it. It’s common to say that the study of another language may be considered as part of the high school electives for the Certificate program.

10) I also need to know:

a) Whether your child has any diagnosed special education needs (pg 34-35 in guide), and if so, how you will support their learning accordingly.

b) An idea of any topics each of your child has shown particular interest in – eg is he/she fascinated by stars, dinosaurs, medicinal plants, roman history etc. I will use these ideas to pick something to do a Topic Plan on. I will also use this information to further personalise the application. The Topic Plan is an essential part of the application – it’s purpose is to demonstrate the ability to put together a unit of learning. It can be on any topic, or demonstrate the delivery of one lesson from a curriculum. So we could do an ACE lesson right though, an additional topic of interest (will your child be encouraged to delve into additional studies of interest in addition to ACE??), or a demonstration of a lesson in Health, Technology or the Arts.

(pg 101 in 2023 guide, or page 65 in 2021 guide)

c) What your long term goals are – what outcomes would you like to see by the time your child has finished their education? Also tell me if they have any idea of what they want to do in the future once they finish school, or what you think they might tend towards. (Pg 39 or 33 of guides)

d) Any extra information you think might be helpful (it’s really useful if you tell me a bit about your child’s personality, preferences, and any special abilities or struggles, if you haven’t already. I will be selective about how I use this to personalise the application sufficiently to satisfy the MoE without giving them more info than they really need).

While exemption applications all have a similar structure, in that they have to answer all the MoE’s requirements, they are also highly individual and personal, and it is important that they reflect this. Therefore, as I don’t know your family, I have to rely on the info you share in order to create a personalised document for each child.

11) I will need a list of resources your family has available, both in the home and in the wider community. (Before you start typing your answers, see list below ready for you to modify) I need:

* A list of the resources you have in your home, or will purchase soon, that can be used in your child’s education
* A list of resources available in your community to enhance your child’s education, and a brief sentence about how you will use each of them. This is likely to include local libraries, parks, museums, art galleries, bush walks, historic places and so on.

Again, see exemption guide for some ideas.

The best way for you to provide this info is for you to read over the Resources section shown below, and personalise it to your own family. This will save us both a lot of time in the long run. Where only generic things are listed, be sure to add specifics that your family has. For example, under Specific Curriculum, I have stated on the ACE resources, but if you have other curriculum available for any subjects, please add them, even if you aren’t meaning to use it at this time.

Modify the following:

**Resources:**

Tangible Resources: Computer, printer, Microsoft Office suite, DVD player, TV, radio, newspapers, magazines, books including fiction, non-fiction, reference, dictionary, thesaurus, atlas, poetry, plays, history etc, paper, art & craft supplies, pens & pencils etc, educational games, globe, whiteboard, personal laptop and supervised access to the internet.

Specific Curriculum: ACE Paces and Score Keys, tests, procedures manual, supervisor record cards, HSNZ’s support, and student weekly goal charts

Internet: The internet is a valuable resource for finding the answers to questions, finding YouTube clips and other resources to supplement units of study, discussion and idea sharing with other home educators, finding out about local events and attraction and more.

Kitchen:For teaching home economics skills.

Toolshed/workshop:Tools for teaching every day, practical skills such as woodwork and basic home maintenance, and practical gardening skills.

Garden: Resource for Science (e.g. photosynthesis, life cycle of a plant) and horticulture.

Sports gear:balls, bike, skateboard, scooter, swimming pools, playgrounds and reserves for walking

Environment and Community Resources:

Both children are members of the local libraries which we visit regularly to replenish reading material. We also take advantage of the educational holiday programmes that are made available when we are able.

Under each of the following headings, tell about the specific ones in your area and how you might use them. Delete any not applicable.

**Museums and Art Galleries:**

**Parks & Playgrounds:**

**Swimming Pools, rivers & beaches:**

**Bush/nature walks:**

**Community Groups:**

**Social Contact**: tell me about the ways in which you child will have opportunities for social contact/engagement with other children. This might be informally, through ongoing contact with current friends, through participation in community groups such as scouts, sports teams etc, through homeschooling group activities etc.

12) Are you intending to delegate any of the teaching/supervision to anyone other than a parent/guardian? If so, please tell me about that. This might include tutors or coaches, courses such as via Te Kura etc. I will use this info to include only what is required in the application. (pg 99 of 2023 guide or pg 64 of 2021 guide)

13) Tell me something about your intended daily or weekly learning routines. For ACE families, I can include a generic timetable based on the programmes recommended routines, unless you’d like to provide different information. For everyone else, let me know what you are intending. If you wish to provide a timetable, I can include it, but that is not essential – a general description of your intentions is enough, and I will let you know if I have further questions. (See page 110 in the 2023 guide or 69 in the 2021 guide).