

Travelling Guidelines & Forms

Travelling Enrolment Eligibility and Criteria



Alice Springs School of the Air (ASSOA) provides distance education services to Preschool to Year 9 under several enrolment categories. Prospective students must meet the enrolment criteria for one of the distance education school enrolment categories. This document provides the guidelines, criteria and forms required for enrolment under the travelling category.

Enrolment at ASSOA requires the student to learn under the supervision of a home tutor or a supervising adult. This may be a parent/carer or a home tutor employed by the family (often called a 'govie').

Eligibility

To be enrolled under the Travelling category all of the following criteria must be met:

- the family is temporarily travelling Australia and/or overseas (this may be due to parental employment or for recreational purposes)
- the usual place of residence must be the NT
- the family must be returning to the NT at the end of the travel period
- travelling will commence within 4 weeks of enrolment
- enrolment is for a minimum of one semester and a maximum of two semesters
- if the child or young person intends to stay on after 12 months, a decision will be made by the principal based on their level of participation, and an approval from a Senior Director Education will be required
- if the family is residing in one location for three months or more during travel the enrolment will be no longer eligible and student/s will be required to enrol at a local school

Enrolment Period

Travel must commence within 4 weeks from commencing at ASSOA with the enrolment being a minimum duration of one semester and a maximum of two semesters.

Supervision

Students enrolled at Alice Springs School of the Air require supervision by a home tutor or a supervising adult who are required to perform a range of duties including:

- facilitating communication between the student and teachers
- ensuring age appropriate adult supervision of the student
- engaging with material provided by ASSOA both in a written and verbal format
- supporting the student to engage and participate in the learning program
- ensuring the student submits work in accordance with the prescribed or negotiated submission timetable

Travelling Guidelines & Forms

Engagement

Students enrolled at ASSOA are required to engage in their learning to the best of their ability at all times. Regularly participating and engaging with teachers and submission of work as per timetables is also required.

Learning

Travelling students are enrolled as paper based, with no online lessons, or, if the family can ensure attendance at most online lessons, can participate in online lessons. Travelling students may have a reduced curriculum load, as negotiated with the school, to support students' learning opportunities whilst travelling. Student work needs to be submitted on a regular basis so the teacher can provide feedback.

Enrolment interview

Once the required documentation has been submitted, and evidence that the eligibility criteria have been met, an enrolment interview will be arranged with the Principal.

Documentation Checklist

For those travelling:

- Statutory Declaration – (Overseas or Australia Form)
 - the family's intention to travel
 - the anticipated duration of the travel
 - the expected home address after travel
- Travel Itinerary
 - details of travel for a minimum of six weeks in advance from leave date
 - addresses of travel location
- Proof of NT residence
 - copy of parent/carer's driver's licence OR
 - an official document listing current NT address
- Student's most recent academic report

Travelling Guidelines & Forms

Documentation Checklist

For those temporarily interstate or internationally due to their parent's employment:

- Evidence of the employment that includes:
 - parent's name
 - employer's name and location
 - length of employment
- Proof of NT residence
 - copy of parent/carer's driver's licence OR
 - an official document listing current NT address
- Student's most recent academic report

Statutory Declaration – Australia Travel

I	{full name}
of	{address}

solemnly and sincerely declare as follows:

1. My family will be travelling Australia
2. With a confirmed departure date of ____/____/____ which is within four weeks of enrolment commencing at Alice Springs School of the Air.
3. The anticipated return date to the Northern Territory from our travels will be ____/____/____ which is longer than one semester and a maximum of two semesters from enrolment commencement date at Alice Springs School of the Air.
4. Upon completion of our travels we will be returning to our Northern Territory residence of (list address below)
5. I have provided to Alice Springs School of the Air a detailed itinerary with location addresses for the first six weeks of travel.
6. I will communicate any changes of travel plans directly to Alice Springs School of the Air.
7. I understand if we reside in one location within Australia for three months or more my child/ren will no longer be considered eligible for enrolment and will be required to attend a local school.

This declaration is true and I know it is an offence to make a statutory declaration knowing it is false in a material particular.

Declared at:		the		day of		20	
---------------------	--	------------	--	---------------	--	-----------	--

Signature of the person making the declaration:

Signature of witness:	Full name of witness
	Address
	Email address

NOTE: This declaration may be witnessed by any person who is at least 18 (eighteen) years of age.
 NOTE: This written declaration must comply with Part 4 of the Oaths Affidavits and Declarations Act.
 NOTE: Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.

Statutory Declaration – Overseas Travel

I	{full name}
of	{address}

solemnly and sincerely declare as follows:

1. My family will be travelling Overseas
2. With a confirmed departure date of ____/____/____ which is within four weeks of enrolment commencing at Alice Springs School of the Air.
3. The anticipated return date to the Northern Territory from our travels will be ____/____/____ which is longer than one semester and a maximum of two semesters from enrolment commencement date at Alice Springs School of the Air.
4. Upon completion of our travels we will be returning to our Northern Territory residence of (list address below)
5. I have provided to Alice Springs School of the Air a detailed itinerary with location addresses for the first six weeks of travel.
6. I will communicate any changes of travel plans directly to Alice Springs School of the Air.
7. I understand if we reside in one location overseas for three months or more my child/ren will no longer be considered eligible for enrolment and will be required to attend a local school.

This declaration is true and I know it is an offence to make a statutory declaration knowing it is false in a material particular.

Declared at:		the		day of		20	
---------------------	--	------------	--	---------------	--	-----------	--

Signature of the person making the declaration:

Signature of witness:	Full name of witness
	Address
	Email address

NOTE: This declaration may be witnessed by any person who is at least 18 (eighteen) years of age.
 NOTE: This written declaration must comply with Part 4 of the Oaths Affidavits and Declarations Act.
 NOTE: Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.