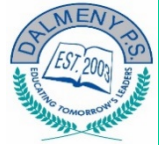


Dalmeny Public School

DISTANCE EDUCATION ENROLMENT POLICY



1. POLICY STATEMENT

1.1 This document provides information for the community and direction for school personnel on the entitlements, requirements and procedures for the enrolment of distance education students.

Education is compulsory for non-Australian citizens between the ages of 6 and fifteen years of age.

Distance education is available to students who are isolated or whose special circumstances prevent them from attending school on a regular basis.

1.2 Kindergarten students

Application is made through the local school and authorised by the school principal.

1.3 Years 1 to 12 students

Applications are made through the long distance education centre.

1.4 Other students

In some situations students may apply for distance education. This includes students:

- at some schools for specific purposes, hospital schools or community care schools;
- travelling within Australia;
- who are temporary residents overseas.

Refer to *Distance Education: Categories and Procedural Guidelines for Enrolment* available from Distance and Rural Education Directorate.

2. Audience and applicability

2.1 This policy applies to the Dalmeny Public School community.

3. Responsibilities and Delegations

3.1 The Principal

The principal is responsible for:

- providing information distance education enrolment strategies and policy to the school community, when required;
- preparing policy in consultation with the school community;
- managing effective processes for the enrolment of students in distance education, if required;
- advising the Director of Educational Leadership of enrolment and process undertaken;
- maintaining accurate and complete enrolment data;

3.2 The Director Educational Leadership

The Director Educational Leadership is responsible for monitoring enrolments, policy, procedures, numbers, trends and ceilings at Dalmeny Public School;

4. Monitoring and Review

4.1 Dalmeny Public School will monitor the implementation of this policy and review its effectiveness every three years and or as required.

5. Policy Contact

5.1 Dalmeny Public School
Phone: 02 9826 9033

6. Implementation Date

6.1 9th September 2019

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