

2025

Enrolment Information

Accessing Curriculum Provision for Schools within Youth Justice Centres (SYJC)

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

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Sydney Distance Education High School



Schools within Youth Justice Centres Enrolments

Sydney Distance Education High School

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Schools within Youth Justice Centres Enrolments

Sydney Distance Education High School

Introduction

Students enrolled in Schools within Youth Justice Centres (SYJC) in NSW may be considered for accessing curriculum provision at Sydney Distance Education High School if the SYJC 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 accessing curriculum provision using the SYJC form.

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

The Principal of the SYJC can apply to SDEHS for accessing curriculum on behalf of the student. SDEHS can provide students in SYJC 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 SYJC Principal must certify that the SYJC cannot provide curriculum access for the student to a course at an appropriate stage level through any arrangement other than distance education.

All SYJC 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 SYJC as they may move from SYJC to SYJC – that is, students can keep the same teachers and learning programs.

Curriculum access arrangements for students in these specialist settings must comply with safety and security requirements and other conditions determined by Youth Justice. This may include curriculum adjustments and restrictions on students' access to the internet and electronic communications.

The principal of Sydney Distance Education High School and the principal of the SYJC are responsible for communicating specific requirements and resolving any issues about a student's enrolment.

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

The three Head Teachers Secondary Studies (HTSS) are your contact for anything about enrolment, course changes and arranging school visits. Call Reception on 9383 0200 to be directed to the appropriate HTSS.

Head Teacher Secondary Studies (Years 7–9)

Head Teacher Secondary Studies (Year 10)

Head Teacher Secondary Studies (Years 11–12)

The Enrolment Application Form: Accessing Curriculum Provision for Schools within Youth Justice Centres (SYJC) 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 (SYJC only).

Enrolment process – new applications

1. The SYJC Principal completes the Accessing Curriculum Provision Application form for Schools within Youth Justice Centres Years 9-12, available on the SDEHS website.
2. The SYJC Principal completes the Distance Education Supplement: Specialist Settings (Schools within Youth Justice Centres) Accessing Curriculum Provision (Appendix A in the Enrolment Application Form). Director sign off is not required.
3. A Personalised Learning and Support Plan must be included and, if appropriate, a Personalised Learning Pathways for Aboriginal Students with any other relevant information.
4. This documentation is emailed by the SYJC to SDEHS (sydneyh-d.school@det.nsw.edu.au). This is then forwarded to the SDEHS Head Teacher responsible for enrolments, who will advise the SYJC once the application is approved.
5. Following enrolment, communication from the SYJC 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 SYJCs. Appropriate contact names are available from school reception, phone 02 9383 0200.

Process for transferring enrolments between SYJC

1. The Principal from the SYJC where the student is **currently enrolled**, emails both the Principal at the SYJC where the student is placed and SDEHS (sydneyh-d.school@det.nsw.edu.au). This is then forwarded to the SDEHS Head Teacher responsible for enrolments.
2. The **new SYJC** completes the Distance Education Supplement: Specialist Settings (Schools within Youth Justice Centres) Accessing Curriculum Provision (Appendix C in the Enrolment Application Form). Director sign off is not required.
3. The **new SYJC** completes the form: Request for Change of Supervisor – Settings (SYJC only) (Appendix B in the Enrolment Application Form).

Supporting students transitioning back into the community with distance education under 2.10 Students in 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/policy-library/familiarisation/enrolment/distance-education#WhatO>

The Principal of the SYJC 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 SYJC.

1. The Specialist Program Coordinator oversees and guides the enrolment process with the Team Around a School attached to the student's local government 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).