



CENTRAL
COAST
SPORTS
COLLEGE

Enrolment Application Form

Enrolment Application Form

Please complete each section of this form in full.

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If not already provided, the following supporting documentation is required to complete the application process:

- Student's birth certificate
- Student's most recent two school reports
- Student's photograph (one recent photograph – does not need to be passport size)
- Immunisation details (see Confidential Medical Information)

Student details

Year entering: eg; Year 7 Year Starting: eg; 2021

Surname: Given names:

Date of Birth: Gender:

Country of birth: Nationality:

Visa Status/No (if applicable) Australian citizen:

Student home address and contact details:

Number and street address:

Suburb: State & postcode:

Home phone number:

Home email address:

Postal address (if different from home address):
.....

Does your child identify as Aboriginal or Torres Strait Islander ? (please tick)

No Aboriginal Torres Strait Islander Both Aboriginal & Torres Strait Islander

Current school or pre-school:

Day/s attending: Monday to Friday **or** M T W T F

Current year:

Previous schools (if applicable).....

Has your child ever been suspended or expelled from school? (please tick) Yes No

If yes, please give a brief explanation:
.....



✉ info@ccsc.nsw.edu.au

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The Avenue
Kariang NSW 2250

Do you give our staff permission to contact your child's current school? (please tick) Yes No

If no, please explain why you do not want us to contact the school:

.....

Identify your child's preferred learning style. (please tick all that apply)

Visual (Spatial) Auditory Logical Physical (Kinesthetic)

Verbal (Linguistic) Social (Interpersonal) Independent (Intrapersonal) Not sure

Other:

Does your child speak English as a second language? (please tick) Yes No

If yes, please provide details:

Does your child have identified gifts/talents? (please tick) Yes No

If yes, please provide details:

Sport Information

Please complete the following sports background information:

Favourite Sports:

Club Level (If applicable):

.....

Club Team (If applicable):

.....

Representative Level/Ranking

Regional:

State:

National:

Any other sporting comments:

.....

.....

Sport References:

Please upload any sport references you may have during the application process

Any other comments about your child's history and interests that you would like to share?

.....

What expectations do you have for your child's education at CCSC?

.....

Family details

Primary contact:

Title:..... Surname: Given names:

Relationship to child: Date of birth:

Number and street address:

Suburb: State & postcode:

Mobile number: Home phone number:

Email address:

Occupation: Work number (if applicable)

Identification: (Driver's License Number/Passport Number etc)

Main language spoken at home:

Highest level of education or equivalent: (please tick) Year 9 Year 10 Year 11 Year 12

Post school education: (please tick) N/A Cert I to IV Diploma Bachelor Degree or Above

Secondary contact:

Title:..... Surname: Given names:

Relationship to child: Date of birth:

Number and street address:

Suburb: State & postcode:

Mobile number: Home phone number:

Email address:



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Occupation: Work number (if applicable)

Identification :..... (Driver's License Number/Passport Number etc)

Main language spoken at home:

Highest level of education or equivalent: (please tick) Year 9 Year 10 Year 11 Year 12

Post school education: (please tick) N/A Cert I to IV Diploma Bachelor Degree or Above

Other emergency contact (complete if you would like the College to contact these people in case the above contacts are not available):

Title:..... Surname: Given names:

Relationship to child:

Number and street address:

Suburb: State & postcode:

Mobile number: Home phone number:

Email address:

Parental/Carer Living arrangements

Marital Status: (please tick) Married De Facto Single

.....

Please indicate where the student lives: (please tick)

Both parents in one household Mother Father Shared Other

.....

Please give further details of any other caregiver or person that the student lives with
(include name, address, telephone and email details):

.....

.....

.....

Confidential Medical Information

This information is intended to assist the College in the case of any medical emergency. All information is held in confidence. Under the Information Privacy Act 2000 and the Health Records Act 2001, schools have a duty to protect the privacy of the individual with regard to their personal and health information. All the personal and health information collected by this form will be kept confidential and only used for the purpose of providing appropriate care of your child. Health information is requested so that staff can properly care for the student and withholding health information that may be required can put the student's health at risk.

Medicare number (incl. individual reference no.) :

Private insurance cover fund and number:

Family Doctor name:.....

Practice name and suburb:

Contact phone number: Email address:

Please indicate if your child has any of the following:

Allergy/Anaphylaxis - if yes, please provide details and if necessary upload an action plan.

.....

Asthma - if yes, please provide details and if necessary upload an action plan.

.....

Epilepsy/ Seizure - if yes, please provide details and if necessary upload an action plan.

.....

Diabetes - if yes, please provide details and if necessary upload an action plan.

.....

Food Intolerance/Sensitivity (not allergy) - if yes, please provide details

.....

Other medical conditions:

Please provide details.....

Current or Past Injuries

Please provide details:

Surgery History

Please provide details:

Additional needs/Disabilities (e.g. Spectrum Disorders, learning impairments or difficulties, Restricted Body Movements etc)

Please provide details:

Mental Health History (e.g. Anxiety Disorders, Sessions with Counsellors etc)

Please provide details:

Any other conditions that we need to be aware of (e.g. travel sickness, incontinence, sleeping walking etc)

Please provide details:

Does your child have any food lifestyle/religious choices i.e. halal, vegetarian etc

Yes

No

If yes, please provide details:

Is your child taking any medications (these could be taken regularly/intermittently):

Yes

No

If yes, please provide details:

If your child requires medication to be given during school hours please fill out a "Request to Administer Medication at CCSC" form. This form is available on the College website under Parents Resources:

<https://ccsc.nsw.edu.au/parent-resources/policy-documents/>

Swimming Ability: (please tick)

Strong - 50m unaided

Average - 25m unaided

Poor - 10m unaided

Non-swimmer

ACIR Immunisation Documentation Requirements

Parents/Guardians must provide a copy of one or more of the following documents (please tick)

- A current ACIR Immunisation History Statement** which shows that the child is up to date with their scheduled immunisations
- A current ACIR Immunisation History Form** on which the immunization provider has certified that the child is on a recognized catch-up schedule
- An **ACIR Immunisation Exemption – Medical Contraindication Form** which has been certified by an immunisation provider for a child who cannot receive one or more vaccine(s)
- An ACIR Immunisation Exemption – Conscientious Objection Form** which has been certified by an immunisation provider and a parent/guardian.

Authority to photograph, film or record

CCSC uses photographs, vision/sound recordings and work samples in teaching and learning materials developed for the College and promotional materials distributed to a wider audience. These may include written work, artwork, individual or group photographs, video, podcasts and video conferences.

CCSC cannot reproduce any student images, vision/sound recording or work for public or promotion without parental consent. Please read and complete this form indicating whether you do give permission or do not give permission.

In addition, each year a professional photographic company visits our College to take individual and class photographs. The College supplies all students' names to the company for listing on each class photo.

- I **DO** HEREBY AUTHORISE and permit CCSC to photograph my child image, vision/voice recording or work to be published.

Primary contact signature: Date:

OR

- I **DO NOT** AUTHORISE permission for my child image, vision/voice recording or work to be published.

Primary contact signature: Date:

Student and Parent Technology Agreement Form

You are signing to say that you have read the following statements and agree to these expectations. Any questions should be addressed to the Principal and clarified before the agreement is signed.

Student Agreement

- The College Network services exist to support the curriculum and developmental needs of the College community. I will only use this service for curriculum related purposes unless I have been given permission by College staff to do otherwise.
- The College neither permits, nor allows, access to inappropriate sites and material. I will not use the College's Internet to access unacceptable material of any kind.
- I will not break copyright law by copying and/or using another's work; and I will not use another person's work without correctly acknowledging the source.
- I will not knowingly or recklessly:
 - Use the Internet to menace or harass another person; or
 - Use the Internet in such a way that would be offensive to others.
 - Take photographs, video footage, sound clips of students or staff without their permission.
- In consideration of others, I will use the Network services and resources efficiently.
- I understand that the College reserves the right to confiscate and to review the contents of any ICT device (such as electronic tablets or notebooks, personal mobile phones, iPads, iPods, MP3 players, computers, USB or other electronic personal devices), suspected of being used inappropriately. The College will keep confiscated devices for the duration of any subsequent investigation.
- I agree to give access to the confiscated devices by inputting my password into the device in the presence of a member of the College staff.
- I agree to abide by the expectations as outlined in this Agreement and to use the Internet within the College and outside of College in a responsible manner as stated in this Agreement.
- I understand that violation of this Agreement will be treated as a serious offence and may result in the consequences as outlined above.
- I understand that this Document works in conjunction with the Cyber Safety Policy and the College's Behaviour Management Policy.
- I have read and understand my responsibilities regarding the use of the iPad/Chromebook, College resources and the internet.

-
- I acknowledge that I understand and agree to the use of the iPad/Chromebook. I understand that failure to comply with this agreement could result in recall of the iPad/Chromebook and/or loss of access for home use.
 - I understand and acknowledge that the College owns the device that may be allocated to me and it is my responsibility to keep it in a good working order. Any damage to the device will be my responsibility to work with the College to ensure the damage is repaired quickly and efficiently.

Agreement by Parent or Guardian

- I have read this Agreement and give permission for my son/daughter to access the network, at the College under the conditions stipulated.
- I understand that the College may monitor the use of personal devices brought to College by my child.
- I understand that, even though student use of the Internet is monitored, it is not possible for the College to continuously monitor and restrict access to all controversial materials. I therefore will not hold the staff, the Principal or the College responsible for the accuracy or nature of material acquired by my son/daughter from the Internet.
- I understand that if the College owned device is damaged that we will be liable for any costs to repair said device within a timely fashion.
- I give permission for my son /daughter to undertake the loan of an iPad/Chromebook under the conditions stipulated above and the ICT Student Use Agreement.

Primary contact signature:..... **Date:**.....

Excursions

Excursions form an integral part of the coaching & academic curriculum. As such, it is important that every Student attends. The College may provide sufficient information to the Parent via our communication platforms about the nature of each proposed excursion, including;

- A description of the activities to be undertaken and the degree of supervision
- Departure and return times
- Travel arrangements
- Clothing, food and equipment needed.

It is expected that all students follow College rules while on an excursion. This includes a high standard of conduct in public and to follow all staff instructions.

The Parent will be informed in the event of a Student seriously misbehaving during an excursion which may result in the Student being sent home. Any costs associated with the Student's return will be the responsibility of the Parent.

I have discussed with my child the responsible behaviour expected while attending all excursions.

(please tick)

Transport

When travelling to and from the College, the Student is representing his/herself, their family and the College to the general public and therefore will not behave in a way that jeopardises the reputation of any of the above parties. The Student will behave in accordance with the Code of Conduct for Students policy which can be found on the College website.

I have discussed with my child the responsible behaviour expected while travelling to and from the college. (please tick)

Transport Options

HOW IS MY CHILD GETTING TO AND FROM THE COLLEGE?

Please check the college website for further information about bus stop locations and times

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.....

.....



✉ info@ccsc.nsw.edu.au

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The Avenue
Kariiong NSW 2250

Enrolment Declaration

I understand that I am applying to enrol my child in the Central Coast Sports College.

Primary contact:

Surname: Given names:

Relationship to child: Date of Birth:

Signed: Date:

Enrolment Officer

Name:.....

Signed: Date:

Please find our terms and conditions of enrolment on the following pages.

Terms and conditions of enrolment

1. Acceptance of Offer of Enrolment

- 1.1. An offer of enrolment must be accepted by both Parents unless the College agrees to waive this requirement. Upon acceptance, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2. Acceptance of the offer must be accompanied by payment of a non-refundable Entrance Fee as prescribed on the College website relevant to the current year.
- 1.3. If Parents wish to defer the entry of a Student to a different year to the year for which enrolment is requested, the College will advise whether it is able to agree to this request. If it is unable to agree, the Student will be placed on a waiting list for the requested year, but enrolment cannot be guaranteed.
- 1.4. Enrolment is dependent on the Parent entering a direct debit payment arrangement to cover ongoing tuition fees in accordance with the Fee Schedule.

2. Conditional Enrolment

- 2.1. All enrolments are conditional upon the College being satisfied in its discretion that the Student's needs can be met by the College. If the College determines prior to the commencement of the enrolment that the Student's needs cannot be met, the College may cancel the enrolment.
- 2.2. The College may require Parents to provide such reports and assessments as it considers necessary to enable it to determine the particular needs of the Student.
- 2.3. Competence in English is a prerequisite for enrolment. If the College considers that the English language capabilities of the Student are not sufficient, it may require the Student to undergo an intensive English language course. If the required language level is not reached, the College may decide that the enrolment should be cancelled.

3. Progress of Student

- 3.1. If the College considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs it may:
 - 3.1.1. require the Student to repeat a year, or
 - 3.1.2. cancel the enrolment of the Student

4. Fees and Charges

- 4.1. The College Board reviews and sets the fees and charges annually, the details are as set out in the Fee Schedule located on the College website.
- 4.2. A non-refundable Entrance Fee as prescribed on the College website and relevant to the current year is payable upon enrolment.
- 4.3. A direct debit payment arrangement is to be entered into for payment of fees. Direct debit payment options are as set out in the Fee Schedule located on the College website.
- 4.4. Fees and Charges may also be levied for co-curricular activities, elective subjects and sport.

-
- 4.5. All Fees and Charges must be paid on or before the due dates set.
 - 4.6. The College may also incur expenditure for the Student's needs on behalf of the Parents as it reasonably considers necessary, which may be added to the Parent's College account.
 - 4.7. Continual lateness in payment of fees could jeopardise the Student's place at the College. That is, should multiple direct debit payment failures occur, a Student may be suspended unless the College agrees in writing to enter into an alternative arrangement. Failure to abide by any other agreed arrangement may result in the enrolment of the Student being cancelled without further notice.
 - 4.8. Fees will not be remitted in whole or part if the Student is absent due to illness, injury, leave or suspension.
 - 4.9. All medical expenses incurred on behalf of a Student must be reimbursed by the Parent.

5. Withdrawal of Students

- 5.1. Notification of withdrawal of enrolment from the College, must be made in writing with at least one (1) term's advanced notice.
- 5.2. Where Students are leaving to enrol at another school, NESA requires that Parents advise the College in writing of the reason they are leaving, the date they are leaving, the name of the school the Student will be attending and the date they are starting at the new school.
- 5.3. Prior to departure, Students must return all College equipment (iPad/Chromebook/Charger) in working order. Charges will apply for College equipment that is not returned in working order.

6. Obligations of Students

- 6.1. Students are required to have high standards of behaviour and:-
 - 6.1.1. abide by the College Policies and Codes of Conduct
 - 6.1.2. behave courteously and considerately to each other and to staff at all times
 - 6.1.3. not do anything which may bring the College into disrepute, including in print and electronic media
 - 6.1.4. support the goals and values of the College
 - 6.1.5. attend and if required, participate in:
 - 6.1.5.1. assemblies,
 - 6.1.5.2. College sports programs,
 - 6.1.5.3. important College events determined by the Principal,
 - 6.1.5.4. camps and excursions that are an integral part of the College curriculum
 - 6.1.6. wear the College uniform as prescribed including when travelling to and from College and follow conventional standards of appearance while at College in accordance with the College's guidelines and the expectation of the College community
 - 6.1.7. attend the College during College hours, except in the case of sickness or where leave not to attend has been given.

7. Obligations of Parents

7.1. The Parents:

7.1.1. must accept and abide by the requirements and directions of the College Board and the Principal relating to the Student or students generally and not interfere in any way with conduct, management and administration of the College,

7.1.2. are required to support the goals, values and activities of the College, and

7.1.3. are required to view the College's parent portal on a regular basis and to ensure they are able to access the communication channels nominated by the College.

7.2. The Parents must promptly advise the College:

7.2.1. in writing of any change of home, mailing, email address or contact details or other information. Offers of enrolment may be cancelled if the College loses contact with the Parent or has mail returned to it,

7.2.2. if the Student is to be absent from the College due to ill health and confirm such advice in writing,

7.2.3. in writing of any orders or arrangements with respect to the Student concerning custody or access, any change to them or any other orders or arrangements which are relevant to the Student's education and welfare and, if requested, provide copies of any orders to the College.

7.3. The Parents also:

7.3.1. must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery,

7.3.2. should communicate with students, parents, visitors and staff members in a courteous manner, follow the communication guidelines laid down by the College and observe the Parent Code of Conduct,

7.3.3. should use their reasonable endeavours to attend parent-teacher/coach interviews and parent forums and participate in courses offered by the College which are relevant to the Student's education.

7.3.4. should not use social media or public forums to denigrate the College, staff, students or other members of the College community.

8. Health and Safety

8.1. Parents must advise the College immediately if they become aware of any special needs the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs.

8.2. Parents must complete and disclose to the College the health details of the Student prior to the Student commencing at the College and provide updates if circumstances change or as required by the College from time to time.

8.3. If the Student is ill or injured, necessitating urgent hospital and/or medical treatment and Parents are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the College, may give the necessary authority for such treatment. The Parents indemnify the College, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

8.4. Parents must observe College security procedures for the protection of Students

8.5. Students are responsible for their personal property and the College does not accept any responsibility for the loss of their belongings.

8.6. The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

9. Programs and Activities

- 9.1.** The College determines the educational, sport and extra-curricular activities in its absolute discretion.
- 9.2.** The College may change its programs and activities and the content of these programs and activities without notice.
- 9.3.** The Student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable unless the student is unable to attend due to ill health or other reason where it is impossible for the Student to attend.

10. Reports

- 10.1.** The College will make available academic reports to Parents via the Parent Portal. It is the Parent's responsibility to ensure they have access to the Parent Portal.

11. Leave

- 11.1.** If Parents wish to seek leave for the Student to not attend any College academic or co-curricular program or activity during a term, they must apply to the Principal or their delegate. Leave will usually only be granted in most extreme circumstances.

12. Exclusion or Suspension

- 12.1.** The College may exclude the Student, either temporarily or permanently at any time for reasons which may include, but are not limited to:
- 12.1.1.** a serious breach of the College's rules or Code of Conduct
 - 12.1.2.** conduct prejudicial to the reputation of the College or the well-being of its students or staff, and;
 - 12.1.3.** where the Principal or College Board believes that a mutually beneficial relationship of cooperation and trust between the College and the Parents has broken down to the extent that it adversely impacts on that relationship.
 - 12.1.4.** failure to meet fee obligations.
- 12.2.** The College will only exercise its powers under this clause to exclude a pupil permanently if it has provided the pupil and the parents or guardians of the pupil with details of the conduct which may result in a decision to exclude the pupil and provided them with a reasonable opportunity to respond.

13. Privacy

- 13.1.** The Parents acknowledge that they have read the College's privacy policy as located

on the College's website.

14. **Amendment of Terms and Conditions**

14.1. The College may alter the terms and conditions of enrolment at any time by giving not less than one (1) term's notice to the Parents in writing which shall apply to both current and future Students and Parents from the date specified in the notice.

15. **Definitions**

In the terms and conditions:

NESA means NSW Education Standards Authority

Parent means the parents or guardians who completed the enrolment application

College means Central Coast Sports College Ltd

CCSC means Central Coast Sports College Ltd

Student means the student who is named in the enrolment application