

# Department of Education

## Year 13 Application Form - Information



### ELIGIBILITY INFORMATION

If you have not successfully completed Year 12, you or your parent/guardian may apply to the Principal of a Tasmanian Government School offering Years 11 and 12 for enrolment in an additional year of school commonly known as 'Year 13'.

Successful Year 13 applications will be based on the extent to which the applicant meets the following criteria.

#### The applicant:

- **Has a proposed Year 13 course of study that is achievable and integrated into an Approved Learning Program agreed by the prospective student and their parent/guardian/carer (where applicable).**
- **Has explored alternative education opportunities to complete their Approved Learning Program.**
- **Has satisfactory attendance patterns during Years 11 and 12. If the applicant's attendance patterns have been unsatisfactory, reasons for the poor attendance as well as strategies for improvement will need to be provided. Contact may be made with the applicant's most recent schools to discuss the applicant's attendance history.**
- **Behaved in accordance with the most recent school's Code of Conduct and behaviour management policies. Contact may be made with the applicant's most recent schools to discuss this compliance.**
- **Is likely to complete Year 13 within four consecutive terms of full-time study (normally one school year).**
- **Provides a recommendation from two teachers at the applicant's most recent school that support their application to undertake Year 13.**

Prospective applicants who are on the Register of Students with Severe Disabilities may also apply for Year 13. Principals must refer to the Register and consult with the Manager Disability Programs, to discuss this application.

International students may apply for Year 13. International students wishing to apply for Year 13 must discuss their intentions with Government Education and Training International who will provide specific information on the criteria and process for international students to be eligible for, and apply for Year 13.

Except in circumstances authorised by the Secretary, prospective students will not be approved for enrolment in Year 13 where they have:

- Completed a TCE or TCEA;
- Completed a Year 13 Approved Learning Program;
- Unsuccessfully completed a Year 13 Approved Learning Program within the required four consecutive terms of full time study except where the Year 13 Approved Learning Program was not completed due to exceptional circumstances.

Prospective students wishing to undertake Year 13, but who may be ineligible due to the reasons listed above, are strongly encouraged to discuss their application with the school/college, at which they are applying for Year 13.

### WHO FILLS OUT THIS FORM?

The prospective student or parent/guardian of the student.

### REGISTRATION TO WORK WITH VULNERABLE PEOPLE

If you are over the age of 18 and were not enrolled in Year 12 at a Tasmanian Government School in the year immediately prior to Year 13, you will need to obtain a Registration to Work with Vulnerable People (RWVP).

The RWVP is administered by the Department of Justice. Applications must be submitted via this link:

[http://www.justice.tas.gov.au/working\\_with\\_children/application](http://www.justice.tas.gov.au/working_with_children/application)

An application to obtain a RWVP must be made as a 'Volunteer' under the activity 'Child Education Service (Government Schools)'. When filling out the application, prospective Year 13 students must answer 'yes' to the following question: 'Are you currently working or volunteering in a child related activity?' Then select 'DoE' as the volunteer organisation from the drop down box.

Prospective Year 13 Students must visit Service Tasmania with the reference number of their RWVP application for proof of identity and photograph to complete the RWVP.

### APPLICATION PROCESS

The Principal of the school/college where you are applying will assess your application and make the decision whether to accept it or not. You might be required to attend an interview to discuss your application.

You will be sent a letter notifying you of the outcome of your application. If you are successful, your provisional course may be endorsed or you may be advised to make an appointment to discuss your subject choices.

For further information please contact the school/college at which you are applying for Year 13.

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# Year 13 Application Form

## Section I (prospective student or parent/guardian to complete)

### PROSPECTIVE STUDENT INFORMATION

Family name

Given name

Other given names

Date of Birth (dd/mm/yyyy)  
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Street number and name

Suburb

State  Postcode

Country

Telephone number

### PARENT / GUARDIAN DETAILS (prospective student to complete if living independently)

PARENT/GUARDIAN 1 Family name

Given name

Telephone number

Email

PARENT/GUARDIAN 2 (where applicable) Family name

Given name

Telephone number

Email

### TEACHER RECOMMENDATIONS

*It is a requirement that you provide recommendations that support your application for Year 13 from two teachers from your most recent school. These teachers will be contacted to discuss your application. Please contact those teachers before you complete your application form so that they are aware of your application.*

TEACHER 1 Family name

Given name

Telephone

Email

School

TEACHER 2 Family name

Given name

Telephone

Email

School

### MOST RECENT SCHOOLS

Which school were you enrolled at in Year 12?

Which school were you enrolled at in Year 11?

Which school were you enrolled at in Year 10?

# Year 13 Application Form

Section I (prospective student or parent/guardian to complete)

## REASON FOR APPLYING TO UNDERTAKE YEAR 13

Please provide **detailed** reasons why you are applying for Year 13. Including any supporting evidence or documentation.

## WHY DO YOU THINK THAT SCHOOL IS THE MOST APPROPRIATE SETTING FOR YOU/THE PROSPECTIVE STUDENT?

How is Year 13 in your long-term educational interests? Why are other education or pathway options, e.g. TasTAFE or preparatory university programs, not available or appropriate?

## WHAT WOULD BE THE IMPACT ON YOU/THE PROSPECTIVE STUDENT IF YOUR APPLICATION FOR YEAR 13 IS NOT GRANTED?

Please describe what the consequences would be for you/the student if an exemption is not granted.

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# Year 13 Application Form

Section I (prospective student or parent/guardian to complete)

## YEAR 12 SUBJECTS COMPLETED

Subject	Result
<input type="text"/>	<input type="text"/>
Subject	Result
<input type="text"/>	<input type="text"/>
Subject	Result
<input type="text"/>	<input type="text"/>
Subject	Result
<input type="text"/>	<input type="text"/>
Subject	Result
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Subject	Result
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## YEAR 11 SUBJECTS COMPLETED

Subject	Result
<input type="text"/>	<input type="text"/>
Subject	Result
<input type="text"/>	<input type="text"/>
Subject	Result
<input type="text"/>	<input type="text"/>
Subject	Result
<input type="text"/>	<input type="text"/>
Subject	Result
<input type="text"/>	<input type="text"/>
Subject	Result
<input type="text"/>	<input type="text"/>

## WHAT SUBJECTS WOULD YOU LIKE TO STUDY IN YEAR 13?

Year 13 subjects

## DECLARATION *(to be signed by the prospective student or parent/guardian/carer)*

I declare that the information that I have included in this form is true and correct and that all relevant supporting documentation is attached.

Signature

Date of signature (dd/mm/yyyy)

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Personal Information Protection

The enrolment forms collect personal information from you to process your child's application for enrolment. Personal information will be managed in accordance with the requirements of the *Personal Information Protection Act 2004*. It will be used by the Department of Education for student administration and for the planning, provision and reporting of educational programs as authorised by the *Education Act 2016* and related State and Commonwealth legislation. It may be disclosed to health practitioners to support student health and safety requirements, and may also be disclosed to government and other agencies where authorised by law. We may not be able to provide some services if the information is not provided.

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# Year 13 Application Form

## Section 2 (Principal to complete)

### PRINCIPAL'S DECISION

Application accepted?

Yes
  No
  OR\* REFER to Secretary (Section 3)

*\*ONLY REFER applications to the Secretary for authorisation where the student*

- a. has completed a TCE or TCEA; or
- b. has completed a Year 13 Approved Learning Program; or
- c. did not complete a Year 13 Approved Learning Program within the required four consecutive terms of full-time study except where the Year 13 Approved Learning Program was not completed due to exceptional circumstances (e.g. prolonged illness).

And there is special circumstances for approving their enrolment in Year 13.

Principal's notes:

Principal's signature

Date of signature (dd/mm/yyyy)

	/			/															

Principal Family name

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Principal given name

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Telephone number

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School name

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### OFFICE USE ONLY

Letter sent to student:

Yes      Date    

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Referral to principal for authorisation in special circumstances:

Email sent      Date    

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## Section 3

### (Principal and Secretary to complete)

Do you recommend that the applicant is able to enrol for Year 13 at your school/college?  Yes  No

### APPLICATION FOR AUTHORISATION FROM THE SECRETARY TO APPROVE A STUDENT FOR ENROLMENT IN YEAR 13 IN SPECIAL CIRCUMSTANCES

Principal's detailed explanation of special circumstances:

Principal's signature

Date of signature (dd/mm/yyyy)

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### SECRETARY'S DECISION

Secretary's authorisation?  Yes  No

Secretary's signature

Date of signature (dd/mm/yyyy)

	/			/																