



## Non-Case Managed Application Package Stage 4 New Enrolment 2020

Year in 2020:  Year 7  Year 8 (Please tick)

### Student Details

Student first name: Student last name:

Date of Birth: Birth sex:  Male  Female

### Supervisor Details

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

Mr  Mrs  Ms  Dr Full name:

Relationship to student:  Father  Mother  Other:

Address:

Suburb/Town: Postcode:

Phone number: Mobile:

Preferred daytime phone:  Phone  Mobile

Email:

### Postal Address

Street Address:

Suburb/town: Postcode:

### Emergency Contact Details

Street Address:

Suburb/town: Postcode:

## Supporting Documentation

This application must include the following:

	Tick this box if the item has been sent	Not Applicable	<i>Office use only</i>
Recent school report			
Recent NAPLAN results			
Copy of Birth Certificate or Passport <i>(If unavailable include Statutory Declaration)</i>			
Proof of residential address such as: <ul style="list-style-type: none"> <li>• Copy of rates notice</li> <li>• Electricity bill</li> </ul>			
Details of previous schooling			
Payment of fees			
Court order <i>(if applicable)</i>			
If the student is not an Australian Citizen: <ul style="list-style-type: none"> <li>• Passport or travel documents and,</li> </ul>			
<ul style="list-style-type: none"> <li>• Current and previous visas</li> </ul>			

## Reason for Enrolment

Required documentation is to be returned with enrolment form, please tick boxes to indicate that you have included and completed all documentation.

### 2.2 Geographically isolated student (including Lord Howe Island)

- Statutory Declaration** from parent/carer stating distance from the student's home to the nearest bus route. Five (5) kilometres for secondary students is the minimum prerequisite distance and is not a guarantee that enrolment will be accepted.
- Supporting evidence** such as a statement from the Bus Company or Council records verifying residential address and bus routes

### 2.3 Students travelling within Australia

- Statutory Declaration** from parent/carer stating intention to travel and the anticipated duration of travel between three (3) and twelve (12) consecutive months.
- Comprehensive itinerary**
- Addresses** for a minimum of six (6) weeks in advance. Camden Haven High School must be notified at least 1 week in advance of every change of address. Reliable addresses are required for the posting of lesson material.
- Students must have a **mobile phone number**

Note: 

- Costs must be paid in advance for travelling students

### 2.4 Students temporarily resident or travelling overseas

- Statutory Declaration** from parent/carer stating intention to travel overseas or temporarily reside overseas and anticipated duration. Enrolment is between three (3) and twelve (12) consecutive months.
- Comprehensive itinerary**
- Addresses** for a minimum of six (6) weeks in advance
- Letter of support** from the School Education Director for the currently enrolled school

Note: 

- Parents/carers are required to purchase all necessary textbooks and equipment
- Parents/carers will need to pay postage charges per term prior to schoolwork being provided
- DE does not lend textbooks or kits to overseas students. The DE Coordinator/subject teacher can supply details of textbook requirements so they can be purchased

### 2.5 Students with a medical condition (other than mental health)

- Specialist medical documentation** that meets the following criteria:
  - Clearly identifies the medical condition
  - Explicitly states the condition prevents the student from attending school
  - Specifies the length of time the student is prevented from attending school

This certificate will need to be updated at the beginning of each school year to maintain enrolment. Please arrange appointments with your specialist in advance so an updated medical certificate can be sent to school before February each year.

### 2.6 Young parent in education

- Medical certificate** confirming pregnancy OR
- Birth certificate** for the child (parents must be in first year of parenthood)

### 2.7 Vocationally talented students

- Statutory Declaration** from parent/carer detailing student's activities/obligation that prevent them from attending their regular school, including:
  - Statement that the parent/carer recognises and accepts their role and responsibilities in their child's education
  - A timetable detailing the schedule for engaging in schoolwork and when teachers can contact the student during school hours. A timetable should be structured to provide opportunities for the student to liaise with staff.
- A letter of support** from the Principal of student's current school

## Supervisors Agreement

Mr  Mrs  Ms  Dr Full name:

Relationship to student:  Father  Mother  Other:

Phone number:

Mobile:

Is the student in Out of Home Care?

Yes  No

The supervisor guarantees the following:

- To supervise the student during schoolwork activities (including signing off Title Page Cover Sheet before their return).
- To support and encourage the student through assistance with;
- Helping to locate materials and resources needed for lessons.
- Developing a timetable for work.
- Providing a suitable workspace and basic equipment.
- Interact with student as required by the learning materials.
- Interpreting and explaining to the student the spirit and intension 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 lesson activities and on their performance and interest.
- Advising about illness or absences which have affected the student's ability to complete activities.
- To allow the student time equivalent to that which would have been spent at school (30 hrs/wk).
- To provide 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.
- To provide access to Internet either at home or by attending a local facility to meet Information and Communication Technology (ICT) requirements of syllabuses where possible.
- To monitor the student's participation in satellite, computer-based or teleconference lessons as appropriate.
- To notify the administration office of any change of contact details.
- Loan materials will be returned to DE as soon as practical so others may use them.
- Payment for any non-returned item on leaving. Deposit will be retained if any Subject Contributions are outstanding.
- A photocopy of the most recent school report is attached.
- You will have the opportunity to attend minischools or fieldschools, when appropriate.

**PLEASE READ:** Permission for this school to collect and submit information annually for the National Data Collection (National Consistent Collection of Data). The NCCD is an annual collection that counts the number of school students with disability and the level of reasonable educational adjustments they are provided with. *Contact the school if you have further questions about the National Consistent Collection of Data of School Students with Disability. (for further information regarding the NCCD see information provided on the last two pages of this enrolment form)*

All students must meet the requirements of the DEC and the NSW Education Standard Authority (NESAs) in order to qualify for the award of ROSA (Record of School Achievement) or a Higher School Certificate (HSC). Failure to comply with the above conditions may lead to the non-award of an assessment, a ROSA, a Higher School Certificate and/or termination of the student's enrolment.

**I certify that the above conditions will be met**

Supervisor signed:

Date:

**Conditions of enrolment sighted and understood.**

Student signed:

Date:

## Student Access to Technology Information

Phone:

Mobile:

Email:

@education.nsw.gov.au

I do not know my email

Do you have a computer to use at home?

Yes

No

All the time

Sometimes

Share with siblings

Not allowed unsupervised

If not, do you have a library nearby to use a computer?

Yes

No

Do you have internet at home?

Yes

No

All the time

Sometimes

At one parent's house

Prepaid runs out

If yes, what type of internet do you have?

NBN

Wireless broadband

Cabled broadband

USB prepaid

Dial up

Camden Haven High School does not supply internet.

### Textbook Indemnity

We, the undersigned, understand that Camden Haven High School Distance Education will lend Textbooks, Kits, CDs, DVDs & Videos as required by the courses selected in this application. Payment of School Contributions enables the school to make these materials available for loan. The alternative would be to require each student to purchase all required Learning Materials.

These will be returned in good order within one month of studies being completed or discontinued with Camden Haven High School Distance Education. Failure to return items on loan will require all those items to be paid for by the full amount.

#### I certify that the above conditions will be met

Supervisor signed:

Date:

#### Conditions of Textbook Loan sighted by student

Student signed:

Date:

### Your Privacy Protected

The school and the NSW Department of Education and Training 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 a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.



**CAMDEN  
HAVEN**  
HIGH SCHOOL

### 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 their 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*

Margaret Hutchinson  
Principal

I have read this permission to publish and:

*Tick the appropriate box*

- I give permission**
- I do not give permission**

to the school/Department of Education and Communities to publish information about my child as described above, including in publicly accessible communications. This signed permission remains effective until I advise the school otherwise.

Student name: \_\_\_\_\_ Year: \_\_\_\_\_

Parent/carer name (please print): \_\_\_\_\_

Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment Details

An invoice will be issued to you with payment details on the completion of your enrolment – **do not make any payment until you receive the invoice.**

Fees can be paid two ways:

**Option 1:**  
Online Payments We will accept online payments using the Department of Education's Parent Online Payment (POP) system. A button to access this online payment system titled '\$ Make a Payment' will be visible on the utility bar on the front page of our school's website at [www.camdenhave-h.schools.nsw.edu.au](http://www.camdenhave-h.schools.nsw.edu.au) By selecting this link, parents and careers will be taken to a secure Westpac QuickWeb payment page, from which they can make online payments.

**Option 2:**  
Cheque or Money order Make cheques or money orders out to "Camden Haven High School"

### Student Assistance

I wish to apply for Student Assistance to help with contributions

- I understand that I may need to provide personal details in order to be eligible for Student Assistance.
- I acknowledge I have a genuine need for this Student Assistance

In exceptional circumstances, limited assistance is available for families in need to help meet the expense of some course contributions. Assistance is not available for the Text book Deposit and Administration Fees.

**Total requested:**

### School Uniform

Wearing a school uniform for distance education is optional.

Daylight Sportswear Uniform Shop

Tuesday 8:30am – 11:30am

Thursday 1:00pm – 4:00pm

Email: [camdenhaven@daylightcorp.com](mailto:camdenhaven@daylightcorp.com)

Phone: (02) 6556 293

Accepts Visa/MC/eftpos

### Travellers (Categories 2.3 and 2.4)

For **travellers** in Australia and overseas: whole year costs must be paid before schoolwork can be provided. Costs are \$120 per term for overseas travellers irrespective of number of subjects studied.

Annual Administration Fee: \$20

Number of terms enrolled:

\$120 per term

Total:



## Stage 4 Subject Costs

Item	Cost per year	Note
Deposit	\$50	This deposit covers textbooks, kits and library books. It is refunded when the student leaves, if all equipment is returned in a satisfactory condition and all subject contributions are paid.  You only pay the deposit ONCE on initial enrolment.
Administration Fee	\$20	
Student assistance is unavailable for the above costs		
Mandatory Subjects	Cost per year	Note
English	\$10	
Mathematics	\$10	
Science	\$10	
PDHPE	\$10	
Technology	\$20	
History	\$10	
Geography	\$10	
Music	\$10	
Visual Arts	\$10	
Information Communication Technology (ICT)	\$10	If ICT has not been previously studied in Year 7, students must study ICT in Year 8
Japanese	\$10	If a language has not been previously studied in Year 7, students must study a language in Year 8 (select one)
German	\$10	

An invoice will be issued to you with payment details on the completion of your enrolment – **do not make any payment until you receive the invoice.**

For **travellers** in Australia and overseas: whole year costs must be paid before schoolwork can be provided. **Costs are \$120 per term for overseas travellers irrespective of number of subjects studied.** DE does not lend textbooks or kits to overseas students.



## **INFORMATION FOR PARENTS AND CARERS**

### **WHAT IS THE NATIONAL DATA COLLECTION?**

The Nationally Consistent Collection of Data on School Students with Disability (the national data collection) is an annual collection that counts the number of school students with disability and the level of reasonable educational adjustment they are provided with.

The national data collection counts students who have been identified by a school team as receiving an adjustment to address a disability under the Disability Discrimination Act 1992 (the DOA). The DOA can be accessed from the Comlaw website at [www.comlaw.gov.au](http://www.comlaw.gov.au).

### **WHAT IS THE BENEFIT FOR MY CHILD?**

The aim of the national data collection is to collect quality information about school students with disability in Australia. This information will help teachers, principals, education authorities and families to better support students with disability to take part in school on the same basis as students without disability. The national data collection is an opportunity for schools to review their learning and support systems and processes to continually improve education outcomes for their students with disability.

### **WHY IS THIS DATA BEING COLLECTED?**

All schools across Australia collect information about students with disability. But the type of information currently collected varies between each state and territory and across government, Catholic and independent school sectors. When undertaking the national data collection, every school in Australia will use the same method to collect information. Therefore, a government school in suburban Sydney will collect and submit data in the same way as a Catholic school in country Victoria and an independent school in the Northern Territory. The information provided through the national data collection will enable all Australian governments to improve target support and resources to benefit students with disability.

### **WHAT ARE SCHOOLS REQUIRED TO DO FOR STUDENTS WITH DISABILITY?**

All students are entitled to a quality learning experience at school. Schools are required to make reasonable adjustments, where needed, to assist students with disability to access and participate in education free from discrimination and on the same basis as other students. These responsibilities are outlined in the DOA and the Disability Standards for Education 2005 (the Standards). The Standards require educators, students, parents and others (e.g. allied health professionals) to work together so that students with disability can participate in education. The Standards can be accessed via the Comlaw website at [www.comlaw.gov.au](http://www.comlaw.gov.au).

### **WHAT IS A REASONABLE ADJUSTMENT?**

A reasonable adjustment is a measure or action taken to help a student with disability access and participate in education on the same basis as students without disability. Reasonable adjustments reflect the assessed individual needs of the student, and are provided in consultation with the student and/or their parents and carers. Reasonable adjustments can be made across the whole school setting (e.g. ramps into school buildings), in the classroom (such as adapting class lessons) and at an individual student level (e.g. extra tuition for a student with learning difficulties).

## **WHAT INFORMATION WILL BE COLLECTED?**

Every year your child's school will collect the following information for each student with a disability:

- the student's level of education (i.e. primary or secondary)
- the student's level of adjustment
- the student's broad type of disability.

The information collected by schools will be provided to all governments to inform policy and programme improvement for students with disability.

## **WHO WILL BE INCLUDED IN THE NATIONAL DATA COLLECTION?**

The definition of disability for the national data collection is based on the broad definition under the DOA. For the purposes of the national data collection, students with learning difficulties such as dyslexia or auditory processing disorder as well as chronic health conditions like epilepsy, diabetes or asthma, that require active monitoring by the school, may be included.

## **WHO WILL COLLECT INFORMATION FOR THE NATIONAL DATA COLLECTION?**

Teachers and school staff will count the number of students with disability in their school and the level of reasonable adjustment they are provided based on:

- consultation with parents and carers in the course of determining and providing reasonable adjustments
- the school team's observations and professional judgments
- any medical or other professional diagnosis
- other relevant information.

School principals are responsible for ensuring the information identified about each student is accurate.

## **HOW WILL MY CHILD'S PRIVACY BE PROTECTED?**

Protecting the privacy and confidentiality of all students and their families is essential. Personal details such as student names or other identifying information will not be provided to local or federal education authorities.

Further information about privacy is available from [www.education.gov.au/notices](http://www.education.gov.au/notices).

## **IS THE NATIONAL DATA COLLECTION COMPULSORY?**

All education ministers agreed to full implementation of the national data collection from 2015. This means that all schools must now collect and submit information annually on the number of students with disability in their care and the level of adjustment provided to them.

Information about the arrangements that may apply to your school in relation to this data collection is available from your child's school principal and the relevant education authority.

## **FURTHER INFORMATION**

Contact your child's school if you have further questions about the Nationally Consistent Collection of Data on School Students with Disability.

You can also visit [www.education.gov.au/nationally-consistent-collection-data-school-students-disability](http://www.education.gov.au/nationally-consistent-collection-data-school-students-disability).

An e-learning resource about the Disability Standards for Education 2005 is freely available for the use of individuals, families and communities at <http://resource.dse.theeducationinstitute.edu.au/>.