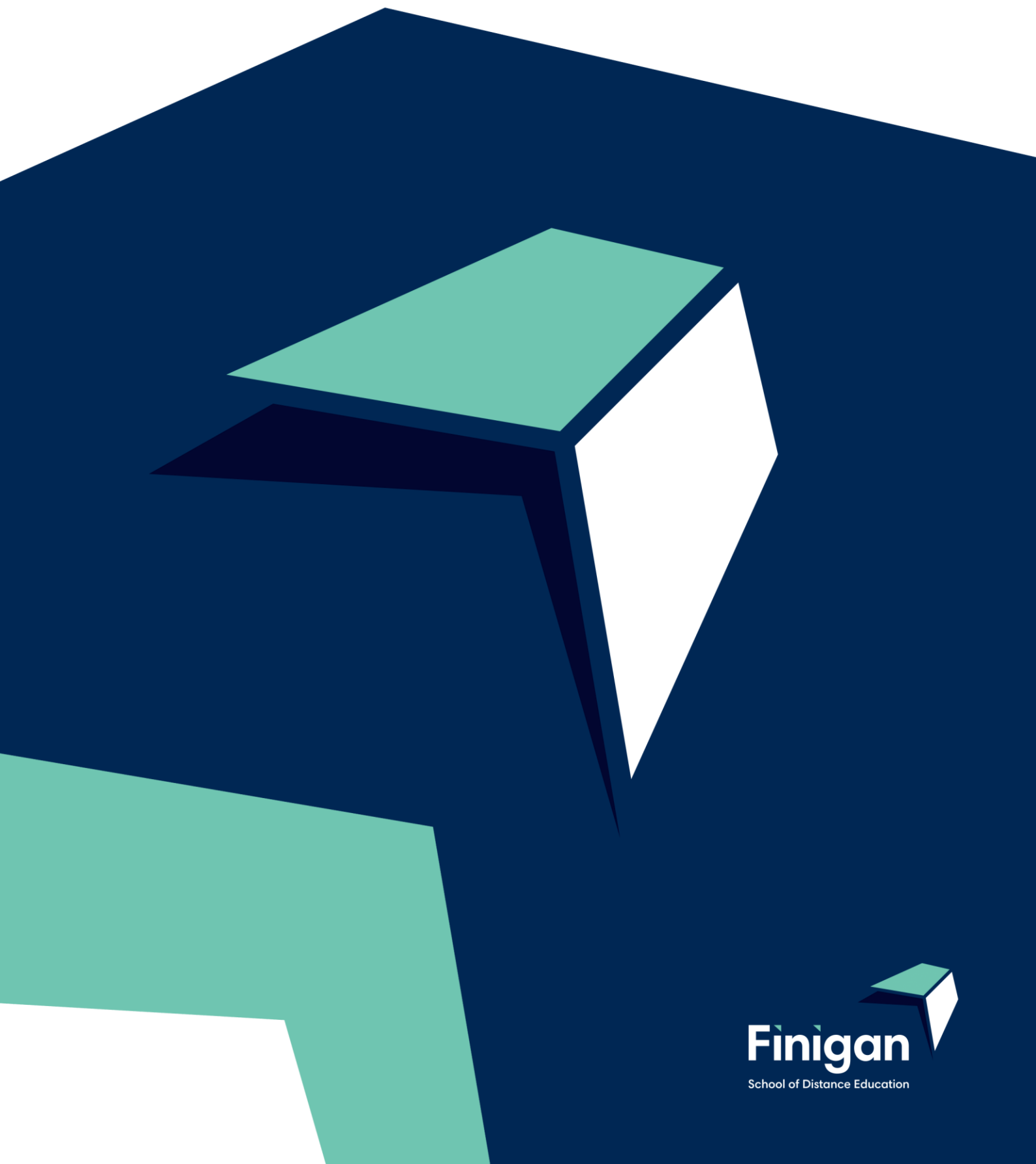


2023 FULL TIME ENROLMENT APPLICATION



Documents required for enrolment

This form can be completed in one of the following ways: -

1. **Electronically** – download and save a copy onto your computer, open it and complete the required information via a keyboard or stylus. You may use a digital signature to sign or use a stylus. If you would like more information about digital signatures please click <https://finigan-d.schools.nsw.gov.au/distance-education-enrolment/full-time-enrolment/enrolment-application-forms.html>. Once completed, save as a PDF and email the signed enrolment form and supporting documents to finiganSDE@det.nsw.edu.au.
2. **Manually** – print forms, complete all fields with a black or blue pen and sign. Once completed, scan and email your signed enrolment form and supporting documents to finiganSDE@det.nsw.edu.au. Please return as a PDF (rather than photos). You can use a free app on your phone such as CamScanner which automatically converts your photos to PDF.

You must ensure all relevant documentary evidence to support the application is attached. The following documents must be attached to enrolment form.

A completed application to enrol in a NSW Government school	<input type="checkbox"/>
<ul style="list-style-type: none"> • Page 13 (Permission to Publish and Online Services) must be ticked 	<input type="checkbox"/>
Finigan School of Distance Education enrolment form	<input type="checkbox"/>
<ul style="list-style-type: none"> • Years K – 12 – check page 8 is completed and signed by current Principal 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Years K – 12 – check that page 14 and 18 have been completed 	<input type="checkbox"/>
<ul style="list-style-type: none"> • Years 11 – 12 – check that page 13 is completed and signed by current Principal 	<input type="checkbox"/>
Copy of Birth Certificate or Passport	<input type="checkbox"/>
Proof of NSW residency (drivers licence {both sides} and rate notice or electricity/gas bill)	<input type="checkbox"/>
If your child is not an Australian Citizen, you will need to provide visa details and authority to enrol paperwork	<input type="checkbox"/>
Australian Immunisation Register (AIR) Immunisation History Statement (required for ALL students enrolling in NSW Government Schools for the first time)	<input type="checkbox"/>
NAPLAN results	<input type="checkbox"/>
Recent school report	<input type="checkbox"/>
Court Order (if applicable)	<input type="checkbox"/>
Enrolment category, paperwork as specified on page 3(as applicable)	<input type="checkbox"/>

Enrolment expectations

1. Confirmation that the home learning environment is safe and suitable for effective distance education provision. Finigan School of Distance Education is an online school with curriculum delivered via online(live) lessons and e-learning.
2. A declaration by the parent/carer that they recognise and accept their roles and responsibilities in the student's education.
3. Parent/carer agree to maintain regular communication via phone and email between themselves and Finigan School of Distance Education for the duration of the enrolment.
4. 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:
 - 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
 - Supervising the student during schoolwork activities. Students should be completing these activities between normal school hours of 9.00 am – 3.00 pm unless prior approval has been granted by the Principal of Finigan School of Distance Education.
 - 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
 - Ensuring the student follows the course developed by the school and completes the set tasks and experiences provided by the school with diligence and sustained effort
 - 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 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
 - Monitoring the student's participation in satellite, computer-based or teleconference lessons and field services as appropriate
 - 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 Finigan School of Distance Education. 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. Evidence of the Working with Children Check needs to be provided.

Category Enrolment

It is recommended the application process is discussed with Finigan School of Distance Education.

In addition to the common requirements for enrolment as outlined on page 1, the following documentation is to be returned with the enrolment forms.

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

Category	Documentation required
<input type="checkbox"/> 2.2 Isolated home student	<ul style="list-style-type: none"> Supporting evidence
<input type="checkbox"/> 2.3 Student travelling within Australia	<ul style="list-style-type: none"> NSW Statutory declaration Comprehensive itinerary
<input type="checkbox"/> 2.4 Student temporary resident or travelling overseas	<ul style="list-style-type: none"> NSW Statutory declaration Comprehensive itinerary A copy of passports (child and parents) A copy of e-tickets showing departure date and return date.
<input type="checkbox"/> 2.5 Students with a medical condition	<ul style="list-style-type: none"> Specialist letter
<input type="checkbox"/> 2.6 Pregnant students/young parents	<ul style="list-style-type: none"> Medical certificate OR Child's birth certificate
<input type="checkbox"/> 2.7 Vocationally talented	<ul style="list-style-type: none"> See enrolment guidelines outlined by the school

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. Please contact your local NSW government school to discuss possible enrolment.

<input type="checkbox"/> 2.8 Students with additional learning and support needs.	<ul style="list-style-type: none"> Access Request (to be completed by local NSW government school) Disability confirmation Risk Assessment and Management Plan (Provided by referring school) Appendix A
<input type="checkbox"/> 2.9 Students with significant supportneeds transition.	<ul style="list-style-type: none"> Access Request (to be completed by local NSW government school) Risk Assessment and Management plan (supplied by the referring school) Transition case Management Plan (supplied by the referring school) Appendix A
<input type="checkbox"/> 2.10 Students in extraordinary circumstances.	<ul style="list-style-type: none"> Approval from Rural and Distance Education

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 ☐ Preferred pronouns: _____

Student mobile number: _____

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

Student's personal email address: _____ @ _____

Current/previous school: _____

Date of application _____ NESA Number: _____ USI number _____

All travelling students (overseas and within Australia):

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

If no, what address will you be returning to: _____

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

What date do you expect to return to NSW? _____

For Overseas Students ONLY:

Overseas residential address: _____

Suburb/town: _____ State: _____ Postcode: _____ Country: _____

Correspondence address: As above ☐ or complete below:

Overseas mobile: _____ Overseas daytime phone: _____

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: _____

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 ☐*

Relationship to student: _____

Title (e.g. Mr / Mrs / Ms): _____ 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. A copy of certificate must be provided.

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 normal school hours
- the student attends live lessons or if unable to, watch the recording
- the student is encouraged to complete and submit work for all courses on a weekly basis
- they will be contactable by phone and/or email
- 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 title: _____ Supervisor name: _____

Supervisor signature _____ Date: _____

Supervisor email: _____

Student Agreement (Years 7-12 only)

I agree to:

- Return work each week for every 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.

I acknowledge that I must abide by the conditions of acceptable usage set out in the department's **Student use of digital devices and online services** and that any breach of this policy may result in disciplinary action in accordance with the school's disciplinary policy.

I have read and understood the above conditions.

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

Name of student: _____

Signature of the student: _____ Date: _____

Parent/Carer Agreement

I agree to:

- Support and encourage all school activities.
- Provide a suitable learning environment for the effective provision of distance education.
- 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.

I acknowledge that my child must abide by the conditions of acceptable usage set out in the department's **Student use of digital devices and online services** and that any breach of this policy may result in disciplinary action in accordance with the school's disciplinary policy.

I have read and understood 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.

Name of Parent/Carer: _____

Signature of the Parent/Carer: _____ Date: _____

Most Recent Schooling Information (to be completed by current school)

Student Name: _____ School: _____

NESA Number (Year 10,11,12): _____ Not yet added to NESA (Year 10 only) ☐

Most recent school year level: _____

Attendance: Starting date: _____ Leaving date: _____ Days absent: _____

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

School contact name: _____ Phone number: _____

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: _____

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:

Does the student wear glasses? Yes ☐ No ☐

Has the student been hearing and/or vision tested? Yes ☐ No ☐

Is the home environment safe and suitable for the undertaking of distance education? Yes ☐ No ☐

I have no knowledge of current child protection concerns under the Children & Young Person's (Care & Protection Act 1998) for:

Student Name _____

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

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.

Years K-6 Stage 1 – 3

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

Course name	Course Fees & Kit Charges
Note: The following courses are compulsory for all students in Years K-6	
English	
Mathematics	
Science & Technology	
PDHPE	
History	
Geography	
Creative Arts	

Year 7-8 Stage 4

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

Course name	Course Fees & Kit Charges
Note: The following courses are compulsory for all students in Years 7 & 8	
English	
Mathematics	
Science	
PDHPE	
Technology	
Language (French or Japanese) Mandatory	
History (1 Semester)	
Geography (1 Semester)	
Music (1 Semester)	
Visual Arts (1 Semester)	

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 ☐

Year 9-10 Stage 5

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 will be studied and individual education programs will be negotiated in accordance with student needs.

Course Name		Course Fees
Core Courses		
Note: All of the following courses are compulsory:		
English		
Mathematics		
Science		
Geography		
History		
Personal Development, Health & Physical Education		
Mathematics		
Year 9 & 10 students should indicate their Mathematics ability below.		
Adjustments may be advised after enrolment.		
<input type="checkbox"/>	Mathematics 5.1 (Basic)	
<input type="checkbox"/>	Mathematics 5.2 (Intermediate)	
<input type="checkbox"/>	Mathematics 5.3 (Advanced)	
Elective Courses		
Please select 1st, 2nd and 3rd Preference Elective course (only 2 electives will be studied)		
<input type="checkbox"/>	Aboriginal Studies	
<input type="checkbox"/>	Agricultural Technology	
<input type="checkbox"/>	Commerce	
<input type="checkbox"/>	Dance	
<input type="checkbox"/>	Design and Technology (100hrs only)	
<input type="checkbox"/>	Drama	
<input type="checkbox"/>	Food Technology	
<input type="checkbox"/>	French	
<input type="checkbox"/>	Graphics Technology	
<input type="checkbox"/>	German	\$60.00
<input type="checkbox"/>	Italian	
<input type="checkbox"/>	Industrial Technology – Electronics (100hrs)	\$160.00
<input type="checkbox"/>	Industrial Technology – Electronics (Year 10 200hrs)	\$115.00
<input type="checkbox"/>	Information and Software Technology	
<input type="checkbox"/>	Japanese	
<input type="checkbox"/>	Music	
<input type="checkbox"/>	Photographic and Digital Media	
<input type="checkbox"/>	Physical Activity and Sports Studies	
<input type="checkbox"/>	Textiles Technology	
<input type="checkbox"/>	Visual Art	\$50.00
<input type="checkbox"/>	Visual Design	

Year 11-12 Stage 6

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

Year 12 Students - Select a minimum of ten (10) units from the options below by ticking the year 12 column. English is compulsory. Please indicate the subjects you studied in year 11 as well as your year 12 subjects.

I have completed the preliminary requirements in the courses I have selected for HSC ? Yes ☐ No ☐

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

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

Yr 11	Yr 12	No. of Units	Course Name	Course Fees
English				
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Standard	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Advanced	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Studies *~	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	English as an Additional Language or Dialect (EAL/D)	
<input type="checkbox"/>	<input type="checkbox"/>	1 Unit	Extension 1	
<input type="checkbox"/>	<input type="checkbox"/>	1 Unit	Extension 2 (Year 12 only)	
Mathematics				
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Mathematics Standard (Year 11 only)	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Mathematics Advanced	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Mathematics Standard 1 – (Year 12 only) ~	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Mathematics Standard 2 – (Year 12 only)	
<input type="checkbox"/>	<input type="checkbox"/>	1 Unit	Mathematics Extension 1	
<input type="checkbox"/>	<input type="checkbox"/>	1 Unit	Mathematics Extension 2 – (Year 12 only)	
Science				
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Agriculture	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Biology	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Chemistry	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Earth and Environmental Science	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Physics	
Human Society and Its Environment				
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Ancient History	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Modern History	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Aboriginal Studies	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Business Studies	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Economics	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Geography	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Legal Studies	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Society and Culture	
<input type="checkbox"/>	<input type="checkbox"/>	1 Unit	Studies of Religion 1	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Studies of Religion 2	
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Work Studies *	

Yr 11	Yr 12	No. of Units	Course Name	Course Fees	
	<input type="checkbox"/>		CAPA (Creative and Performing Arts)	11	12
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Music 1		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Music 2		
<input type="checkbox"/>	<input type="checkbox"/>	1 Unit	Music 2 Extension (HSC Only by Application)		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Visual Arts		
<input type="checkbox"/>	<input type="checkbox"/>	1 Unit	Dance		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Visual Design *		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Photography, Video & Digital Imaging *		
	<input type="checkbox"/>		Languages #		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	French Beginners	\$57	\$ 44
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	French Continuers		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	German Beginners		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	German Continuers		\$45
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Italian Beginners		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Italian Continuers		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Japanese Beginners		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Japanese Continuers		
	<input type="checkbox"/>		PD/H/PE		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Community & Family Studies		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	PD/H/PE		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Sports, Lifestyle and Recreation*		
	<input type="checkbox"/>		Technological and Applied Studies		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Computer Applications *		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Design & Technology		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Engineering Studies		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Enterprise Computing		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Exploring Early Childhood*		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Food Technology		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Industrial Technology – Graphics		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Industrial Technology – Multimedia		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Software Engineering		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Textiles & Design		
<input type="checkbox"/>	<input type="checkbox"/>	2 Unit	Hospitality (Vocational Training & Education Course) (VET) ~		

* Course DOES NOT contribute towards an ATAR for university entrance.

~ Students who intend to undertake the optional HSC examination must be enrolled in this course.

Please note: If you wish to study a language you must complete either the Beginners or Continuers Eligibility Declaration and submit it with your application. This can be found on the Finigan School of Distance Education website under Enrolments.

Total number of units selected Year 11 _____ Year 12 _____

Principal's Certification - Year 11-12 only

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

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 via schools online e record.

Year 12 Enrolments

Successful completion of the preliminary courses indicated on pages 11 and 12 Yes ☐ No ☐

Is this student completing their HSC via Pathways? Yes ☐ No ☐

If yes please provide details _____

Note: Please include the NESA transcript or screen shot of NESA Schools Online for completed Year 11 courses (and any completed year 12 courses for pathways students). If this is not included, please provide details as to why.

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 and their NESA transcript from Schools Online with this application.

If this is not included, please provide details as to why: _____

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. For Year 10, 11 & 12 students please also provide a copy of NESA eRecord and scope and sequences for all subjects.

Student Name: _____

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

School Enrolment fees

	Cost
Voluntary School Contributions	\$110 Secondary (7-12) \$51 Primary (K-6)

A statement of account will be sent once enrolment is processed.

For Overseas Students Only (As per the DOE Distance Education Enrolment Procedures)

Parents/carers are required to purchase all necessary textbooks and equipment. All lesson materials must be mailed directly to the student via a local address before departure. Any alternative arrangement must be authorised by the principal of the distance education school.

Video Conferencing/Mobile Phone Contact/Third party web and cloud-based services

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. Third-party online service providers such as Open LMS, Millennium and Style are also utilised to enhance student learning.

Please note: The department has entered into an enterprise agreement with each of these providers after assessing their privacy impacts and data security controls as compliant with NSW privacy requirements. Further information is available from the privacy information sheets available on the DOE website.

I have read the information about video conferencing, mobile phone contact and third party web and cloud based services :

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

for my child to be involved in the video conferencing, communicate through mobile phones and use third party online service providers.

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?

- ☐ Microsoft Windows desktop or laptop (preferred)
- ☐ Apple Mac desktop or laptop (permitted)
- ☐ I am not sure (please contact Finigan School of Distance Education with this information)

Please note: iPads, Android tablets or Chromebooks are not supported, as their capabilities are too limited for our delivery.

If you are a full-time student residing in NSW or travelling within Australia you may be eligible to borrow a Finigan School of Distance Education laptop.

- ☐ I am interested in a loan laptop (*Please complete the form in your letter of offer*)

Will you have internet access?

- ☐ all the time
- ☐ sometimes
- ☐ no (please be aware that we are an online school. Reliable internet access is required.)

What type of internet do you have?

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

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

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.

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 most (in order of preference) are:

My favourite book 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 ☐

Strengths: _____

Goals: _____

