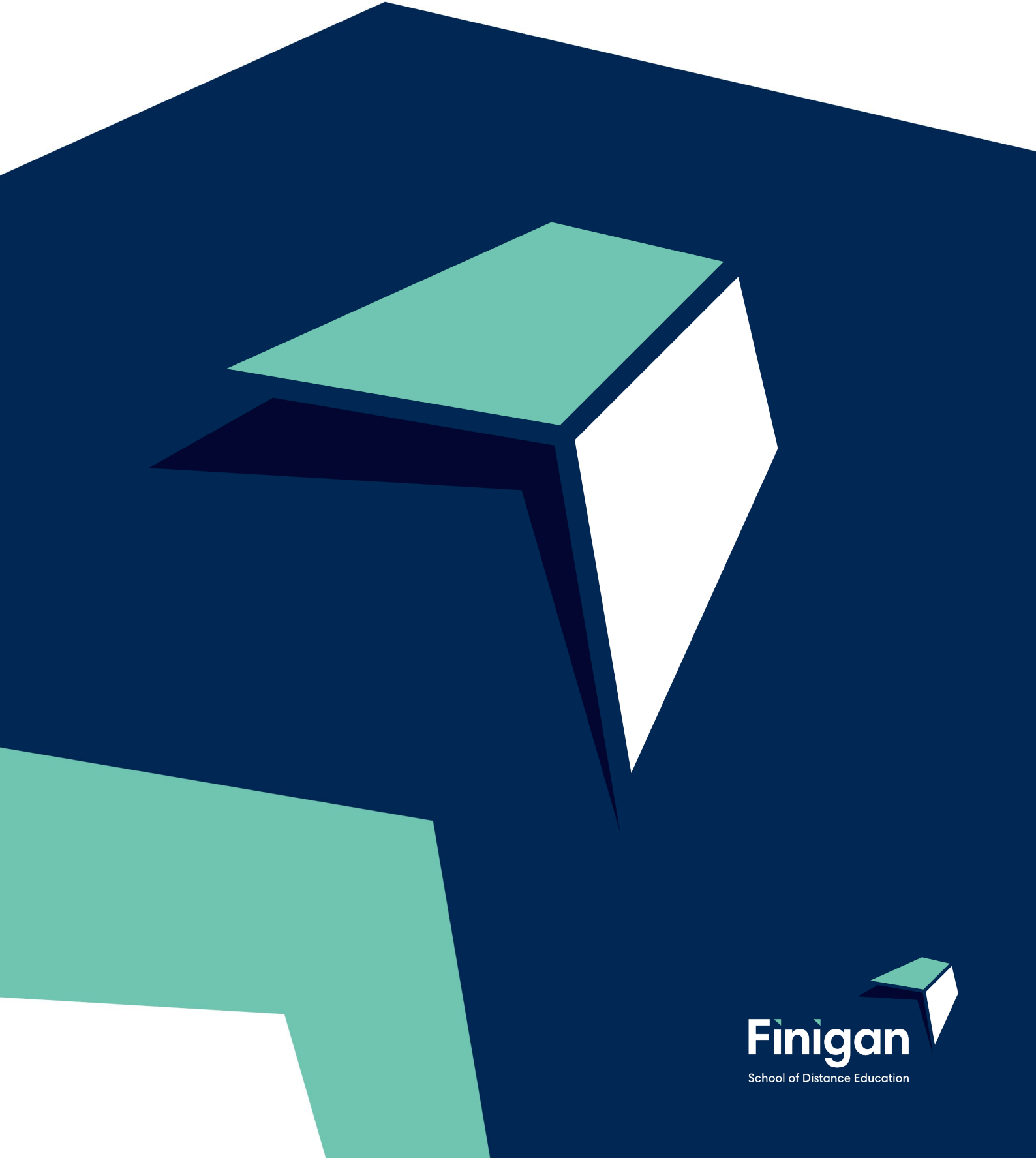


2021 FULL TIME ENROLMENT APPLICATION





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

Birth Certificate

Proof of NSW residency

Immunisation record

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

For some enrolment categories, there are specified processes of referral and recommendation to be followed prior to consideration by the distance education school. This may require additional documentation.

Working with Children legislation requires all people working or volunteering with children under 18 years to have a Working with Children Check. Parents/carers who engage tutors for support should ask the tutor to provide a Working with Children Check clearance number, then verify that number online by using the online tool available from the Office of the Children's Guardian.



Student information

Kindergarten Year 1 Year 2 Year 3 Year 4 Year 5 Year 6

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 Calendar 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 and be present with the student during school hours.

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: _____

Working with Children legislation requires all people working or volunteering with children under 18 years to have a Working with Children Check. Parents/carers who engage tutors for support should ask the tutor to provide a Working with Children Check clearance number, then verify that number online by using the online tool available from the Office of the Children's Guardian.



Supervisor's Agreement

The supervisor must provide appropriate supervision for the student in their learning environment. They must ensure that the student is adequately supported while learning through distance education. The supervisor must arrange for supervision of the student's tests and examinations and take full responsibility for precautions and safety in all practical work. All formal communication will be addressed to the supervisor.

The supervisor will ensure that:

- the student will be supervised during school work activities
- the student is encouraged to complete and submit work for all courses on a weekly basis
- they will be contactable by phone, email or voicemail
- tests, examinations, assessment tasks and assignments will be conducted under strict supervision, ensuring that they are the unaided work of the student
- tests, examination and assessment tasks will be completed on the date(s) and at the time(s) specified and will be submitted by the due date
- textbooks, teaching materials, equipment and library books that have been issued by Finigan School of Distance Education will be returned when the student completes the course or leaves the school

The supervisor agrees to:

- monitor the completion of set tasks and interact with the student as required in learning activities
- return the signed supervisor's declaration with any paper-based examination or assessment task
- interpret and explain instructions or comments in lesson materials
- provide assistance with locating necessary materials and resources
- develop a timetable with provision for the required number of hours of study each week
- provide a suitable work / study area for the student
- ensure that the student satisfactorily participates in oral and practical work as prescribed by the course
- provide the student with access to required technology
- ensure that portfolios of work and depth studies are completed when required
- provide advice about illness or absences which have affected the student's ability to complete set activities

I have read and understand the above conditions

I understand that not complying with the above conditions may lead to the student either not meeting course requirements or to a review of the enrolment.

I have discussed the distance education requirements with the student, including the need to return work regularly in order to complete the required course outcomes.

Supervisor's title _____ Supervisor's name _____

Supervisor's Signature _____ Date _____

Supervisor's Email: _____



Student Agreement (Years 7-12 only)

I agree to:

- Return work each week for each course 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.
- Attend all my live lessons.

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 work is completed and submitted/returned each week or as indicated by teacher
- 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 distance education or materials will be paid for.

Name of Parent/Carer: _____

Signature of the Parent/Carer: _____ 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: _____ Preschool Experience _____

Attendance: Starting Date: _____ 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 wear glasses? Yes No .

Has the student been hearing and/or Vision tested? Yes No .

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

Years K-6

Note: The following courses are compulsory for all students in Years K-6

English
Mathematics
Science & Technology
PDHPE
History
Geography
Creative Arts

Finigan School of Distance Education will negotiate individual education programs on behalf of students who require adjusted learning needs.

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

All courses in Years K-6 are differentiated to meet student needs.

Year 7 & 8

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

English
Mathematics
Science
PDHPE
Technology
Language (French or Japanese)
History (1 semester)
Geography (1 semester)
Music (1 semester)
Visual Arts (1 semester)

Finigan School of Distance Education can negotiate individual education programs for students who enrol under the full time category.

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

It is a requirement for the Record of Student Achievement (RoSA) to complete 100 hours of study in a Language other than English.

Did you study the mandatory 100 hours of language in Year 7? Yes No

If YES, which language did you learn: _____

If NO, please place the number 1 and 2 in the boxes below to rank the language in order of your preference: French Japanese

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



Year 9 & 10

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

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

Core courses

Note: all of the following courses 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

Elective courses

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
- Design and Technology
- Drama
- Food Technology
- Graphics Technology
- Industrial Technology - Electronics
- 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)

- 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 course in Year 10 if required.

Elective 1 _____ Elective 2 _____



Year 9 & 10 (Continued)

All courses 7-10 are differentiated to meet student's needs. Some courses 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 can negotiate individual education programs for 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 courses 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><input type="checkbox"/> 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><input type="checkbox"/> Science Extension (Year 12 Only)</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>Vocational Training and Education Course (VET)</p> <p><input type="checkbox"/> Hospitality</p> <p>Board Endorsed Course (BEC) / Content Endorsed Course (CEC)</p> <p><i>Note: these courses do NOT contribute towards an ATAR for university entrance.</i></p> <p><input type="checkbox"/> Computing Applications, 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>School Designed Courses</p> <p><input type="checkbox"/> Financial Management</p> <p><input type="checkbox"/> Lifestyle Studies</p>
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Additional Schooling information

Year 11 Enrolments

Successful completion of Year 10: Yes No

Successful completion of All My Own Work: Yes No

Note: Please supply evidence of Year 10 RoSA grades

Year 12 Enrolments

Successful completion of the following courses

Note: Please supply the NESA transcript or screen shot of NESA Schools Online Year 11 courses.

Courses	Year 11	Year 12 (if pathways)
1. English	<input type="checkbox"/>	<input type="checkbox"/>
2. 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"/>

Note: Please provide NESA grades for completed Year 11 courses and NESA results for completed Year 12 courses.

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.

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



Video conferencing/live lessons/Mobile phone contact

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

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

- I give permission
- I do not give permission

for my child to be involved in the video conferencing, live 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 courses 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, pets, if you play musical instrument, etc.)

What software/apps can you use?

I have a membership at a local library? Yes No .



School Enrolment Fees

	Cost
Voluntary School Contributions	\$108 Secondary (7-12) \$50 Primary (K-6)
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)		
Australian Immunisation Register (AIR) Immunisation History Statement (required for ALL students enrolling in NSW Government Schools for the first time)		
Court Order (if applicable)		
Enrolment Category, paperwork as specified on pages 4-5 (as applicable)		
Student Passport size photo		

Contact us

For more information, please contact us:

Phone: (02) 6210 5200

International phone: +61 2 6210 5200

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

Email: finiganSDE@det.nsw.edu.au

