



SYDNEY DISTANCE EDUCATION PRIMARY SCHOOL

Application for Enrolment

Updated December 2020

Student Details

Student's Family Name: _____

1st Student's First Name: _____

2nd Student's First Name: _____

3rd Student's First Name: _____

4th Student's First Name: _____

Enrolment Category

Please select one enrolment category only

<input type="checkbox"/> 2.2 Geographic Isolation - Supporting documents required.	<input type="checkbox"/> 2.7 Vocationally Talented - Supporting documents required.
<input type="checkbox"/> 2.3 Travelling within Australia - Statutory Declaration and Itinerary required	<input type="checkbox"/> 2.8 Additional Learning & Support - Access Request required
<input type="checkbox"/> 2.4 Travelling or Resident Overseas- Statutory Declaration and Airline Tickets required	<input type="checkbox"/> 2.9 Transition for Significant Support Needs - Access Request required
<input type="checkbox"/> 2.5 Medical Condition – Specialist Letter Required	<input type="checkbox"/> 2.10 Extraordinary Circumstances – Director's Approval required.

Enrolment Information

Name of Current School: _____

Last date of attendance at current school: _____

Date of starting distance education lessons: _____

Estimated date of finishing distance education lessons: _____

Will you be able to visit Sydney Distance Education Primary School to meet the teachers?

Yes No

I have attached a copy of my child/children's Proof of Age document. Yes No

I have attached a copy of my family's current Proof of Residence document. Yes No

I have completed and included the Application to Enrol in NSW Government School. Yes No

Reason for Seeking Distance Education

Please state briefly your reasons for seeking Distance Education.

Must be completed and signed

Parent / Carer / Supervisor Agreement

I confirm that the home learning environment is suitable for effective distance education provision. I recognise and accept my roles and responsibilities in my child's/children's education. I will perform the role of supervisor during the period of enrolment and carry out all the supervisor responsibilities listed below.

Supervisor 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
- ensuring you are contactable by phone during school hours
- responding to email and maintaining a clear inbox for communication
- supervising the student during schoolwork activities
- 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 that the student follows the course developed by the school and addresses, with diligence and sustained effort, the set tasks and experiences provided by the school
- 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
- advise the school in writing about illnesses or absences which have affected the student's ability to complete activities
- monitoring the student's participation in any face-to-face lessons
- supervising examinations and assessment tasks, as required by the school
- returning completed schoolwork in order to meet attendance and enrolment criteria

Student/s Name: _____

Supervisor Name: _____

Signature: _____ Date: _____

Publishing student information

The school/Department may publish information about your child for the purposes of sharing his/her experiences with other students and informing the school and broader community about school and student activities.

This information may include your child's name, age, class and information collected by the school such as photographs, sound and visual recordings of your child, your child's work and expressions of opinion such as in interactive media.

Please ensure that you read and complete the 'Permission to publish' section on page 13 in the 'Application to Enrol in a NSW Government School'

Department of Education online services

The department provides students with filtered access to the Internet. Students also have access to a secure learning portal. After logging into their portal, students have access to a personalised email account and online applications.

Please ensure that you read and complete the 'Online services' section on page 13 in the 'Application to Enrol in a NSW Government School'

Please be aware that if you do not grant permission to the 'Department online services', permission for the 'SDEPS online services' will not proceed.

Sydney Distance Education Primary School (SDEPS) online services

The school can provide your child access to a SDEPS personalised email account and online applications, specifically for SDEPS. These resources enable students to collaborate with peers and have access to digital educational resources.

This service is separate to the Department's portal login and email.

When accessing some online services, data, including your child's name and files they have saved, are stored with the online application service provider in a location outside of the school's network.

Please read the 'Online Communication Services: acceptable usage for school students' policy' on the SDEPS website <https://sdeps.net/Portal/index.php/our-school/school-procedures>

We seek your permission to allow the school to provide this access to your child.

Tick the appropriate box I give permission I do not give permission

for my child to have access to online services provided by SDEPS.

This permission remains effective until I advise the school otherwise.

Parent Name: _____

Signature: _____ Date: _____

Family Information

Please list **all children of school age and younger** in the family from oldest to youngest:

Name

Date of birth

About Me Student Information

Please ask your child/children to complete the following.

1st Student's Name: _____

What is the number of your reading level?

What do you like to do for fun? _____

What do you like to do in school? _____

What area/s of your schooling would you like to improve? Think carefully about what you would like to achieve and write 3 of the most important goals down here

1. _____

2. _____

3. _____

2nd Student's Name: _____

What is the number of your reading level?

What do you like to do for fun? _____

What do you like to do in school? _____

What area/s of your schooling would you like to improve? Think carefully about what you would like to achieve and write 3 of the most important goals down here

1. _____

2. _____

3. _____

3rd Student's Name: _____

What is the number of your reading level?

What do you like to do for fun? _____

What do you like to do in school? _____

What area/s of your schooling would you like to improve? Think carefully about what you would like to achieve and write 3 of the most important goals down here

1. _____

2. _____

3. _____

How much does Distance Education cost?

A non-refundable 'Enrolment Fee' for all students of \$150 per student or \$300 per family (2 or more students) is payable at the time of enrolment for the stated duration of enrolment. This fee contributes towards the cost of providing 'once only use' resources supplied by the school which are kept by the student. These will also include some mathematics and visual arts equipment and resources.

Payment Methods

Please do not pay the fees until the Enrolment Application has been approved.

Payments can be made by the following methods:

- CreditCard (Visa or MasterCard only). Contact to provide your details.
- Parent Online Payment - Go to Sydney Distance Education Primary School website www.sdeps.nsw.edu.au and click on Make a Payment

Parent/Carer Declaration

I declare that the information provided in this Application to Enrol is, to the best of my knowledge and belief, accurate and complete. I recognise that, should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reversed.

Parent Name: _____

Signature: _____ Date: _____

Please Note!

Completion of this application form does not indicate acceptance. You will be advised as to the outcome of your application. Should you wish to inquire about the progress of your application, please contact the enrolments officer on 92076300

Technology and Available Facilities

Students Names _____

Enrolment Date _____ Current Years _____

(a) Student's computer/tablet confidence and experience

Excellent Good Developing

(b) Supervisor's computer/tablet confidence and experience

Excellent Good Developing

Do you have a computer and/or a mobile device?

iPad IOS Version _____ iPhone
 PC / Laptop Operating System _____ iMac / MacBook Operating System _____
 Chromebook No Computer No Tablet
 Android smartphone Android tablet Android Version _____

How often do you expect to have access to the internet during your enrolment with SDEPS?

Everyday Every 48 hrs Once a week Less than once a week Never

What internet connection will you have?

3G/4G Broadband
(NBN, ADSL, Fibre) Wi-Fi

Will your students have individual access to a computer or device (not shared)?

Yes No

Will you have any of the following?

Webcam Microphone/Headset Printer Video Recording device: eg Smartphone

Essential Contact Details:

Phone: Mobile: _____ Landline: _____

Mobile with voice mail: _____

Email: Main preferred family email for receiving school communication:

Please Note: Voice mail is essential for travellers in Australia.
Family email is essential.

2.4 Traveller Overseas

Student's Address Overseas

If you are not travelling while overseas, please provide the applicable addresses below.

If travelling while overseas, a comprehensive itinerary must be submitted with this application. Addresses for a minimum of ten weeks in advance are required to ensure the continuity of the students learning program. Please complete the following page or attach an itinerary to this enrolment form.

**Residential address while overseas
(Not PO address)**

Postal address while overseas

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.....

Postal Code:

Postal Code:

Country

Country

Phone

Fax

Email:

2.3 Traveller within Australia and 2.4 Overseas Traveller Travelling and Overseas Students Itinerary

A comprehensive itinerary must be submitted with this application. Addresses for a minimum of ten weeks in advance are required to ensure continuity of the learning program.

Address (PO addresses are acceptable)	Anticipated date of arrival	Anticipated date of departure
..... Postal Code:
..... Postal Code:
..... Postal Code:
..... Postal Code:
..... Postal Code:

Must be completed by:

2.3 Travelling within Australia and 2.4 Overseas Traveller

STATUTORY DECLARATION

I
make the declaration that I will be travelling from the following date
and need to access Distance Education for my child/children’s education needs for a minimum of 3 months
and a maximum of 12 months.

My home address prior to travelling is:
.....

My address when I return to NSW after travelling will be:
.....

I declare that I intend to continue my children’s schooling at a NSW school at the completion of travel.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declaration Act 1959, and I believe that the statements in this declaration are true in every particular.

.....
Signature of person making declaration.

Declared at
Place

on..... of.....
Day Month & Year

Before me,
.....
Signature of person declared before.

Full Name.....

Occupation

(A list of suitable signatories is attached)

A statutory declaration under the Statutory Declarations Act 1959 may be made before –

A person who is currently licensed or registered under a law to practice in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical Practitioner	Nurse	Optometrist
Patent Attorney	Pharmacist	Physiotherapist
Psychologist	Trades marks attorney	Veterinary surgeon

A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

A person who is in the following list:

Australian Consular Officer or Australian Diplomatic Officer

Baliff

Bank Officer with 5 or more years of continuous service

Building Society Officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Credit union officer with 5 or more years of continuous service

Finance company officer with 5 or more years of continuous service

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under the *Marriage Act 1961*

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of mining and Metallurgy

Member of the Australian Defence Force who is:

a) an officer; or

b) a non-commissioned officer with 5 or more years of continuous service; or

c) a warrant officer within the meaning of the Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

a) the Parliament of the Commonwealth; or

b) the Parliament of a State; or

c) a Territory legislature; or

d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part 4 of the *Marriage Act 1961*

Notary public

Permanent employee of:

a) the Commonwealth or a Commonwealth authority; or

b) a State or Territory or a State or Territory authority; or

c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Police Officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

a) the Commonwealth or a Commonwealth authority; or

b) a State or Territory or a State or Territory authority

Sheriff

Sheriffs Officer

Teacher employed on a full-time basis at a school or tertiary education institution