# Distance Education application supplement

## 2.10 Students in Extraordinary circumstances

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<th>DET Schools Network:</th>
<th>Network Contact Person:</th>
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<tr>
<th>Student Name:</th>
<th>Date of Birth:</th>
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**Current School:**

### Enrolment Process

Students with an unforeseen or extraordinary circumstance which prevents them from attending school.

#### Enrolment criteria

**Parents or carers** are required to submit a **Statutory Declaration**, stating the reason they are requesting full time distance education.

The **Statutory Declaration** should include:

- a statement that the parent or carer recognizes 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 must support the application.

When a student is not enrolled in a government school, the Director for the student’s designated local school must assess and support the application.

The Director Public Schools NSW 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 Educational Services team or their delegates. The Director should clearly indicate the length of time the student can remain in distance education.

The Director should consider if:

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

### Director of Public Schools NSW

I have reviewed the documentation for this application for distance education in relation to the requirements of the Distance Education revised enrolment procedures. I recommend enrolment for the student whose name appears above.

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<th>Name of Director:</th>
<th>Signature:</th>
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Anticipated length of DE Enrolment:

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Note: The document is a template for Distance Education application and includes fields for school details, student information, and a section for the Director's approval. The text explains the process for students in extraordinary circumstances, including the need for a Statutory Declaration, enrolment criteria, and the Director's assessment. The Director of Public Schools NSW must support the application, and the document outlines the considerations for the Director's decision.
Statutory Declaration
OATHS ACT 1900, NSW, EIGHTH SCHEDULE

I, ........................................................................................................, do solemnly and sincerely declare that
[name of declarant]
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and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1900.

Declared at: ................................................ on ................................................
[place] [date]
................................................................................ in the presence of an authorised witness, who states:
[signature of declarant]
I, ................................................., a .................................................,
[name of authorised witness] [qualification of authorised witness]
certify the following matters concerning the making of this statutory declaration by the person who made it:
[* please cross out any text that does not apply]

1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. *I have known the person for at least 12 months OR *I have not known the person for at least 12 months, but I have confirmed the person’s identity using an identification document and the document I relied on was
........................................................................................................[describe identification document relied on]

................................................................................
[signature of authorised witness] [date]
**List of authorised witnesses**

There are a number of people who may be able to witness your statutory declaration. A Commonwealth statutory declaration under the Statutory Declarations Act 1959 will need to be witnessed by a person who is both:

- on the list of authorised witnesses (below)
- has a connection to Australia.

For example, a doctor who is registered to practise medicine in Australia can witness your declaration, but a doctor who is not registered in Australia cannot.

A statutory declaration may be made before:

A person who is currently licensed or registered under a law to practise in one of the following occupations:

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary surgeon
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Bank officer/Credit Union Officer with 5 or more continuous years of service
- Clerk of a court
- Justice of the Peace
- Police officer
- Teacher employed on a full-time basis at a school or tertiary education institution