A distance education enrolment may be recommended when **ALL** of the following criteria apply.

- Consideration has been given to the support preference based on effective communication with the parent/carer.
- The student’s educational needs cannot be met by the local school with access to the available school, community and state resources. These must be documented in terms of:
  - effective collaboration between the school and the parent/carer regarding the child’s needs
  - assessment of additional need
  - intervention strategies implemented at the school
  - impact assessment of these interventions.
- The distance education school is the most appropriate enrolment.

The local learning and engagement coordinator will then consult with the parents/carers and start an enrolment application.

Learning and engagement officers from the local Educational Services team where the student live are responsible for the ongoing assessment and support of the student’s needs. This is done in consultation with the home school and distance education school so that they can support students who transition back to school, or to post-school options. The distance education school will provide feedback to the student’s home school in relation to progress regarding the transition plan.

Principals of the distance education school must apply Enhanced Enrolment Procedures to each application to verify the enrolment information provided to them.

### 2.10 Students in extraordinary circumstances

This category is designed to meet unforeseen and extraordinary circumstances not identified elsewhere in this document.

In addition to the five common requirements for enrolment on page 4, the following are required:

1. A statutory declaration from a parent, stating the reasons for requesting full time distance education enrolment.
2. 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 Public Schools NSW for the student’s designated local school must assess and support the application.

The Director Public Schools NSW should consider the circumstances provided by the parent/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 Public Schools NSW will verify that:

- policies and procedures have been followed
- the student’s educational and/or welfare needs cannot be met by a regular school with access to school, local and state resources
- the distance education school 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.

During Term 4 each school year, enrolments under the Extraordinary Circumstances Provision must be reviewed. This review will be informed by a report from the distance education school to the referring director, outlining the student’s progress with reference to the criteria listed above. The director will then advise the school if the distance education enrolment will be continued beyond the initial period.

### 2.11 Students where an enrolment direction has been made by the NSW Department of Education and Communities Director-General or delegate

When a direction has been made to enrol a student at a distance education school the student will be enrolled in accordance with the enrolment direction.