



## 2018

### Non Case Managed Application Package STAGE 4 NEW ENROLMENT

Year 7

Year 8

#### STUDENT'S INFORMATION

Student's Christian Name .....

Student's Surname .....

Date of Birth ...../...../.....  Male  Female

#### SUPERVISOR'S INFORMATION

Supervisor's Name:  Mr  Mrs  Ms  Dr.....

Relationship to student  Mother  Father  Carer  Other .....(please specify)

Address .....

Suburb / Town .....Postcode .....

Phone Number ..... Mobile Number .....

Preferred daytime phone number  Phone  Mobile

Email address for supervisor .....

#### POSTAL ADDRESS FOR MAILING

Street Address .....

Suburb / Town .....Postcode .....

#### EMERGENCY CONTACT DETAILS

Name ..... Contact number .....

Relationship to student  Mother  Father  Carer  Other.....(please specify)

## Supporting Documentation

<b>THIS APPLICATION MUST INCLUDE THE FOLLOWING:</b>		
	✓ Tick in the box if these items have been sent	<i>Office Use Only</i>
Recent School Report		
Recent NAPLAN Results		
Copy of Birth Certificate or Passport (for overseas enrolment)		
If your child is not an Australian Citizen, you will need to provide: Passport or travel documents Current Visa and previous Visa (if applicable)		
Proof of residential address (copy of rate notice/electricity bill)		
Court Order (if applicable)		
Payment of fees		
Details of previous schooling		

<b>REASON for ENROLMENT</b>	
✓	Required documentation is to be returned with enrolment form, please tick boxes to indicate that you have included and completed all documentation.
<input type="checkbox"/>	<b>2.2 GEOGRAPHICALLY ISOLATED STUDENT (including Lord Howe Island)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Supporting evidence e.g. statement from Bus Company or council records verifying residential address.</li> </ul>
<input type="checkbox"/>	<b>2.3 STUDENTS TRAVELLING WITHIN AUSTRALIA</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Statutory Declaration from parent/carer stating intention to travel and the anticipated duration of travel between three (3) and twelve (12) consecutive months.</li> <li><input type="checkbox"/> Comprehensive itinerary</li> <li><input type="checkbox"/> Addresses for a minimum of six (6) weeks in advance.</li> <li><input type="checkbox"/> CHHS Distance Education must be notified at least 1 week in advance of every change of address. Reliable addresses are required for the posting of lesson material.</li> <li><input type="checkbox"/> <b>Students must have a Mobile phone number</b></li> <li><input type="checkbox"/> <b>PLEASE NOTE: Costs of all fees for students travelling within Australia MUST be paid in advance prior to school work being provided</b></li> </ul>
<input type="checkbox"/>	<b>2.4 STUDENTS TEMPORARILY RESIDENT OR TRAVELLING OVERSEAS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Comprehensive itinerary</li> <li><input type="checkbox"/> Addresses for a minimum of six (6) weeks in advance</li> <li><input type="checkbox"/> Parents/carers are required to purchase all necessary text books and equipment</li> <li><input type="checkbox"/> <b>Parents/carers will need to pay postage charges <u>per term in advance</u> prior to school work being provided</b></li> <li><input type="checkbox"/> <b>DE does not lend textbooks or kits to overseas students. The DE Coordinator/subject teacher can supply details of textbooks required to enable you to arrange purchase.</b></li> </ul>
<input type="checkbox"/>	<b>2.5 STUDENTS WITH A MEDICAL CONDITION (other than mental health)</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> The parent or carer must submit specialist medical documentation which: <ul style="list-style-type: none"> <li>▪ Clearly identifies the medical condition</li> <li>▪ Explicitly states the condition which prevents the student from attending a school</li> <li>▪ Specifies the length of time the medical certificate covers.</li> </ul> </li> </ul> <p><b>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 this school before February of each year.</b></p>
<input type="checkbox"/>	<b>2.6 YOUNG PARENT IN EDUCATION</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> A medical certificate attesting to pregnancy OR</li> <li><input type="checkbox"/> A birth certificate for the child. (Parents must be in the first year of parenthood)</li> </ul>
<input type="checkbox"/>	<b>2.7 VOCATIONALLY TALENTED STUDENTS</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Statutory Declaration from the parent/carer detailing student's activities/obligations which prevent them from attending their regular school. This should include: <ul style="list-style-type: none"> <li>▪ a statement that the parent/carer recognises and accepts their role and responsibilities in the child's education.</li> <li>▪ A timetable detailing the time scheduled for engaging in school work and when teachers can contact student during school hours. The student's timetable should be structured to provide opportunities for the student to liaise with staff from distance education.</li> </ul> </li> <li><input type="checkbox"/> A letter of support for the application, from the principal of the student's current school.</li> </ul>

**SUPERVISOR'S AGREEMENT** Parents or carers must nominate a supervisor who will give support and guidance.

Is the parent or carer the supervisor? If yes,  Father  Mother  
 Mr  Mrs  Ms  Dr

Family Name .....

Given Names .....

Work phone number ..... Mobile number .....

(If not parent) Relationship to student .....

Is the student in Out of Home Care?  Yes  No

Every student enrolling in Distance Education must agree to the supervisor allocated and to comply with supervision to ensure the supervisor can meet his/her obligations.

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.  
*Contact numbers are (02) 6556 8200 or toll free: 1800 815 301*
- \* 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)*

**IMPORTANT:** All students must meet the requirements of the DEC and the Board of Studies in order to qualify for the award of ROSA (Record of School Achievement) or a Higher School Certificate. 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.**

Signature of the Supervisor ..... Date .....

**Conditions of enrolment sighted and understood.**

Signature of the Student ..... Date .....

## STUDENT ACCESS TO TECHNOLOGY INFORMATION

Fixed Phone number.....

Mobile Phone number.....

➤ Email – DET Email Account:

(email address).....@education.nsw.gov.au

I do not know my eLearning Account

➤ Do you have a computer to use at home?

- Yes                       No
- All the time
- Sometimes
- Share with brother/sister
- Not allowed unsupervised

➤ If not....Do you have a library nearby so as to use a computer there?

- Yes                       No

➤ Do you have the internet?

- Yes                       No
- All the time       Not allowed unsupervised
- Sometimes
- e.g. at one parents house
- e.g. Prepaid runs out

➤ What type of internet do you have?

- Dial up connection
- cabled broadband connection
- Wireless broadband connection
- USB Prepaid mobile broadband
- Other.....

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.**

Signature of the Supervisor ..... Date.....

**Conditions of Textbook Loan Sighted by Student.**

Signature of Student ..... 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

*Integrating face to face and distance education  
learning*

### Authority to Publish Form

Dear Parent or Carer

I am seeking your permission to obtain and publish content that may include the image and/or name of your child in our publicly available for school communications. These could be in print, video, and/or our publicity available school website.

Content examples include but are not limited to photographs, text, and illustrations/graphics. Videos sound recordings, and examples of student work.

Our school communications include but are not limited to:

- School's public website
- School newsletter (online and hard copy)
- Annual school magazine
- Local community newspaper/magazine
- Media promotions and advertising activities
- Electronic and print promotional material
- Annual school report

If you agree, 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 to the school obtaining and publishing content related to my child in the school communications.

*Please tick the correct box below:*

- 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.
- I DO NOT give permission for my child's name to be included in the publication. This signed document remains effective until I advise the school otherwise.

Student's name \_\_\_\_\_

Parent's / carer's name \_\_\_\_\_

Parent's / carer's signature \_\_\_\_\_ Date \_\_\_\_\_

**PAYMENT DETAILS**

Fees can be paid by:

**OPTION 1:** Online Payments: As of **6 September 2017**, we will begin to 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 made out to *Camden Haven High School*.

**CAMDEN HAVEN SCHOOL SHIRTS (optional)**

Shirts are available from the Uniform Shop (Daylight School wear Manufacturing Co)

Contact number: 02 6556 293 (opening hours only)

Hours are: Tuesday 8.30am - 11.30am Thursday 1.00pm – 4.00pm

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

Accept: Mastercard / Visa / EFTPOS

Website: [www.camdenhave-h.schools.nsw.edu.au](http://www.camdenhave-h.schools.nsw.edu.au)

**REQUEST FOR 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

Total requested \$ \_\_\_\_\_

\*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.

**PLEASE NOTE:**

\* **Do not forward your payment yet**, an invoice will be issued to you with payment details on the completion of your enrolment.

\*\* Costs of all fees for students travelling within Australia and overseas **MUST** be paid in advance prior to school work being provided.



<b>SUBJECT SELECTIONS for ENROLMENT IN YEAR 7 and YEAR 8</b>			
<b>YEAR 7</b>	<b>\$COST</b>	<b>YEAR 8</b>	<b>\$COST</b>
<b>NB: No Student Assistance is available for this section *</b>		<b>NB: No Student Assistance is available for this section *</b>	
<p align="center"><b>Deposit *</b></p> <p>NB: 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 <b>ONCE</b> on initial enrolment.</p>	<b>\$50</b>	<p align="center"><b>Deposit *</b></p> <p>NB: 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 <b>ONCE</b> on initial enrolment.</p>	<b>\$50</b>
<b>Administration Fee *</b>	<b>\$20</b>	<b>Administration Fee *</b>	<b>\$20</b>
<b>Compulsory Subjects</b>		<b>Compulsory Subjects</b>	
English	\$10	English	\$10
Mathematics	\$10	Mathematics	\$10
Science	\$10	Science	\$10
PD/H/PE	\$10	PD/H/PE	\$10
Technology	\$20	Technology	\$20
History	\$10	History	\$10
Geography	\$10	Geography	\$10
Music	\$10	Music	\$10
Visual Arts	\$10	Visual Arts	\$10
Japanese	\$20	Information Communication Technology (ICT) <i>Note: If you have not studied this, you must study ICT in Year 8</i>	
Information Communication Technology (ICT) <i>(You will need to organise computer access)</i>		<b><u>ELECTIVE SUBJECTS</u></b> <b>You must select ONE from the following:</b> <i>NOTE: If you have not studied a language in Year 7 you must study a language in Year 8</i>	Please tick a box (✓)
		<b>Japanese</b>	\$20 <input type="checkbox"/>
		<b>Fabrication Design</b>	\$20 <input type="checkbox"/>



## Nationally Consistent Collection of Data School Students with Disability



### INFORMATION FOR SCHOOLS

#### WHAT IS THE NATIONAL DATA COLLECTION?

All schools in Australia participate in the Nationally Consistent Collection of Data on School Students with Disability (the national data collection). 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.

This national data collection collects information about students with disability in a consistent, reliable and systematic way.

The national data collection draws on and reflects the ongoing work teachers and education staff do to support students with disability.

#### Why is THE NATIONAL data COLLECTiON necessary?

Previously there has been a lack of comprehensive and nationally comparable data about school students with disability. This nationally consistent approach will enable all governments to best target support and resources to assist these students to complete school and continue on a pathway to further education or employment.

The implementation of the national data collection will provide all Australian schools, education authorities and the community with information about:

- the number of school students with disability
- where they are located
- the level of reasonable adjustment provided for them to participate fully in schooling
- each student's broad type of disability.

The national data collection is also an opportunity for schools to review their learning and support systems and processes to continually improve education outcomes for their students with disability.

#### What professional learning and support IS Available for school staff?

Professional learning on the *Disability Discrimination Act 1992* (the DDA) and the Disability Standards for Education 2005 (the Standards) is available for schools. Contact your local educational authority or principal about what training is available in your area and how to access it. You can view or download a copy of the DDA and the Standards from [www.comlaw.gov.au](http://www.comlaw.gov.au).

The University of Canberra, in partnership with all Australian school systems, has developed a suite of online professional learning materials on the Disability Standards for Education 2005.

The e-learning resource is available under licence at <http://dse.theeducationinstitute.edu.au/login/>.

This resource provides school staff with an understanding of their responsibilities under the Standards to ensure that students with disability are able to access and participate in education on the same basis as other students.

There are licencing arrangements to access this resource. Contact your local education office or jurisdiction for more information. Contact details are available from

[www.schooldisabilitydatapl.edu.au/#contactus\\_1](http://www.schooldisabilitydatapl.edu.au/#contactus_1).

School staff can also visit the purpose designed and built national data collection professional learning website at [www.schooldisabilitydatapl.edu.au](http://www.schooldisabilitydatapl.edu.au).

### Which students ARE included in the data collection?

In determining which students are counted in the national data collection, schools should draw on a range of evidence including: observation, teacher judgments, medical reports, individual learning plans, assessments and engagement with parents and carers as part of the process for determining and providing reasonable adjustments.

A student will only be included in the national data collection if they satisfy two criteria:

1. The student meets the definition of a person with disability as defined under the *Disability Discrimination Act 1992*.
2. The functional impact of the student's disability results in the school actively addressing their needs.

The national professional learning website has guidance materials to help schools to complete the national data collection.

### Who is responsible for the data collection at my school?

The national data collection is a collaborative process involving teachers, principals and other school staff. However, principals are ultimately responsible for signing off on the national data collection for their schools.

### How ARE data collected and ARE a student's personal details kept confidential?

School staff will draw on evidence at their school to identify the level of adjustment being provided for students with disability. They will record the level of adjustment being provided for each student and the broad category of disability that is the main driver for their adjustments.

To safeguard the privacy of individual students, only de-identified school level data will be used. School staff will only have access to data for their own school.

Further information about privacy is available in the Public Information Notice at [www.education.gov.au/notices](http://www.education.gov.au/notices).

### How will the information be used?

Only de-identified school level data on students with disability is submitted to education authorities, so anonymity and privacy of students is maintained.

The national data collection enables the collection of accurate information about the number of school students with disability, including the levels of adjustment and support provided, and will inform planning and decisions at the national, state and sector level. This information will assist all Australian schools to better meet their responsibilities under the *Disability Discrimination Act 1992* and improve support for the learning needs of students with disability.

The national data collection will provide an evidence base on students with disability, the national distribution of students with disability and the level of reasonable adjustment they receive. The processes around the national data collection, including the professional learning, have the potential to contribute to a more inclusive schooling system for all Australian students.

### Further information

For further information about the Nationally Consistent Collection of Data on School Students with Disability and related information visit:

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

[www.schooldisabilitydatapl.edu.au](http://www.schooldisabilitydatapl.edu.au)