

POLICY

Safe and Supportive Environment: Behaviour **WITHDRAWAL OF ENROLMENT**



This policy addresses issues in relation to: Safe and Supportive Environment – Student Welfare 3.6.2

The College's policies, which are made from time to time, are made pursuant to the registration requirements as detailed by the NSW Education Standards Authority (NESAs) and any appropriate legislation as an Independent School in NSW.

PURPOSE

As per the Terms and Conditions of Enrolment, each student's parents or guardians have entered a contract with the School. Conditions of this contract addresses the withdrawal of enrolment. These obligations can be found by referencing the Terms and Conditions of Enrolment which can be found on the College's website.

PROCEDURE

Parent instigated withdrawal of enrolment

One term's notice in writing to the Principal is required before withdrawal of a student from the School. Notice of withdrawal for the following year must be received before the commencement of Term 4.

In this written notice the parent is obligated to inform the school the reasons for exit and notifying the Central Coast Sports College of the school the student will be enrolled in.

An exit meeting may be offered to the family.

School instigated withdrawal of enrolment

A withdrawal of enrolment process is instigated by the college when a Parent/Guardian contravenes the terms and conditions of enrolment of the college.

The Principal may decide to withdraw the enrolment of student of any age from the college. Withdrawal of enrolment may be enforced if parents contravene the terms and conditions of enrolment of the college.

The Principal contacts the Parent/Guardian and notifies them regarding the possible withdrawal of enrolment through the identification of the parents breach of the college's terms and conditions of enrolment. This will be done via a letter (or email) from the Principal outlining details of the breach and offer the opportunity to meet with the Parent/Guardian to discuss a positive outcome.

The Principal may seek advice from AIS NSW.

The letter will be valid for 12 months from date of being sent. This relationship will be monitored by the CEO/Principal, observing communication between the Parent/Guardian/School.

If the Parent/Guardian/School relationship improves, the student's enrolment stands.

If the Parent/Guardian continues to contravene the school's terms and conditions of enrolment, the withdrawal of enrolment will come into effect.

In the case of withdrawal of enrolment:-

- The student is given the opportunity to pick up any personal belongings from the college and return any resources/school property.
- Administration staff process the withdrawal of enrolment
- All fees and charges become immediately payable, a final statement is sent to parents.
- A record of withdrawal of enrolment is placed on the student's file.

Date of Next Review: May 2020 or earlier where amendments in legislation require immediate policy reviews

Version #	Date Approved	Author	Purpose/Changes
0.1	June 2016	L. Roberts	Established Policy based on BOSTES Advice
0.2	June 2016	L. Roberts	Feedback from internal stakeholders applied including Board
1.0	June 2016	L. Roberts	FINAL Policy
1.1	Sept 2016	P. Chapman	Formatting Updates
1.2	March 2018	P. Chapman	Annual Review
1.3	May 2019	P. Chapman	Annual Review