

NEGS Education Online Enrolment Policy

Category	Policy
Intended Audience	Enrolments staff and parents
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Implementation support documents	● Hyperlink documents that support the implementation of this document such as forms, templates and checklists
Related Information	Student Well being Policy Boarders Handbook (2016 Edition)
Authorised by	

Rationale

This policy outlines the requirements and procedures involved in the enrolment process for a NEGS Education Online student

1. Objectives

- 1.1. Support student enrolment of online education families to NEGS

2. Applicability

- 2.1. Students Kindergarten to Year 6
- 2.2. Junior School Staff
- 2.3. Junior School parents
- 2.4. Onsite supervisors

3. Context

- 3.1. NEGS Junior School

4. Implementation:

- 4.1. Kindergarten students may be enrolled providing their 5th birthday is prior to the 1st July in the year they are to commence.
- 4.2. Enrolment in the education online program is open to students who can meet the following criteria:
 1. The Parent/Carer is able to sign and adhere to the enrolment contract
 2. The Parent/Carer is able to comply with the policies and procedures for education online including but not limited to:
 - a. Ensuring student attendance is completed. This task may be completed by the onsite supervisor, if this person is not the parent.
 - b. Communicating with the school as issues arise
 - c. Ensuring student participation in the NAPLAN tests, when appropriate, unless a special exemption is granted
 - d. Ensuring student attendance at the mandatory residential school program
- 4.3. The student is engaged in the learning program to the satisfaction of the school. This includes but is not limited to:
 - a. Participation in daily work
 - b. Participation in class discussions
 - c. Participation in assessment
 - d. Returning work to the school as required

Enrolment Procedure

1. The first point of contact for enrolment will be the school website (<http://negs.nsw.edu.au>).
2. Interested parents will complete the necessary online enrolment forms located in consultation with the Enrolments Officers, including payment of the enrolment application fee.
3. The Enrolment Officer will contact the interested parent to discuss their enrolment and confirm with the parent the residential program.
4. If a parent signals their intention to apply for enrolment, the Junior School Coordinator and teacher will discuss the application with the Principal. The student and family will complete an interview with the Principal.
5. Assessment of technology capabilities by NEGS IT. Minimum requirements would include access to internet and minimum data requirements.
6. The Principal will determine if the student is accepted into the distance education program based on their ability to meet the requirements as defined in the enrolments policy.
7. The parent is notified of the outcome of their enrolment application. If successful, they must then sign the enrolment contract, pay the non-refundable deposit and one term's fees in advance.
8. Documentation such as a birth certificate will need to be sighted, along with a record of immunisation requested in the enrolment application.
9. When an enrolment application is processed, the student and the parent receive their login credentials to the school's learning management system via an email from the administration officer.
10. The administration officer informs the teacher(s) so that they can initiate the induction process into online education through phone calls and meetings online or in person with the caregiver/parent and/or onsite supervisor (if not the parent/caregiver). This would include -
 - Required resources for learning experiences
 - Technology (internet and google logins, emails etc)
 - Attendance register and daily expectations
 - Overview of day book and term planning formats
 - School expectations and policy overview

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A parent/caregiver of a student wanting to enrol a student in the distance education classes agrees that:

1. The student is eligible for full time enrolment in the distance education program at NEGS on at least one of the following grounds:
 - (i) The student meets the geographic isolation criteria. ***The distance between home and the nearest school is 16 kilometres or more and the distance between home and the nearest available transport service to the school is 3 kilometres or more. The journey regularly exceeds 60 minutes (primary student) each way to access the nearest government school. The student does not have reasonable access to an appropriate state school for at least 20 school days in a year because of adverse travel conditions (e.g. impassable roads).***
 - (ii) The student is travelling in Australia for between 50 and 400 days;
 - (iii) The student is a temporarily resident or travelling overseas for between 50 and 400 days;
 - (iv) The student has a medical condition that prevents his or her attendance at school;
 - (v) The student is vocationally talented and employed in the entertainment industry or is participating at an elite level in the performing arts or sports;
 - (vi) The student has additional learning and support needs;
 - (vii) The student is in extraordinary circumstances.
2. The home learning environment is safe and suitable for effective provision of distance education.
 - (i) This will be deemed through a site inspection (virtual if appropriate) and interview with the family at NEGS.
 - (ii) The onsite supervisors responsible for the delivery of the program will have a current Working with Children Clearance (NSW).
 - (iii) Technology requirements are adequate for delivery of lessons
3. Recognises and accepts their role and responsibilities in the student's education as the onsite supervisor, or employs a suitable person to fulfil this role. This role includes;
 - (i) To liaise with the school about the program or learning that will be provided to the student and the scheduling of the student's time for engaging in schoolwork and the completion of set tasks;
 - (ii) Ensuring the student has supervision during school work activities;
 - (iii) Supporting and encouraging the student through assistance with locating materials and resources needed for lessons, development of a timetable for work, provision of a suitable workplace and basic equipment;

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- (iv) Ensuring that the student follows the curriculum course developed by the school and addresses with due diligence and sustained effort, the set tasks and experiences provided by NEGS;
 - (v) Interacting with the student as required by the curriculum;
 - (vi) Interpreting and explaining to the student the spirit and intention of instructions or comments included in lesson materials or in messages from the teacher from NEGS;
 - (vii) Providing feedback to the teacher of the student's responses to the lesson and activities and on the student's performance and interest, including advice about illnesses or absences which have affected the student's ability to complete activities;
 - (viii) Monitoring the student's participation in satellite, computer based or teleconference lessons and school based activities as appropriate;
 - (ix) Providing appropriate conditions for the student and supervising all examinations and assessment tasks, as requested by the teacher at NEGS;
 - (x) Providing daily updates of students work as requested by the NEGS teacher into either an online portfolio, email or work diary so that all work samples as requested can be viewed, and feedback given.
4. Will provide and maintain an agreed mode of communication with NEGS for the duration of the student's enrolment. This will include consistent communication through phone calls, emails or live video conferencing.
5. Will ensure that the child attends at least fifteen (15) days of 'residential school' sessions each school year for each student undertaking all of their courses of study by distance education. The number of days of 'residential school' sessions provided for students undertaking less than a full program of student by means of education online is to be calculated on a pro-rata basis. NEGS mandatory 'residential school' attendance are the following dates, but attendance at more than these weeks is encouraged.
- (i) Term One 'residential school' will occur during week 3 so that the child/ren can participate in hands-on class activities and the annual swimming carnival; (5 days)
 - (ii) Term Two 'residential school' will be during week 5 so that the child/ren can participate in hands-on class activities and in the annual athletics competition; (5 days)
 - (iii) Term Three 'residential school' will be during week 5 so that the child/ren can participate in hands-on class activities and the annual musical; (5 days)
 - (iv) **Term Four additional non-mandatory 'residential school'** will be during week 8 and 9 so that the child/ren can participate in the annual Carols Festival and the Celebration of Learning Academic Assembly and Whole School Speech Day (end of school prize giving). (8 days)

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6. Will ensure when attending a 'residential school' and staying at NEGS that the families will adhere to all of the policies and procedures that are included in the Boarders Handbook (2016 Edition), and all other rules adhering to the NEGS community whilst utilising any of the facilities on the NEGS grounds.
7. Will ensure that when given procedures for formal supervision of students undertaking external examination/tests that they are performed in the way prescribed by the school and/or teacher, dependent on the examination/test being performed.

Withdrawal by the Parent

If a parent wishes to withdraw their child from the distance education program they must do the following:

1. Provide a term's written notice to the school via email of the intention to withdraw and the child's last day in the distance education program
2. Complete all outstanding attendance recording
3. Notify the school of the next destination for their child's education

Student Report Cards & Records

The school will only issue a semester grade report if a student has completed a semester (two complete terms) in the distance education program. The school does not issue grade reports for students who leave the school without completing semester one or semester two.

The school only maintains a record of student information as required by legislation. This information includes the enrolment register and the attendance records.

Classroom work is not maintained by the school and it is the responsibility of the student if they wish to keep a record of this work.

Withdrawal by the School

At the Principal's discretion, the school can initiate a withdrawal of the student from the school on the grounds that the student and/or parent/onsite supervisor have not met their obligations under the Enrolment Policy and the Enrolment contract.

5. Monitoring the policy

On change of legislation or at the discretion of the School Board of NEGS.