

2024

Enrolment Information

Curriculum Access Provision for Schools in Youth Justice Settings (SYJS)

Years 9-12

* This includes students from Austinmer Adolescent Unit, a Justice Health Setting

Enquiries should be directed to the Head Teacher Enrolments on (02) 9383 0213

Locked Bag 5000, POTTS POINT NSW 1335

Phone: 9383 0200

Website: <https://sydneyh-d.schools.nsw.gov.au>

Email: sydneyh-d.school@det.nsw.edu.au

Revised 14 November 2023



Sydney Distance Education High School



Schools in Youth Justice Settings Enrolments Sydney Distance Education High School

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Schools in Youth Justice Settings Enrolments

Sydney Distance Education High School

Students enrolled in Schools in Youth Justice Settings (SYJS) in NSW may be considered for curriculum access provision at Sydney Distance Education High School if the SYJS cannot provide curriculum access to a Key Learning Area at an appropriate stage level through any other means.

Students admitted to the Austinmer Adolescent Unit can also apply for curriculum access provision using the SYJS form.

Curriculum access through distance education enables special education settings to meet the minimum requirements for the Record of School Achievement (RoSA) or the NSW Higher School Certificate (HSC).

The Principal of the SYJS can apply to SDEHS for curriculum access on behalf of the student. SDEHS can provide students in SYJS the opportunity to access Stage 5 and Stage 6 courses only. Middle School courses may be suitable for students for a variety of reasons. The SYJS Principal must certify that the SYJS cannot provide curriculum access for the student to a subject at an appropriate stage level through any arrangement other than distance education.

All SYJS distance education enrolments are accessed through SDEHS for a number of reasons including the importance of having consistent processes across NSW. In addition, this ensures continuity of education for students attending SYJS as they may move from SYJS to SYJS – that is, students can keep the same teachers and learning programs.

SDEHS teachers are able to liaise with the teacher in the SYJS to support the delivery of secondary curriculum materials.

The Enrolment Application Form: Curriculum Access Provision for Schools in Youth Justice Settings (SYJS) Years 9-12 is on the school's website. This document includes information about courses available for Years 9-12 and the Request for Change of Supervisor – Settings (SYJS only).

Enrolment process – new applications

1. The SYJS Principal completes the Curriculum Access Provision Application form for Schools in Youth Justice Settings Years 9-12, available on the SDEHS website.
2. The SYJS Principal completes the Distance Education Supplement: 4. Special Placements Settings (Schools in Youth Justice Settings) Curriculum Access Provision (Appendix A). Director sign off is not required.
3. A Personalised Learning Pathways for Aboriginal Students or Personalised Learning and Support Plan must be included, with any other relevant information.
4. This documentation is emailed by the SYJS to SDEHS (sydneyhd.school@det.nsw.edu.au). This is then forwarded to the SDEHS Head Teacher responsible for enrolments, who will advise the SYJS once the application is approved.
5. Following enrolment, communication from the SYJS concerning a student's work is directly with a student's teachers and the relevant Head Teachers. For general issues, communication is with the Head Teacher Secondary Studies responsible for SSPs and SYJSs. Appropriate contact names are available from school reception, phone 02 9383 0200.

Process for transferring enrolments between SYJS

1. The Principal from the SYJS where the student is **currently enrolled**, emails both the Principal at the SYJS where the student is placed and SDEHS (sydneyhd.school@det.nsw.edu.au). This is then forwarded to the SDEHS Head Teacher responsible for enrolments.
2. The Principal at the **new SYJS** arranges for the student to be shared with SDEHS on ERN, if SYJS owns them on ERN. If the SYJS is not the student's home school, the home school needs to share with the SYJS plus SDEHS.
3. The **new SYJS** completes the Distance Education Supplement: 4. Special Placements Settings (Schools in Youth Justice Settings) Curriculum Access Provision (Appendix A). Director sign off is not required.
4. The **new SYJS** completes the form: Request for Change of Supervisor – Settings (SYJS only) (Appendix B).

Supporting students transitioning back into the community with distance education under 2.10 Students with Extraordinary Circumstances

Students seeking to continue their education to attain the Record of School Achievement (RoSA) or the Higher School Certificate (HSC) may be eligible to enrol in distance education in category 2.10. Further detail about this category can be found in the current *Distance Education Enrolment Procedures* <https://education.nsw.gov.au/content/dam/main-education/policy-library/public/implementation-documents/pd-2002-0006-02.pdf>

The Principal of the SYJS contacts the Specialist Program Coordinator, by email (specialistprograms@det.nsw.edu.au). Ideally, this contact should take place as soon as it is known the student will be leaving SYJS.

1. The Specialist Program Coordinator oversees and guides the enrolment process with the Delivery Support Team attached to the student's zoned local school.
2. If the student is found to be eligible for enrolment, the Director Educational Leadership endorses the enrolment.
3. Once SDEHS receives the letter of endorsement from the Director, the SDEHS enrolment officer provides the *Enrolment Application Form: Years 7-12* and the *Application to Enrol in a NSW Government School*. These forms should be returned to SDEHS within two weeks. The student is then enrolled and commences study.

Please send all completed applications to the Head Teacher Administration (Fulltime Enrolments).