



Single Course Application 2020

Please complete ALL sections. Incomplete forms will be returned to the enrolling school.

1. Student Information

Family name: _____ Given name/s: _____
Date of birth: _____ Age: _____ Sex: Male Female
Mobile: _____ NESA Student Number: _____
Student's school email: _____

Is the student of Aboriginal or Torres Strait Islander origin?
 No Aboriginal Torres Strait Islander Both Aboriginal and Torres Strait Islander

2. School Administration Information

Attn: School Administration Officer

Student currently or previously enrolled in a NSW Department of Education school: Yes No

If yes, Enrolment Registration Number (ERN): _____ Student is shared on ERN Yes No

① All students must be shared on ERN in the current year to finalise application

Student is part of the National Consistency Collection of Data for students with disability (NCCD): Yes No
If yes, please attach details

Supplementary Substantial Extensive Physical Cognitive Social Emotional Sensory

① NSW DET schools must provide evidence of payment from the student to the school before application is approved

Student was born in Australia: Yes No ① If no, complete Residency Status Details (Section 13)

3. Home school information ① All work will be posted to this address

School name: _____
 Government Non-Government No of secondary students: _____
Teacher/ Supervisor: _____ School phone: _____
School mailing address: _____ Postcode: _____
School email: _____

4. Course Information ① Only courses listed on the Camden Haven High School website available

Scholastic year 2020: Year 7 Year 8 Year 9 Year 10 Year 11 Year 12

Name of course: _____ ① Indicate 100 or 200 hours for Year 9-10 courses and Continuers or Beginners for Stage 6 languages

Course 2020: Year 9 Year 10 Year 11 Year 12 ① Stage 6 languages must have completed a Language Declaration

CHHS office use only

Approved: _____ Date: _____ Date application received: _____
Application category: _____ Approval category: _____ DEMS entered: Date + Initial: _____
 Compressed Accelerated In Quota Out of quota DEMS checked: Date + Initial: _____

5. Parent/Carer Information

Title: Family name: Given name/s:

Relationship to student (e.g. mother, father, carer):

Home address:

Postcode:

Mailing address (if different):

Postcode:

Home phone:

Mobile:

Family Email:

6. Reason for Application

| Category | Reason | Evidence required |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Within Quota | <input type="checkbox"/> 3.1.1 Elective subject in Years 9 and 10 (complete section 8a) | |
| | <input type="checkbox"/> 3.1.2 NESAs minimum requirements for Years 11 and 12 (complete section 8b) | |
| | <input type="checkbox"/> 3.1.3 Students with special circumstances | Circumstance details |
| | <input type="checkbox"/> 3.1.4 Flexible curriculum to facilitate acceleration ① Stage 6 students need to have completed All My Own Work before commencement and | Attach evidence of a rigorous and school-based management program AMOW completed before Stage 6 course commences NESAs notification of acceleration for more than 12 months Outline of how time requirement for Stage 6 course is met |
| Out of Quota | <input type="checkbox"/> 3.2.1 Study interrupted by transfer (complete section 8c) | Date of transfer: Previous School: |
| | <input type="checkbox"/> 3.2.2 Specific single subject language for small cohorts | Evidence that subject is not offered at that year level at home school |
| | <input type="checkbox"/> 3.2.3 Remote Schools - Vocational Education | School with Aria+ ranking ≥ 2.4 |
| | <input type="checkbox"/> 3.2.4 Student with confirmed disability | Details of disability and Individual Learning Plan |
| | <input type="checkbox"/> 3.2.5 Overseas student full-fee paying | Principal statement why school cannot provide for student |
| | <input type="checkbox"/> 3.2.6 Unforeseen and unique circumstances | Gov. School: Approval of DEL Non-Gov. School: Approval of DSE |

7. Home School Principal Statement of Support

Attn: Principal

Name:

Signature:

Date:

8a. Category 3.1.1 - Year 9 and 10 Electives

Where a Year 9 or 10 student wishes to enrol in an elective course, it must replace a school-delivered elective. Subjects studied should not exceed the equivalent of seven 200-hours courses.

Electives including requested course:

8b. Category 3.1.2 - Year 11 and 12

The maximum number of units studied including distance education course must not exceed **13 units** in Year 11 and **11 units** in Year 12.

List all courses and units including requested course:

8c. Category 3.2.1 - Study Interrupted by Transfer

RoSA grade: Year 11 course complete: Yes No

Mark of last assessment: Date of last assessment:

Topics covered: Year 10 Year 11 Year 12

Has the student completed any VET competencies? Yes No

① if yes, please provide your NESA print out of competencies achieved and USI number

9. Student and Parent/Carer Agreement

It is a requirement that students enrolled at Camden Haven High School Distance Education are able to attend mini schools and/or excursions when necessary. The Parent/carer will need to make suitable travel arrangements. Please note that no supervision will be provided by Camden Haven High School during student's travel.

Parent/Carer signature: Date:

Students will be notified when mini schools and excursions are organised.

I have read the information for students and I understand the conditions for enrolment

I agree to do my work diligently and return work weekly

I agree to contact my Distance Education teacher regularly

Student signature: Date:

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.

All formal communication will be addressed to the supervisor.

The supervisor agrees to the following for:

Student education:

- Provide a suitable study area
- Provide access to required technology
- Assist in locating necessary materials and resources
- Takes full responsibility for precautions and safety in all practical work
- Develop a timetable with provision for the required number of hours of study
- Work completed on weekly basis
- Ensure prescribed oral, practical, depth studies and portfolios of work are completed
- Monitor completion of work and explain learning material where required

Examinations and assessments:

- Arrange strict supervision during examinations, ensuring they are the unaided work of the student
- Completed on specified due date/s and time/s
- Sign assessments and title pages where required (work may be invalid without signature)

Administration:

- Teaching materials and resources issued by CHHS returned upon completion of course
- Supervisor is contactable by phone and email and will advise of extended absences
- Inform of student illness or absences that affect student learning
- Apply for Disability Provisions for Year 12 students

I understand the conditions for single course provision and 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 single course provision.

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 name:

Position:

Supervisor school email:

Signature:

Date:

Single course provision will be considered only when Principal certifies that Department of Education common requirements for single subject provision are met:

- The student meets all eligibility conditions of the selected subject
- The student is capable of working independently
- CHHS will be provided with relevant information on current learning adjustments, requirements for learning support provisions, and evidence for the Nationally Consistent Collection of Data (NCCD)
- A teacher at home school will take on supervisor responsibilities as listed in the Supervisor's Agreement
- The student will be allocated prescribed time to study, including daily study periods and times during school hours when Distance Education teachers can contact students
- Procedures will be in place to ensure the student regularly returns work and completes all tasks
- Student has been informed they are required to return work each week or to meet alternative minimum requirements set by Distance Education teacher
- Student will be provided with resources when required, such as printing, textbooks, reference materials, access to a phone, computer with internet, and video or audio conferencing that meet the department's current specifications
- Student has access to and use of supervised specialist rooms as required
- Procedures are in place to obtain parent/carer permission for students to attend Distance Education activities and the home school will carry out risk assessments
- A suitable and safe work placement for any vocational education and training course is possible
- The home school agrees to conduct and supervise trial HSC and mid-course examinations within the distance education school specified schedule to meet secure period requirements
- Access to a suitable venue and supervision for NESAs examinations is available

The home school Principal agrees to the additional requirements of the Distance Education school:

- Learning materials returned as required
- Records are submitted to NESAs by the home school for Years 10-12, indicating the course is studied 'elsewhere'
- Where the student is applying for a Year 12 course, the Year 11 requirements have been met
- Distance Education school will be notified of change of supervisor
- The home school will notify of special needs, circumstances, provisions or learning adjustments for student

Student name:

Will the student pose a risk to themselves or others?

Yes No

If yes, attach
current risk assessment

Is the student anaphylactic?

Yes No

If yes, attach
Individual Health Care Plan

Does this student have any other medical condition?

Yes No

If yes, provide details

I am aware that this application will not proceed until:

- All pages are completed
- Evidence of payment has been received
- Student, Supervisor and Principal have signed
- Student has been shared on ERN

I agree to the conditions for single course provision for distance education as listed above and I have nominated the following teacher as the school supervisor for this student:

Principal name:

Signature:

Date:

| Enrolment | Cost |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New enrolments in Years 9 and 11 | \$220 (2 years) |
| ① Must pay 2 years. If a student does not continue the second year of the course, \$110 will be refunded | |
| Enrolment or continuing enrolment in 1 Unit course | \$110 (1 year) |
| New enrolments in Years 10 and 12 | \$110 (1 year) |
| ① There may be additional subject fees to cover materials. If the student discontinues, this fee will not be refunded. | |
| ① No GST is charged. School contributions for government school students are non-refundable if a student discontinues after enrolment. | |
| ① If a government school passes the cost to the student's family rather than pay from the school budget, the cost is treated as a Voluntary School Contribution in line with the Department's Policy. | |
| ① If an enrolment is processed but the student does not begin the course, there will be a \$50 charge. | |
| Payment: | |
| Student | Pay home school full course fee |
| Home school | <ul style="list-style-type: none"> • Evidence of student payment must be provided with enrolment form • Interschool journal request will be emailed to school |

12b. School Contributions

Non-Government Schools

| Enrolment or continuing enrolment in year | Cost |
|-------------------------------------------|----------------|
| Years 11 or 12 | \$800 (1 year) |
| Each 1 Unit course | \$400 (1 year) |
| Years 9 or 10 | \$340 (1 year) |

① There may be additional subject fees to cover materials. If the student discontinues, this fee will not be refunded

Refund Policy for non-government students

| If a student discontinues the course... | Amount refundable |
|-----------------------------------------|-------------------|
| Within 1 term | 75% |
| Within 2 terms | 50% |
| After more than 2 terms | Non-refundable |

Pro-rata adjustments for non-government students

| Enrolment Period | Refund | | |
|------------------|----------------|---------|---------|
| | Years 9 and 10 | Year 11 | Year 12 |
| 4 terms | Nil | - | Nil |
| 3 terms | Nil | Nil | Nil |
| 2 terms | \$170 | \$264 | \$400 |
| 1 term or less | \$255 | \$534 | \$600 |

① If an enrolment is processed but the student does not begin the course the following charges apply:

| | |
|----------------|-------|
| Year 9 and 10 | \$50 |
| Year 11 and 12 | \$100 |

| | |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Payment: | |
| Student | Pay home school full course fee |
| Home school | <ul style="list-style-type: none"> • Cheque payment from school payable to Camden Haven High School or, • Schools will be invoiced with payment details or, • call CHHS for School Credit Card payment or, • follow 'Make Payment' direction on CHHS website |



**CAMDEN
HAVEN**
HIGH SCHOOL

Integrating Face-to-Face & Distance Learning

Valley View Road, Laurieton NSW 2443
Distance Education T: 02 6556 8200 F: 02 6556 8205
camdenhave-d.enrolments@det.nsw.edu.au

13. Residency status details for students born overseas

Non-Government Schools Only

Student name:

School:

Country of birth:

Country of citizenship:

Residency status:

- Australian citizen
 New Zealand citizen

- Permanent resident
 Temporary visa status

Date of arrival in Australia

Passport or travel document number:

Country of Issue:

Visa holders

Visa Class:

- Principal visa holders
 Subordinate visa holders

Visa sub-class:

Expiry:

International full-fee paying student: Yes No



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14. Permission to publish

Dear Parent/Carer,

I am seeking your permission to allow the school / Department of Education and Communities to publish and / or disclose information about your child for the purposes of sharing his 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 or disclosed include but are not limited to:

- Public websites of the Department of Education and Communities including the school website, the Department of Education and Communities intranet (staff only), blogs and wikis
- Department of Education and Communities 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
- Local and metropolitan newspapers and magazines and other media outlets

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

Please complete the permission slip and return to the school.

Yours sincerely,

M. E. Hutchinson

Mrs M Hutchinson

Principal

I have read this permission to publish and agree to the school obtaining and publishing content related to my child in the school communications.

I give permission for my child's name to be included in the publication. This signed permission remains effective until I advise the school otherwise. Please do NOT sign if permission is not given.

Student name:

Parent/carer name:

Signature:

Date: