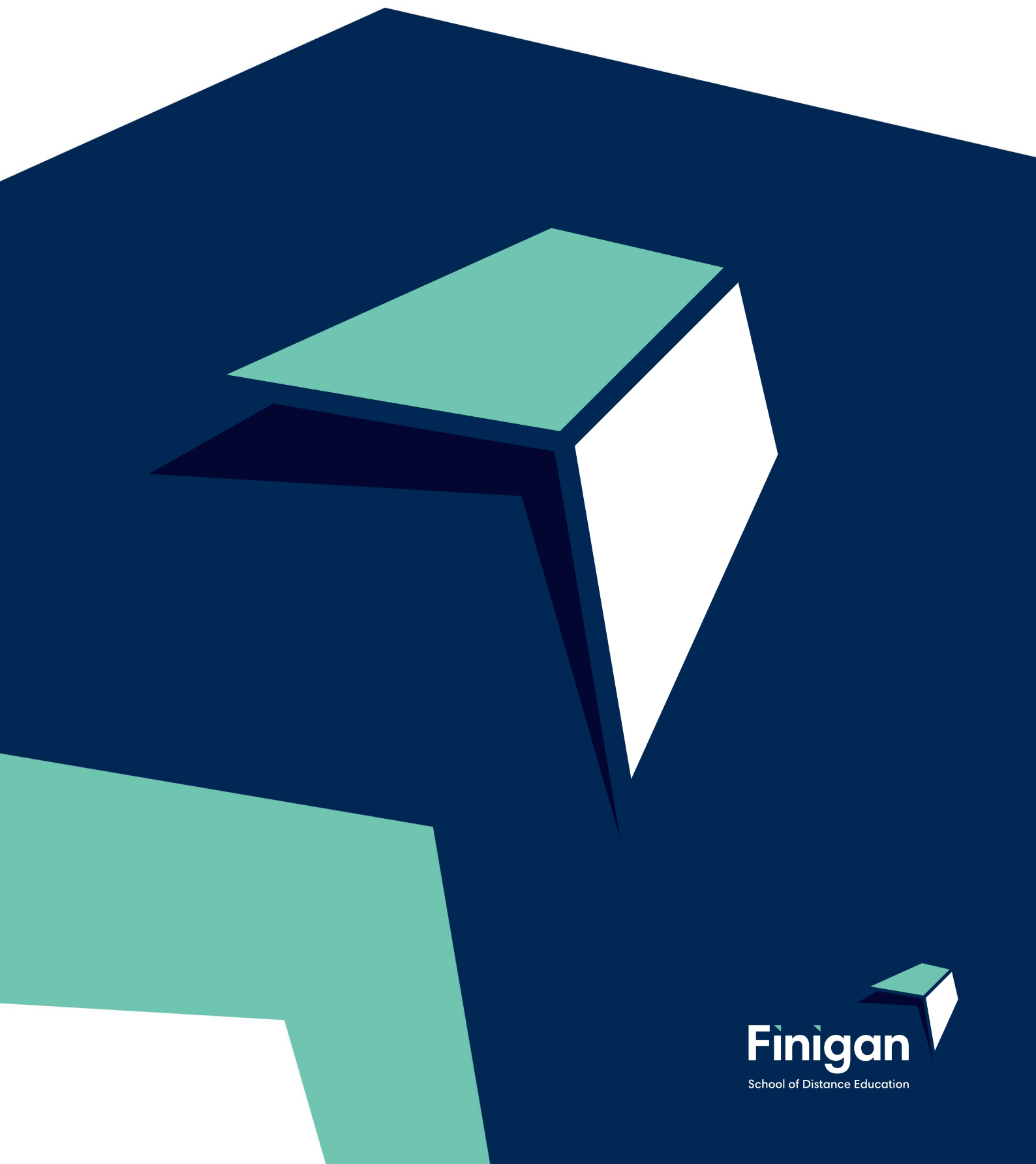


FULL TIME ENROLMENT APPLICATION





Five Common Requirements for Enrolment

1. The following documents:
 - A completed application to enrol in a NSW Government school
 - Finigan School of Distance Education enrolment form
 - NAPLAN results
 - School report
2. Confirmation that the home learning environment is safe and suitable for effective distance education provision
3. A declaration by the parent/carer that they recognise and accept their roles and responsibilities in the student's education
4. An undertaking by the parent/carer to provide and maintain an agreed mode of communication between themselves and the distance education school for the duration of the enrolment.
5. Nomination by the parent/carer of a person who will perform the role of supervisor during the period of enrolment, and acceptance by that person of the following responsibilities:
 - i) Liaising with the school about the program of learning that will be provided for the student and the scheduling of the student's and supervisor's time for engaging in schoolwork and the completion of set tasks
 - ii) Supervising the student during schoolwork activities
 - iii) Supporting and encouraging the student through assistance with locating materials and resources needed for lessons, development of a timetable for work, provision of a suitable workplace and basic equipment
 - iv) Ensuring that the student follows the course developed by the school and addresses, with diligence and sustained effort, the set tasks and experiences provided by the school
 - v) Interacting with the student as required by the learning materials
 - vi) Interpreting and explaining to the student the spirit and intention of instructions or comments included in lesson materials or in messages from the distance education teacher
 - vii) Providing feedback to the distance education teacher on the student's responses to the lesson activities and on the student's performance and interest, including advice about illnesses or absences which have affected the student's ability to complete activities
 - viii) Monitoring the student's participation in satellite, computer-based or teleconference lessons and field services as appropriate
 - ix) Providing appropriate conditions for the student and supervising all their examinations and assessment tasks, as requested

Conditions that are specific to certain enrolment categories require further information. These conditions usually require additional documentation to be provided. In some cases a statutory declaration under the NSW Oaths Act 1900 is required.

For some enrolment categories, there are specified processes of referral and recommendation to be followed prior to consideration by the distance education school or centre. The following information sets out the conditions, in addition to the common requirements of enrolment, for each category of full time enrolment.



Student information

Year 7 ☐ Year 8 ☐ Year 9 ☐ Year 10 ☐ Year 11 ☐ Year 12 ☐ (Please tick box)

Student's surname: _____

Student's first name: _____ D.O.B: _____

Aboriginal or Torres Strait Islander: Yes ☐ No ☐ Gender: Male ☐ Female ☐ Other ☐

Student mobile number: _____

Student's school email address: _____ @education.nsw.gov.au

Student's personal email address: _____ @ _____

Current/previous School: _____

Enrolment starting (year): _____ Date of application _____

NESA Number: _____ USI number _____

For Overseas Students ONLY

Postal Address

Street address: _____

Suburb/town: _____ State: _____ Postcode: _____

Country: _____

Overseas Mobile: _____ Overseas Daytime Phone: _____

Will you be returning to your current NSW address? ☐ Yes ☐ No ☐ Unsure

What date will/did you leave your current NSW address: _____

What date do you expect to return to Australia? _____



Supervisor information

Parents or carers must nominate a supervisor who will give support and guidance.

Please note: This parent/carer will be our listed contact to receive all correspondence.

Is the parent or carer the supervisor? Yes ☐ No ☐

If yes, Father ☐ or Mother ☐ or Legal guardian ☐ or Other ☐

(If Other a Working with Children Check is required. Please provide a copy of Certificate)

(If not parent) Relationship to student: _____

Title (e.g. Mr / Mrs): _____ Family name: _____ Given names: _____

Postal address for distance education mail outs:

Street address: _____

Post office box (if applicable): _____

Suburb/town: _____ Postcode: _____

Home telephone: _____ Work telephone: _____

Preferred contact phone number during school hours: _____

Supervisor's Email address: _____

Residential address: (if different from above)

Street address: _____

Suburb/town: _____ Postcode: _____



Supervisor's Agreement

The supervisor guarantees to:

- Supervise the student during schoolwork activities
- Maintain communication with Finigan School of Distance Education for the duration of the enrolment
- Support and encourage the student through assistance with:
 - Helping to locate materials and resources needed for lessons
 - Developing a timetable for work
 - Providing a safe and suitable workspace and basic equipment
 - Interacting with the student as required by the learning materials
 - Interpreting and explaining to the student the spirit and intention of instructions or comments included in lesson materials or in messages from the distance education teacher
 - Providing feedback to the teacher on the student's responses to the learning activities and on their performance and interest
 - Advising about illness or absences which affect the student's ability to complete activities
 - Allowing the student time equivalent to that which would have been spent at school (i.e. 30 hours per week)
 - Providing appropriate conditions for and supervising all exams, practical tasks and assignments and ensure that such exams, practical tasks and assignments are the work of the unaided student.
- Monitor the student's participation in computer-based or teleconference lessons as appropriate
- Returned loaned distance education materials as soon as practical so others may use them
- Pay for any non-returned item on leaving. Deposit will be retained if any subject contributions are outstanding
- Provide a photocopy of the most recent school report
- Participate in home visits from teachers
- Support student attendance at mini schools, engagement days and camps

I certify that the above conditions will be met

Name of supervisor: _____

Signature of the Supervisor: _____ Date: _____



Student Agreement

I agree to:

- Return work each week for each subject in order to satisfy attendance requirements (or to negotiate a return rate with my teacher).
- Make regular contact with my teachers, by phone and email
- Attempt all activities including practical work, to the best of my ability.

Conditions of enrolment sighted and understood

Name of student: _____

Signature of the student: _____ Date: _____

Parent/Carer Agreement

I agree to:

- Support and encourage all school activities
- Provide a suitable work area
- Ensure that each title page is signed by a supervisor.
- Support the supervision of the student's examinations and ensure that assessment tasks are the work of the student, unaided by any other person.
- Return teaching materials (e.g. USB's, textbooks), issued by the School as requested. All materials will be returned when the student leaves DE or materials will be paid for.

Name of student: _____

Signature of the student: _____ Date: _____



Category of Enrolment

Enrolment application categories 2.2 – 2.7 are made direct to Finigan School of Distance Education.

In addition to the 5 common requirements for enrolment, the following documentation is to be returned with the enrolment forms.

Category	Documentation Required
<input type="checkbox"/> 2.2 Isolated Home Student	<input type="checkbox"/> Statutory Declaration <input type="checkbox"/> Supporting Evidence
<input type="checkbox"/> 2.3 Student travelling within Australia	<input type="checkbox"/> Statutory Declaration <input type="checkbox"/> Comprehensive Itinerary
<input type="checkbox"/> 2.4 Student temporary resident or travelling Overseas	<input type="checkbox"/> Statutory Declaration <input type="checkbox"/> Comprehensive Itinerary
<input type="checkbox"/> 2.5 Students with a medical condition	<input type="checkbox"/> Specialist Letter
<input type="checkbox"/> 2.6 Pregnant students/young parents	<input type="checkbox"/> Medical Certificate OR <input type="checkbox"/> Child's Birth Certificate
<input type="checkbox"/> 2.7 Vocationally Talented	<input type="checkbox"/> See enrolment guidelines

It is recommended the application process is discussed with the Head Teacher Enrolments at Finigan School of Distance Education. Enrolments listed below must be made through the Learning and Wellbeing Officer of your local NSW Department of Education Office. Required documentation is to be returned with the enrolment form to the local Learning and Wellbeing Officer.

In addition to the five (5) common requirements for enrolment, the following documentation is required:

<input type="checkbox"/> 2.8 Students with additional learning and support needs.	<input type="checkbox"/> Access Request. <input type="checkbox"/> Disability Confirmation <input type="checkbox"/> Risk Assessment and Management Plan (Provided by referring school). <input type="checkbox"/> Appendix A
<input type="checkbox"/> 2.9 Students with significant support needs transition.	<input type="checkbox"/> Access Request. <input type="checkbox"/> Risk Assessment and Management Plan (Provided by referring school) <input type="checkbox"/> Transition Case Management Plan (supplied by the referring school) <input type="checkbox"/> Appendix A
<input type="checkbox"/> 2.10 Students in extraordinary circumstances.	<input type="checkbox"/> Approval from Rural and Distance Education



Student Support Services

Is the student in Out of Home Care? Yes ☐ No ☐

Is the student being supported by a Government or Non-Government Agency Yes ☐ No ☐

If Yes, please give details: _____

Most Recent Schooling Information

Is the student enrolled in any courses outside of the school (e.g. TAFE)? Yes ☐ No ☐ If yes:

Name of course _____

Name of campus where course is studied:

Most recent school year level: _____

Attendance: Good ☐ Average ☐ Poor ☐ Days absent: _____ Leaving date: _____

Academic ability: High ☐ Average ☐ Needs assistance ☐ Needs adjustment ☐

School contact name: _____ Phone number: _____

Are there any circumstances about the student seeking enrolment that the school should know about prior to enrolment? Yes ☐ No ☐ If yes, please provide a brief description: _____

Does the student have any history of violent behaviour Yes ☐ No ☐ If yes, please provide details:

Is the home environment safe and suitable for the undertaking of Distance Education? Yes ☐ No ☐.

Principal's Name: _____ School: _____

Signature of Principal _____ Date: _____

Note: Where the previous school details are unable to be obtained, a statutory declaration (which must be witnessed by a Justice of the Peace) outlining suitability of home environment and information regarding violent behaviour is required.



Curriculum Content

Year 7 & 8

Note: The following subjects are compulsory for all students in Year 7 & 8

- English
- Mathematics
- Science
- PDHPE
- Technology
- History (1 semester)
- Geography (1 semester)
- Music (1 semester)
- Visual Arts (1 semester)

Finigan School of Distance Education will negotiate individual education programs on behalf of students who enrol under the full time category.

Some subjects adjusted to assist learning require a modified program where the accessible achievement grade range may be reduced depending on the content delivered.

All subjects in Years 7-10 are differentiated to meet student needs.

Year 9 & 10

The subjects for year 9 & 10 are listed in two groups:

- Core subjects are all compulsory for a normal program of study
- Elective subjects – two elective subjects should be chosen and individual education programs will be negotiated in accordance with student needs.

Core subjects

Note: all of the following subjects are compulsory:

- English
- Mathematics
- Science
- Geography
- History
- Personal Development, Health and Physical Education

Year 9 & 10 students should indicate their Mathematics ability below. Adjustments may be advised after enrolment.

- ☐ Basic
- ☐ Intermediate
- ☐ Advanced



Year 9 & 10 (continued)

Elective subjects:

200 hour electives (for Years 9 and 10) or 100 hour electives (for Years 9 and 10)

- Aboriginal Studies
- Agricultural Technology
- Child Studies
- Commerce
- Dance
- Food Technology
- Information and Software Technology
- Languages (French, German, Italian or Japanese)
- Music
- Physical Activity and Sports Studies
- Textiles Technology
- Visual Art

100 hour electives (studied for 1 year only in Year 9 or 10)

- Design and Technology
- Graphics Technology
- Industrial Technology – Electronics
- Photographic and Digital Media
- Visual Design (Cartooning & Animation)

Note:

- One elective course should be continued into Year 10.
- The second elective course can be changed in Year 10 (2 x 1 year courses) – both will be listed for Record of School Achievement (RoSA). All courses listed above can be taken as a 1 year additional subject in Year 10 if required.

Elective 1 _____ Elective 2 _____

All subjects 7-10 are differentiated to meet student's needs. Some subjects adjusted to assist learning require a modified program where the accessible achievement grade range may be reduced depending on the content delivered.

Finigan School of Distance Education will negotiate individual education programs on behalf of a student who enrolls under the full time category.



Year 11 & 12

Year 11 Students - Select a minimum of twelve (12) units from the options below. English is compulsory

Year 12 Students - Select a minimum of ten (10) units from the options below. English is compulsory.

☐ I have completed the preliminary requirements in the subjects I have selected for HSC

Do you require an ATAR? ☐ Yes ☐ No Are you studying via Pathways? ☐ Yes ☐ No

Total number of units selected _____

Tick the appropriate boxes below to give you the total number of units that you need.

<p>English</p> <p><input type="checkbox"/> English Standard, 2 unit</p> <p><input type="checkbox"/> English Advanced, 2 unit</p> <p><input type="checkbox"/> English Studies, 2 unit</p> <p><input type="checkbox"/> English as an Additional Language or Dialect (EAL/D), 2 unit</p> <p><input type="checkbox"/> English Extension 1, 1 unit</p> <p><input type="checkbox"/> English Extension 2 (Year 12 Only), 1 unit</p> <p>Human Society and its Environment</p> <p><input type="checkbox"/> Aboriginal Studies, 2 unit</p> <p><input type="checkbox"/> Ancient History, 2 unit</p> <p><input type="checkbox"/> Business Studies, 2 unit</p> <p><input type="checkbox"/> Economics, 2 unit</p> <p><input type="checkbox"/> Geography, 2 unit</p> <p><input type="checkbox"/> Legal Studies, 2 unit</p> <p><input type="checkbox"/> Modern History, 2 unit</p> <p><input type="checkbox"/> Society and Culture, 2 unit</p> <p><input type="checkbox"/> Studies of Religion 1, 1 unit</p> <p><input type="checkbox"/> Studies of Religion 2, 2 unit</p> <p>Technological and Applied Studies</p> <p><input type="checkbox"/> Design & Technology, 2 unit</p> <p><input type="checkbox"/> Engineering Studies, 2 unit</p> <p><input type="checkbox"/> Food Technology, 2 unit</p> <p>Industrial Technology (choose 1 only)</p> <p><input type="checkbox"/> Graphics, 2 unit or</p> <p><input type="checkbox"/> Multimedia, 2 unit</p> <p><input type="checkbox"/> Information Processes and Technology, 2 unit</p> <p><input type="checkbox"/> Software Design and Development, 2 unit</p> <p><input type="checkbox"/> Textiles and Design, 2 unit</p>	<p>Mathematics</p> <p><input type="checkbox"/> Mathematics Standard (Year 11 Only), 2 unit</p> <p><input type="checkbox"/> Mathematics Advanced, 2 unit</p> <p><input type="checkbox"/> Mathematics Standard 1 (Year 12 Only), 2 unit</p> <p><input type="checkbox"/> Mathematics Standard 2 (Year 12 Only), 2 unit</p> <p><input type="checkbox"/> Mathematics Extension 1, 1 unit</p> <p><input type="checkbox"/> Mathematics Extension 2 (Year 12 Only), 1 unit</p> <p>Creative and Performing Arts</p> <p><input type="checkbox"/> Music 1, 2 unit</p> <p><input type="checkbox"/> Music 2, 2 unit</p> <p><input type="checkbox"/> Music 2 Extension (HSC Only by Application), 1 unit</p> <p><input type="checkbox"/> Visual Arts</p> <p><input type="checkbox"/> Dance</p> <p>Sciences</p> <p><input type="checkbox"/> Agriculture, 2 unit</p> <p><input type="checkbox"/> Biology, 2 unit</p> <p><input type="checkbox"/> Chemistry, 2 unit</p> <p><input type="checkbox"/> Earth and Environmental Science, 2 unit</p> <p><input type="checkbox"/> Physics, 2 unit</p> <p><input type="checkbox"/> Investigating Science, 2 unit</p> <p>PDHPE</p> <p><input type="checkbox"/> Community and Family Studies, 2 unit</p> <p><input type="checkbox"/> PDHPE, 2 unit</p>	<p>Languages – Beginners & Continuers</p> <p><input type="checkbox"/> French Beginners, 2 unit</p> <p><input type="checkbox"/> French Continuers, 2 unit</p> <p><input type="checkbox"/> German Beginners, 2 unit</p> <p><input type="checkbox"/> German Continuers, 2 unit</p> <p><input type="checkbox"/> Italian Beginners, 2 unit</p> <p><input type="checkbox"/> Italian Continuers, 2 unit</p> <p><input type="checkbox"/> Japanese Beginners, 2 unit</p> <p><input type="checkbox"/> Japanese Continuers, 2 unit</p> <p><i>Please Note:</i> If you wish to study a language you must complete either the Beginners or Continuers Eligibility Declaration and submit with your application. This can be found on the Finigan School of Distance Education website under Enrolments.</p> <p>Board Endorsed Course (BEC) / Content Endorsed Course (CEC)</p> <p>Note: these courses do NOT contribute towards an ATAR for university entrance.</p> <p><input type="checkbox"/> Exploring Early Childhood, 2 unit</p> <p><input type="checkbox"/> Photography, Video and Digital Imaging, 2 unit</p> <p><input type="checkbox"/> Sport, Lifestyle and Recreation, 2 unit</p> <p><input type="checkbox"/> Visual Design, 2 unit</p> <p><input type="checkbox"/> Work Studies, 2 unit</p> <p><input type="checkbox"/> Computing Applications, 2 Unit</p>
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Additional Schooling information

Year 11 Enrolments

Successful completion of Year 10: Yes ☐ No ☐ Principal signature: _____

Note: Please supply evidence of Year 10 RoSA grades

Year 12 Enrolments

Successful completion of the following subjects

Subjects	Year 11	Year 12 (if pathways)
1. English	<input type="checkbox"/>	<input type="checkbox"/>
2. Crossroads (Life Ready) (NSW Gov schools only)	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>
6.	<input type="checkbox"/>	<input type="checkbox"/>
7.	<input type="checkbox"/>	<input type="checkbox"/>

Principal's Certification

This is to be completed and signed by the Principal of the school at which the student is currently enrolled.

I understand that _____ (student's name) is applying for enrolment at Finigan School of Distance Education in the category of:

I support this application and have attached a copy of the student's most recent report with this application.

I understand that the entry of NESA grades remains the responsibility of the referring school for all Distance Education enrolments in years 10-12 after 30th June.

Principal's Name: _____ School: _____

School Education Network: _____

Signature of Principal _____ Date: _____

Principals will be notified if the application is not approved.



Work covered so far this academic year

In addition to your most recent school report, your referring school is required to complete the following table to avoid repetition of topics already covered. Please indicate the work covered so far in this academic year in the table below if enrolling part way through a year/course.

Subject	Topics or units already covered this academic year	Text Books used Title Author
1. English		
2.		
3.		
4.		
5.		
6.		
7.		
8.		



Permission to publish

Finigan School of Distance Education seeks your permission to publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service.

This information may include your child's name, age, class and information collected at school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media. The communications in which your child's information may be published include but are not limited to:

- Public websites of the NSW Department of Education including the school website, the NSW Department of Education intranet (staff only), blogs and wikis.
- NSW Department of Education publications including the school newsletter, annual school magazine and school report, promotional material published in print and electronically including on the Department's websites.
- Official Department and school social media accounts on networks such as YouTube, Facebook and Twitter.

Parents should be aware that when information is published on public websites and social media channels, it can be linked to by third parties and can be discoverable online for a number of years, if not permanently. Search engines may also cache or retain copies of published information.

I have read this permission to publish and:

- ☐ I give permission
- ☐ I do not give permission
- ☐ I give permission for the use of photos of me without my name

for the school/NSW Department of Education to publish information about my child as described above, including in publicly accessible communications.



Online services

The NSW Department of Education provides students with access to the Internet, an email account and online applications such as Google Apps. These resources enable students to collaborate with peers, publish online and create personalised research portals and access our learning management system.

When accessing some online services your child's data, including but not limited to, your child's name and works may be shared with and stored in a location outside of the Department of Education environment.

I have read the information about online services and:

- ☐ I give permission
- ☐ I do not give permission

for my child to have access to online services provided by the NSW Department of Education.

Video conferencing/Online lessons/Mobile phone contact

An important part of our educational delivery and support involves video conferencing activities, online lessons and communication through mobile phones with teachers at Finigan School of Distance Education.

I have read the information about video conferencing, online lessons and mobile phone contact and:

- ☐ I give permission
- ☐ I do not give permission

for my child to be involved in the video conferencing, online lessons and communicate through mobile phones.

This signed permission remains effective until I advise the school otherwise:

Child's name: _____ Parent/carer's name: _____

Parent/carer's signature: _____ Date: _____



Student Access to Technology

What computing device do you use at home or will be using whilst travelling or overseas?

- ☐ Windows Desktop or Laptop
- ☐ Apple Desktop or Laptop
- ☐ Tablet (iPad, Android or Windows)
- ☐ I'm not sure

Will you have internet access?

- ☐ all the time
- ☐ sometimes
- ☐ not allowed unsupervised
- ☐ no

What type of internet do you have?

- ☐ NBN
- ☐ Broadband on a plan (e.g. ADSL)
- ☐ Prepaid broadband (e.g. USB stick)
- ☐ I'm not sure
- ☐ Other _____

What is your monthly internet data allowance? _____ (eg. 1GB, 25GB)

Do you have your own mobile phone?

- ☐ Yes Phone Number: _____
- ☐ No

Does your internet connection allow the student to work ONLINE to access course materials (an upload/download capacity of at least 20gb/month is required)

- ☐ Yes
- ☐ No



Getting to Know You

Tell us about yourself

Your teachers would like to get to know you. This makes it easier for us to guide and help you. Please help by completing this form to tell us about yourself.

My name is: _____

I am in year: _____

I have _____ brother(s)

I have _____ sister(s)

The school subjects that I like the most (in order of preference) are:

My favourite books to read (in order of preference) are:

My favourite TV programs/movies (in order of preference) are:

When I leave school I would like to:

Other interesting things about me are: (e.g. daily routines, jobs, hobbies, where I live, etc.)



School Enrolment Fees (guide only)

	Cost
Voluntary School Contributions	\$120
Incidentals Fee for Overseas Students ONLY	\$100

**A statement of account will be sent once enrolment is processed
Contributions and fees booklet can be found on our website**

Your privacy is protected

The school and the NSW Department of Education are subject to the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002.

The information you provide will be used to process your child's application for enrolment. It will only be used or disclosed for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students and parents or carers
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have any concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.



Submitting your application form

Please follow the steps below to complete and submit your application form.

1. Save and print the form
2. Sign all the relevant sections on the printed copy
3. Ensure you have any relevant documentary evidence to support the application
4. Scan and email your signed documents as PDF files to finiganSDE@det.nsw.edu.au

This application should include the following

	Tick if these items have been sent ✓	Office Use Only
Recent School Report		
Copy of Birth Certificate or Passport		
If your child is not an Australian Citizen, you will need to provide: Visa details and authority to enrol paperwork		
Proof of residential address (copy of rate notice/electricity bill)		
Court Order (if applicable)		
Enrolment Category, paperwork as specified on pages 4-5 (as applicable)		

Contact us

For more information, please contact us:

NSW Only (local call charge): 1300 360 384

Phone: (02) 6210 5200

International phone: +61 2 6210 5200

Website: <https://finigan-d.schools.nsw.gov.au>

Email: finiganSDE@det.nsw.edu.au

