

Sydney Distance Education High School

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Distance Education Supplement

2.10 Students in extraordinary circumstances

(Please print clearly)

DEC office _____ **Contact Person** _____

Phone _____ Fax _____ Email _____

Student name _____ **Year** _____

Current home school _____ **Length of enrolment** _____

Office Referral

This category is designed to meet an unforeseen or extraordinary circumstance which prevents the student from attending school.

Enrolments will be reviewed **during Term 4** of each school year.

Referral Process

Parents or carers are required to submit a Statutory Declaration, stating the reasons for requesting fulltime distance education enrolment.

The *Statutory Declaration* should include:

- a statement that the parent or carer recognises and accepts their role and responsibilities in the child's education
- a timetable detailing the time scheduled for engaging in school work and completion of set tasks
- an outline of the supervision arrangements that will be put in place to support the student learning program

The **Director, Public Schools NSW** for the school where the student is currently enrolled should consider the circumstances as provided by the parent or carer and may seek advice from the Principal of the student's current school and / or an officer from the local Education Services Team or their delegates.

The Director, Public Schools NSW indicates the length of time the student can remain in distance education and verifies the following.

Director, Public Schools NSW

I have reviewed the documentation for this application for distance education. I certify that:

- policies and procedures have been followed
- the student's educational and / or welfare needs cannot be met by a regular school with access to school, local and state resources
- the distance education school is the most appropriate option
- a risk assessment / management plan has been developed taking into account the specific circumstances of the isolated learning which verifies the safety and suitability of the home or other location where the learning will take place

I recommend enrolment for the student whose name appears above.

Name of Director _____

Signature _____ Date _____

