

3.1.10—3.1.10.3

BOOK 3

3.1.10 CORRESPONDENCE SCHOOL—ENROLMENTS: POLICY AND PROCEDURES

3.1.10.1 The Correspondence School

The Correspondence School is maintained for the benefit of students whose special circumstances prevent them from taking advantage of other educational facilities.

Correspondence tuition centres also have been established in some country areas to provide for students residing within the regions. It is emphasized that these centres are not part of, or under the control of, the Correspondence School.

These centres are:

Scone High School—Secondary students only.

Nyngan Public School—Primary and Infants students only.

Walgett Public School—Primary and Infants students only.

Cobar Public School—Primary and Infants students only.

School of the Air, Broken Hill—Primary and Infants students who have the use of a transceiver.

3.1.10.2 Full-Time Enrolment—Primary and Secondary

(a) The following categories of N.S.W. students are eligible for full-time enrolment:

(i) Students living beyond the statutory distances specified.

These distances are specified in the Public Instruction (Amendment) Act, 1916, section 4 (4) (d):

"It shall be a good defence to any such prosecution (as provided for in section 4 (2)) that at the date alleged in the information—

(d) there was not a school within 4.8 km by the nearest practicable route of the place of residence of such child, or that the child was less than eleven years of age, and there was not a school within 3.2 km by the nearest practicable route of his place of residence: Provided that in any case where the child may travel to school on a free pass by train, or by boat or other conveyance, this defence shall not be sufficient unless it be shown that the child would have to walk 4.8 km or if less than eleven years of age, 3.2 km in order to travel by such train, boat or conveyance, such distance to be computed so as to include mileage to such train, boat or conveyance, and also from the terminal point of the same to the school."

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- (ii) Students who will be absent from school for an extended period because of travelling commitments—overseas or within Australia.
- (iii) Students suffering from some disability which renders them incapable of attending school including an available appropriate special school, either permanently or for an extended period. Medical evidence will be required.
- (iv) Secondary students at hospital schools, at schools for the physically disabled, schools for the emotionally disturbed, at training centres and at other child welfare institutions where class teaching cannot be provided at the level required.
- (v) Secondary students at government primary and central schools which do not provide class teaching at the level required.
- (vi) In special cases, students between the ages of 15 and 18 years who cannot attend school and are unable to receive face-to-face teaching at an alternative institution.

(b) Students in the A.C.T., in certain other States within Australia and from Papua-New Guinea who, for some acceptable reason, cannot receive face-to-face teaching at the level required and whose enrolments are approved by the appropriate education authority, may also be enrolled, through inter-Governmental arrangements, in special circumstances.

3.1.10.3 Procedures to be followed in applying for Full-Time Enrolment—Primary and Secondary

(a) Application forms are obtained from the Correspondence School. Requests can be made by telephone (31 8011 or 33 6047) or by writing to:

The Principal,
The Correspondence School,
52-58 William Street,
Kings Cross, N.S.W. 2011.

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stating

- (i) Student's name, date of birth and year level of schooling.
- (ii) Name of last school attended and the period of enrolment at that school.
- (iii) The reason(s) for correspondence courses being required.
- (iv) The period for which an enrolment is required.

Application forms will then be posted or, if applicants are ineligible for enrolment, appropriate advice offered.

(b) The completed application form should be forwarded to the Correspondence School—

- (i) by the appropriate school principal if the enrolment application originates from a school or if the principal's verification that the student lives beyond the statutory distance as specified on the enrolment form is required; or
- (ii) by the parent/guardian if (i) is not applicable.

The application will be considered by the Principal of the Correspondence School. If further information is required the advice of the appropriate Regional Director will be sought.

The Principal of the Correspondence School will notify the Regional Director of the decision. In the case of rejection, the parent/guardian, and where appropriate, the school principal will also be informed. The parent/guardian will be advised to contact the Regional Director for possible alternative arrangements.

3.1.10.4 Part-Time Enrolment—Government School Students (Secondary Only)

The following categories of government school students are eligible for part-time enrolment:

- (a) Students who, because of some disability, are unable to undertake a course of study which is available at their school. Such students will be eligible for enrolment in that subject only. A medical certificate will be required.
- (b) Students whose course of study has been interrupted by transfer from one school to another or who for some other acceptable reasons are unable to continue a course of study already commenced towards the

School Certificate or the Higher School Certificate. Students in Years 9, 10, 11 or 12 who have already commenced the study of a particular subject within their school towards the award of the School Certificate or the Higher School Certificate but for whom no satisfactory arrangement for continuation can be made.

- (c) Students who have successfully studied a subject to School Certificate level with the definite expectation of continuing the subject to the Higher School Certificate but for whom no provision can be made in Year 11 either within the same school or as a result of transfer to a different school. (In general terms, there must have been a reasonable expectation at the time of the initial election, that the subject would continue to be available in Years 11 and 12.)
- (d) Students in small secondary schools disadvantaged by the necessarily limited elective offering at their school.
- (e) Students who wish to study the ethnic language of their family where it is not available at their school and who are unable for an acceptable reason to attend the Saturday School of Community Languages.
- (f) Students other than those provided for above, whose circumstances, special needs, talents or vocational interests cannot be provided for. Such cases would be rare. Where the Principal is satisfied that the circumstances justify enrolment, applications should be submitted for consideration together with detailed documentation establishing the special need.

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3.1.10.5 Procedures to be Followed in Applying for Part-Time Enrolment—Government School Students (Secondary Only)

- (a) Application form is submitted by the secondary school Principal to the appropriate regional office.
- (b) Application form with regional recommendation is forwarded to the Correspondence School.
- (c) The application will be considered by the Principal of the Correspondence School. If the final decision, after consultation with the region, is not to enrol the applicant, the decision will be communicated to the school principal and to the regional office.
- (d) To avoid delays in forwarding lesson material, wherever possible applications for enrolment for first term should be submitted to the Correspondence School before 30th November of the previous year.

3.1.10.6 Part-Time Enrolment—Non-Government School Students (Secondary Only)

The following categories of non-government school students are eligible for part-time enrolment:

- (a) Students who, because of some disability, are unable to undertake a course of study which is available at their school. Such students will be eligible for enrolment in that subject only. A medical certificate will be required.
- (b) Students whose course of study has been interrupted by transfer from one school to another or who, for some other acceptable reasons, are unable to continue a course of study already commenced towards the School Certificate or the Higher School Certificate. This concession is not generally granted to a student who changes school at the end of Year 10 and who seeks to enrol at the beginning of Year 11 in a course of study which is not available at his or her new school.
- (c) Students in small secondary schools, disadvantaged by the necessarily limited elective offering within their schools, will become eligible for part-time enrolment for Years 8, 9 and 11. This provision will extend to Years 10 and 12 in 1982.
- (d) Students studying a community language in Years 8, 9 and 11 from an ethnic background will have the same access to the Correspondence School as students from government schools. This provision will extend to Years 10 and 12 in 1982.
- (e) Leaflet assistance to non-government schools will be offered in defined situations in compliance with the Department's policy.

3.1.10.7 Procedures to be Followed in Applying for Part-Time Enrolment— Non-Government Schools

(a) Application forms, available from the appropriate regional office of the N.S.W. Department of Education, will be forwarded by the secondary school principal to the regional office for submission with recommendation to the Principal of the Correspondence School.

(b) The application will be considered by the Principal of the Correspondence School and, if after consultation with the region the final decision is not to enrol the applicant, the decision will be communicated to the school principal and the regional office.

(c) To avoid delays in forwarding lesson material, wherever possible applications for enrolment for first term should be submitted to the Correspondence School before 30th November of the previous year.

3.1.10.8 Conditions Relating to Part-Time Enrolment

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A subject taken by correspondence must be towards the award of the School Certificate or the Higher School Certificate.

(a) The school will be required to certify that the student is not studying a total number of subjects in excess of six for the School Certificate or in excess of twelve units for Years 11 and 12 (including those courses taken by correspondence).

(b) *As a general rule* and within the limits permitted by the resources of the Correspondence School, the following conditions for approval of enrolment will be observed:

- (i) no more than one course will be approved for any one student;
- (ii) no more than three students from any one school will be accepted for any single *subject* in the one year (grade) of study;
- (iii) no more than four different subjects in the one year (grade) at individual schools will be accepted;
- (iv) applications will not be approved for courses which are offered at a student's school.

WHERE FOR ANY REASON IT IS NECESSARY TO LIMIT ENTRY TO ANY COURSE, THE PRINCIPAL OF THE CORRESPONDENCE SCHOOL WILL CONSIDER EACH CASE ON ITS MERITS.

(c) Principals will be required to certify that:

- the student is capable of working independently and be reliable in the completion of assignments;
- the number of periods stipulated by the relevant Study Board for the study of the subject are available within the normal school timetable;
- a designated member of the teaching staff of the school has been nominated to supervise the study arrangements of the student;
- the school will undertake to meet conditions for completion of assignments and examinations, the regular forwarding of work and the provision of materials (e.g., textbooks, reference materials) necessary for the completion of the course.

It should also be noted that in some subjects, e.g., some languages in Senior Years, the Correspondence School will determine suitability of candidates for the course.

3.1.10.9 Appeals (Government and Non-Government Schools)

(a) Appeals against non-enrolment will be considered by the Correspondence School Appeals Committee, comprising:

Director of Education, Central Metropolitan Region; Regional Guidance Officer, Central Metropolitan Region; Director of Personnel or his representative; Principal of the Correspondence School and, where applicable, a representative of non-Government systems, this position to be filled each year in rotation by a nominee of the Catholic Education Commission, the Headmasters' Conference of N.S.W. and the Headmistresses Association of N.S.W.

(b) Before appeals are considered, the Appeals Committee will consult with the appropriate Regional Director as necessary.