

68.6
New South Wales Government**Department of Education**

18/1194.2

35 Bridge Street, Sydney
Please address all
communications to
N.S.W. Department of
Education,
Box 33, G.P.O., Sydney, N.S.W. 2001

Our reference:

79 083

Your reference:

Telephone: 20584 Ext.
Telegrams: "Schools Sydney"
Telex: 24420

24th May, 1979

CORRESPONDENCE SCHOOL - GUIDELINES FOR ENROLMENT

Because of recent and projected developments in the use of Correspondence School facilities it is considered necessary to re-state policy and to issue guidelines outlining procedures relating to applications for enrolment at the Correspondence School. It will be appreciated that there are limitations to enrolment at the Correspondence School arising out of factors of accommodation, staffing and finance.

The following guidelines are issued with the assumption that the capacity of the Correspondence School is adequate to the resources available.

1. FULL TIME ENROLMENT

The following categories of students are eligible for full time enrolment:

- 1.1 Students enrolled at a N.S.W. school who will be absent for an extended period because of -
 - (i) travelling commitments - overseas or within Australia
 - (ii) prolonged illness or injury.
- 1.2 Students living beyond the statutory distances specified in section 4 (4)(d) of the Public Instruction (Amendment) Act, 1916.
- 1.3 Students suffering from some physical disability which renders them incapable of attending school either permanently or for a limited period. Medical evidence will be required.
- 1.4 Students at hospital schools, at schools for the physically disabled, at training centres and at other child welfare institutions.
- 1.5 Secondary pupils at primary schools and at central schools which do not provide class teaching at the form level required.
- 1.6 In special cases, students between the ages of 15 and 18 years who no longer attend school and are unable to receive face to face teaching.

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2. PART TIME ENROLMENT OF DEPARTMENTAL SCHOOL STUDENTS

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

- 2.1 Students whose course of study has been interrupted by transfer from one school to another or, for some other reasons are unable to continue a course of study already commenced towards the School Certificate or Higher School Certificate.
- 2.2 Special cases, for example students who, because of some disability, are unable to undertake a course of study which is available at their school, will be eligible for enrolment in that subject only. This concession will apply to a student in any of the secondary years.

3. CONDITIONS PERTAINING TO PART TIME ENROLMENT

- 3.1 Where for any reason it is necessary to limit entry to any course the following priority will apply:
 - Priority 1. Application/s in category 2.1
 - Priority 2. Application/s in category 2.2.
- 3.2 Applications will not be approved for courses which are offered at a student's school, but which cannot be taken by the student because of timetabling difficulties unless treated as a special case.
- 3.3 As a general rule no more than one course will be approved for any one student.
- 3.4 No more than three students from any one school will be accepted for any single subject in the one Year (grade) of study.
- 3.5 No more than four different subjects in that Year (grade) at individual schools will be accepted.
- 3.6 To be approved, a course taken by correspondence must be necessary for the student's School Certificate or Higher School Certificate. For the School Certificate it must be a compulsory subject or one of no more than two elective subjects in addition to the core courses. For the Higher School Certificate it must contribute towards a total of not more than 12 units being presented by the student. 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 in Years 11 and 12. Exceptions may be made to enable a student to study the ethnic language of his family where Saturday Schools are unavailable or where a student has advanced an acceptable reason for not being able to attend a Saturday School.
- 3.7 Some students in very small schools may be enrolled where they require a subject which cannot be offered at their school.
- 3.8 Enrolment will not be 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.

Enrolment will not be granted to a student who seeks to continue in Year 11, a course of study undertaken in Years 7 - 10 which is not available at his or her school.

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- 3.9 The school will be required to certify the student's suitability to undertake a course by correspondence. For this purpose the student must be capable of sustained private study and be reliable in the completion of assignments. In some subjects, e.g. some languages in senior years, the Correspondence School will determine the suitability of candidates for the course.
- 3.10 The school will be required to certify that the conditions of the Correspondence School for study can be met. These are:
- * That the student can undertake the correspondence within normal school hours, excluding lunch hours, while meeting all requirements for the relevant Board of Study. For this purpose, correspondence courses leading to the School Certificate will require a time allocation equivalent to at least four or five forty minute periods, for each unit of the course being studied.
 - * That a designated member of the teaching staff of the school is available to supervise the study arrangements of the student.
 - * That suitable study facilities appropriate to the course must be available.
 - * That the school undertakes to meet conditions for completion of assignments, forwarding of work and provision of materials necessary for the courses.

4. PART TIME ENROLMENT OF NON-GOVERNMENT SCHOOL STUDENTS

Conditions applying to the enrolment of non-Government school students are:

- 4.1 Subject to production of supporting medical evidence any physically handicapped student who, because of physical disability is unable to follow a particular course of study at his or her school, will be eligible for enrolment in that subject only, this concession to apply to a student in any of the secondary years.
- 4.2 Pupils who are following courses in Years 11 or 12 and who are required to transfer to a new school may seek enrolment at the Correspondence School in a course or courses, the study of which has already been commenced and is not available at the new school. This concession is not to be 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

5. PROCEDURES TO BE FOLLOWED IN APPLYING FOR ENROLMENT, INCLUDING CASES CLASSIFIED AS "SPECIAL CIRCUMSTANCES"

- 5.1 Application from parent forwarded through Principal to the appropriate Regional Office. If, for any reason, an applicant is not enrolled at a school, the application from the parent is to be forwarded to the Regional Office appropriate to the home address of the applicant.
- 5.2 Application with regional recommendation to be forwarded to the Correspondence School.
- 5.3 Consideration will be given to the application by the Correspondence School and a decision made. In the event that an application is declined, the matter will be reviewed with the Region. If, after the review, it is decided not to enrol the applicant, the Correspondence School will communicate the decision to the applicant and to the Region.

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6. APPEALS

Appeals against non-enrolment will be considered by the Correspondence School Appeals Committee, whose membership will comprise:

Director of Education, Central Metropolitan Region,
Regional Guidance Officer, Central Metropolitan Region,
Representative of the Director of Special Programmes and
Principal of the Correspondence School.

Before appeals are considered by the above Committee, the appropriate Region will be requested to give the matter further consideration, provide relevant background information and a recommendation to the Appeals Committee.



D. Swan
Director-General of Education.

DEPARTMENT OF EDUCATION

78/505732

18/1194-2

Telephone: 205-4 Extension... 8103.

CORRESPONDENCE SCHOOL - GUIDELINES
FOR ENROLMENT.

The guidelines for enrolment at the Correspondence School, submitted by the Correspondence School Policy Committee on 31.7.78, were submitted with the intention of clarifying procedures for dealing with applications for enrolment at the Correspondence School.

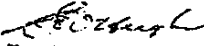
The guidelines and procedures were intended for Departmental school students directly and indirectly for those non-government students of school age who were not enrolled in a non-government school and who were unable to receive face to face teaching (Item A.6 of draft guidelines 31.7.78). At that time no general provision existed for the enrolment of non-government school pupils. Since then, there has been a widening of access to the Correspondence School by non-government school pupils enrolled in years 11 and 12 (see copy of circular to Regional Directors dated 11.11.78 attached).

In view of the widening of access to non-government school pupils and having regard to the stated intention to clarify procedures for enrolment at the Correspondence School, it is considered necessary to restate in toto and in a more detailed form, the current provisions for enrolment by Government and non-government school students. Accordingly, the attached revised policy statement is submitted for endorsement. The statement incorporates the addendum requested by the Deputy Director-General to the final paragraph of item 5 of the statement of Mr. Frost and proposes the deletion of the word "normally" from point A.1 of the enrolment guidelines submitted by the Correspondence School Policy Committee and the insertion of a further section to those guidelines specifically referring to non-government school pupils in years 11 and 12.

It is proposed that the policy statement will issue to School Principals (Primary and Secondary), Inspectors of Schools, Regional Directors, Functional Directors, Deputy Director-General, Assistant Directors-General, Secretary, Deputy Secretaries, Assistant Secretaries, Senior Executive Assistant, Public Relations and Information Branch. It is intended also that the statement be published in the Teachers Handbook and that copies of the policy statement be placed on policy files P69/00916 and P68/000913.

As a general rule, it would seem preferable that all matters of policy arising from considerations of Committees and others, whether new or revision of existing policies, should be referred for the endorsement of the Policy and Planning Group.

Director-General


E. McHugh,
Executive Officer,
POLICY & PLANNING GROUP

2.3.79

New South Wales Government



Department of Education

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CORRESPONDENCE SCHOOL - GUIDELINES FOR ENROLMENT

Because of recent developments in the use of Correspondence School facilities it is considered necessary to re-state policy and to issue guidelines outlining procedures relating to applications for enrolment at the Correspondence School. It will be appreciated that there are limitations to enrolment at the Correspondence School arising out of factors of accommodation, staffing and finance. The following guidelines are issued with the assumption that the capacity of the Correspondence School is adequate.

* FULL TIME ENROLMENT

1. Students enrolled at a N.S.W. school who will be absent for an extended period because of -
 - (i) travelling commitments - overseas or within Australia
 - (ii) prolonged illness or injury.
2. Students living beyond the statutory distances specified in section 4 (4)(d) of the Public Instruction (Amendment) Act, 1916.
3. Students suffering from some physical disability which renders them incapable of attending school either permanently or for a limited period. Medical evidence will be required.
4. Students in hospital schools, in schools for the physically disabled, in training centres and other child welfare institutions.
5. Secondary pupils in primary schools and in central schools which do not provide class teaching at the form level required.
6. Eligible students between the ages of 15 and 18 years who no longer attend school and are unable to receive face to face teaching.

* PART TIME ENROLMENT (DEPARTMENTAL SCHOOL STUDENTS)

- A. Students whose course of study has been interrupted by transfer from one school to another or, for some other reasons are unable to continue a course of study already commenced towards the Higher School Certificate or School Certificate.
- B. Special cases, for example students who, because of some disability, are unable to undertake a course of study which is available at their school, will be eligible for enrolment in that subject only. This concession will apply to a student in any of the secondary years.

CORRESPONDENCE SCHOOL - GUIDELINES FOR ENROLMENT

- C. Where for any reason it is necessary to limit entry to any course the following priority will apply:
- Priority 1. Application/s in category A above.
 - Priority 2. Application/s in category B above.
1. Applications will not be approved for courses which are offered in a student's school, but which cannot be taken by the student because of timetabling difficulties unless treated as a special case.
 2. As a general rule no more than one course will be approved for any one student.
 3. No more than three students from any one school may be accepted for any single subject in the one year of study.
 4. No more than four different subjects in that year (grade) at individual schools will be accepted.
 5. To be approved, a course taken by correspondence must be necessary for the student's Higher School Certificate or School Certificate. That is, for the School Certificate it must be a compulsory subject or one of no more than two elective subjects in addition to the core courses, and for the Higher School Certificate it must contribute towards a total of not more than 12 units being presented by the student. 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 in Year 11 or Year 12. Exceptions may be made to enable a student to study the ethnic language of his family where Saturday Schools are unavailable or where a student has advanced an acceptable reason for not being able to attend a Saturday School.
 6. Some students in very small schools may be enrolled where they require a subject which cannot be offered in their school.
 7. This concession will not be 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.
 8. The school will be required to certify as to the student's suitability to undertake a course by correspondence. For this purpose the student must be capable of sustained private study and be reliable in the completion of assignments. In some subjects, e.g. some languages in senior years, the Correspondence School will determine the suitability of candidates for the course.
 9. The school will be required to certify that the conditions of the Correspondence School for study can be met. These are:
 - a) that the student can undertake the correspondence within normal school hours, excluding lunch hours, while meeting all requirements for the relevant Board of Study. For this purpose, correspondence courses leading to the School Certificate will require a time allocation equivalent to at least four or five forty minute periods, for each unit of the course being studied.

CORRESPONDENCE SCHOOL - GUIDELINES FOR ENROLMENT

- b) that a designated member of the teaching staff of the school is available to supervise the study arrangements of the student.
- c) suitable study facilities appropriate to the course must be available.
- d) that the school undertakes to meet conditions for completion of assignments, forwarding of work and provision of materials necessary for the courses.

* PART TIME ENROLMENT (NON-GOVERNMENT SCHOOL STUDENTS IN YEARS 11 AND 12)

The same conditions apply generally for Non-Government school students in Years 11 and 12 only as apply for Departmental school students except in special cases as outlined in category B above. (Page 1)

* PROCEDURES TO BE FOLLOWED IN APPLYING FOR ENROLMENT (TO ALSO APPLY IN CASES CLASSIFIED AS "SPECIAL CIRCUMSTANCES")

- a) Application from parent forwarded through Principal to the appropriate Regional Office for initial consideration. (Region in which school is located where applicant is currently enrolled).
- b) Application with considered recommendation forwarded to the Correspondence School.
- c) Consideration by Correspondence School.

(I) Accepted

(II) Not accepted

- discussion with Region

- Region

If still not accepted the applicant to be informed and a copy of the notice sent to the Region.

The Principal of the Correspondence School is to determine the procedures to be adopted in the above decision making.

* REQUESTS FOR REVIEW

- a) Final and binding determination to be made by a committee to be known as:

"CORRESPONDENCE SCHOOL ENROLMENT APPLICATION/REVIEW COMMITTEE"

Membership:

Director of Education, Central Metropolitan Region
 Representative of the Director of Special Programmes
 Regional Guidance Office, Central Metropolitan Region
 Principal of the Correspondence School

- b) Requests for reviews to be directed to the appropriate Region for further consideration. Provision of relevant background information and recommendation to the Review Committee.

D. Swan
Director-General of Education.

DEPARTMENT OF EDUCATION

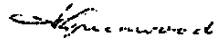
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Telephone: 20584 Extension.....

CORRESPONDENCE SCHOOL - GUIDELINES FOR ENROLMENT

The Correspondence School Policy Committee has had under consideration the amendment of the guidelines for enrolment of students at that School. This was prompted in part by the wish of the Government to widen access to the School's facilities for students of non-Government schools. The Minister has written to the Premier proposing certain initiatives for introduction in 1981 and 1982. A response is still awaited from the Premier.

At the meeting of the Correspondence School Policy Committee on 20.8.80 it was resolved that the amended guidelines, a copy of which is attached, be recommended for approval. It was stressed that it is necessary to reach a decision urgently in order that action required to implement the amended procedures might be taken. This involves not only the promulgation of the amended guidelines but the appointment of additional staff, production of new enrolment forms and establishment of priorities for enrolments if the demand exceeds the School's ability to provide facilities.



K. Greenwood
Executive Officer
CORRESPONDENCE SCHOOL
POLICY COMMITTEE.

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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 emphasised 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 & Infants students only
Walgett Public School	Primary & Infants students only
Cobar Public School	Primary & Infants students only
School of the Air, Broken Hill	Primary & Infants students who have the use of a transceiver

3.1.10.2 Full-Time Enrolment - Primary & 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 & 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

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.

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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 or 11, 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

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- 4 -

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.

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.

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- (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.

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

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

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- (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.

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A cost of \$1,100 per annum per student for part-time enrolment has been adopted. This figure is based on a 1977 calculation of the cost of full-time Correspondence School education, indexed to mirror present day costs by comparison with the known up-to-date cost of face-to-face teaching in a normal school and the application of a previously calculated ratio between Correspondence School and normal school pupil costs. A further moderation has been made to cover the fact that part-time enrolments mainly in language classes will be involved.

Using the bases described, it has been estimated that 11 additional teaching staff will be required, mostly in the field of languages (Modern Greek, Indonesian, French/German and Russian) and Home Economics and including a Deputy Principal (Secondary), Master/Mistress and Counsellor. Additional clerical assistance will be required in mailing and handling leaflets.

The additional cost of the expanded access to the School's facilities for the 1981 calendar year have been calculated to be -

a) Student costs	- 350 at \$1,100	= \$ 385,000
b) Teaching staff	- 11 at an av. of 200,000	= \$ 220,000
c) Clerical staff	- 2 at \$9,000	= \$ 18,000
d) Leaflet assistance to non-Government schools on the same basis as Government schools		= \$ 50,000
		<u>\$ 673,000</u>

In addition the use of some additional floor space will be required at least in 1981 and 1982 while the renovation of the present building is under way. This space will presumably have to be rented; no cost has been established in the absence of an assessment of the area needed and of knowledge of likely rental.

If equal access is granted to non-Government students in 1982 on the same footing as that enjoyed at present by students of Government schools, it is estimated tentatively that a further 50 teaching staff will be needed in addition to extra accommodation beyond that which will be available when the present building is fully reoccupied. There will, in addition of course, be a need for extra clerical assistance. No attempt has been made to estimate the cost until a more detailed assessment of needs can be made, but obviously a figure in excess of \$500,000 per annum must be anticipated.

Yours sincerely,

(SGD.) PAUL LANDA

PAUL LANDA
Minister for Education.

SIGNED BY MINISTER AND DESPATCHED

Draft herewith for the Minister's signature, if approved.

K. Greenwood

K. Greenwood
Executive Officer
CORRESPONDENCE SCHOOL
POLICY COMMITTEE.

1. DIRECTOR OF PERSONNEL.

2. A.D.G. (R).

Submitted. [Signature]
1/8/80

The Hon. N.K. Wran, O.C., M.P.,
Premier and Treasurer,
SYDNEY. 2000.

-5-6-1980

Dear Mr. Wran,

Consideration has been given to widening the access to the facilities of the Correspondence School for students of non-Government schools.

It is proposed that in 1981, the following additional provisions be made -

1. For students in small secondary schools, disadvantaged by the necessarily limited elective offering within their school, to become eligible for part-time enrolment in Years 8, 9 and 11. Enrolment in Years 10 and 12 for such students is envisaged in 1982.
2. For students in Years 8, 9 and 11 from ethnic backgrounds to have the same access to the Correspondence School in 1981 as students from Government schools. Full access for all secondary year students would be provided in 1982 - in respect of courses which can be offered at the Correspondence School with available resources.
3. Leaflet assistance to non-Government schools be offered in defined situations in compliance with the Department's policy.

An attempt has been made to arrive at as reliable an estimate as is practicable. It must be emphasised however, that this presents very considerable difficulties. Even for Government school students it is very difficult to predict enrolments for the following year. Enrolment applications for 1981 will not be received until December, 1980 or at the beginning of the new school year. The number of applications from non-Government schools will be dependent on various factors, essentially the deficiencies in courses available at schools to meet students' needs. The extent to which modifications made to enrolment regulations last year have become widely known is uncertain; the influx of non-Government school students could increase progressively. The response of such students over the next year or years to the concessions now proposed to be granted must be largely speculative.

In arriving at the cost figures quoted below the following facts have been used as a guide. Small schools have been arbitrarily defined as schools with less than 300 students. The overall ratio of non-Government students to Government students in New South Wales secondary schools is approximately 1:3 (95,001 non-Government; 290,795 Government). However, having regard to the definition, the ratio of the number of non-Government to Government small schools is 5:4. In terms of the numbers of students who attend such schools the ratio is 6:5. If schools with an enrolment of less than 200 only are considered, the ratio of secondary students enrolled is 5:3. For the purpose of calculating costs it has been accepted that a figure equal to half the present part-time enrolment of Government school pupils at the Correspondence School will seek enrolment from non-Government schools. A figure of 350 is suggested.