

POLICY

Safe and Supportive Environment: Compliance

ENROLMENT



**This policy addresses issues in relation to:
Safe and supportive environment: Student Welfare – 3.6.2
Attendance – 3.8**

The College's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the NSW Education Standards Authority requirements.

PURPOSE

Central Coast Sports College (CCSC) is a co-educational independent School operating within the policies of the NSW Education Standards Authority (NESA). All students at CCSC take part in a daily physical activity program which may include either football or tennis (or other sports). This is a compulsory requirement and must be undertaken satisfactorily.

All students seeking enrolment at CCSC and their parents are expected to support the academic and sporting goals of the College as outlined in the Conditions of Enrolment. These are published on the college website and a hard copy given to parents to sign upon enrolling their child to our College.

Students are expected to act consistently with the College's ethos and comply with the Student Code of Conduct.

PROCEDURE

1. Enquiry Form

Parents are required to fill an "Enquiry Form" online. The College Administration staff will organise a suitable time for students to attend a Trial Day, an academic assessment day. At the Trial Day the following documentation is required:

- Copy of children's Birth Certificate, passport or Australian Citizenship
- Two most recent school reports
- Copy of children's Immunisation History Statement
- Additional medical reports / health care plans (if applicable)
- Guardianship and Custody Order (if applicable)

The "Enquiry Form" does not guarantee a place in the college.

Siblings of children already attending the College who have demonstrated ongoing support for the ethos and values of the College will need to participate in a trial day.

2. Trial Days /Assessment Meetings

A) Trial Day for Students entering Years 3-11

All potential students participate in a Trial Day. On this day, students participate in a training session. The purpose of the training session is to assess skills and student's ability to respond to coaching and feedback. Following this session, all students complete an age appropriate academic assessment for Numeracy and Literacy. Students are also requested to complete a persuasive writing task.

A meeting with the student's parents/carers is recommended in these instances so an informed decision can be made in terms of offering a student a place at the College.

B) Assessment Meeting for Students entering K-2

All potential Early Stage 1 and Stage 1 students participate in an assessment meeting. During this meeting, students participate in a series of numeracy, literacy and physical assessments. The purpose of the assessment meeting is to assess school readiness, literacy and numeracy skills and student's ability to respond to basic physical literacy coaching and feedback.

As appropriate, the student may complete an age appropriate academic assessment test for Numeracy and Literacy or persuasive writing task.

After the initial assessment meeting, a meeting with the student's parents/carers is recommended.

3. Offers and Waiting List

Parents are notified if their children have been offered a place by the College Enrolment Officer.

If the College cannot make an offer because places are no longer available, applicants are automatically placed on the Waiting List until a position becomes available for the current academic year.

Applicants who do not gain a place may re-apply another "Enquiry Form" for the following year.

4. Acceptance of Offer and Enrolment Contract

On accepting the offer of a place at the College, parents must fill an "Enrolment Contract", which includes the College's "Terms and Conditions of Trade" (policies are subject to change) and pay the non-refundable "Entrance Fee" tuition.

Failure to reply or accept an offer of place, within the specified time of 30 days, may result in the position being offered to another party. Families are requested to inform the College if they no longer wish to apply for a place or remain on the waiting list.

Please note that if families supply incorrect information on the Enquiry Form or Enrolment Contract, their application may be declined or an offer may be withdrawn.

5. Student Medical Records / Health Care Plan

Parents must inform the College on the Enrolment Contract about their children's medical condition. The College may request additional medical reports, e.g. speech therapist, diabetes, asthma reports etc. to ensure that students are supported in their Health Care Plan and management of prescribed medications (asthma, epilepsy, diabetes etc.).

6. Immunisation

Under the Public Health Act 2010 and the Public Health Regulation 2012, primary school must request and record immunization status of each enrolled child. The Immunisation History Statement which is issued by the Australian Childhood Immunisation Register (ACIR) is required as proof of immunization status for enrolment at school under the NSW Public Health Act 2010. The Personal Health Record (Blue Book) is not acceptable evidence.

If a student is not immunized, the College may request parents to keep their children home if there is an outbreak of a vaccine-preventable disease in the College.

7. College Fees

- College fees are non-refundable
- Must be paid prior to the beginning of the next College term
- Any extension of payment time must be requested in writing to the College's Finance Department.
- Where there are repeated instances of late payment, the College has the right to require fees to be paid in advance prior to the beginning of the College term. If not so paid, the College may require the student to be withdrawn.

8. Continued Enrolment

It is assumed that students at CCSC will progress from year to year throughout the College, however progression is not automatic nor is continuous enrolment guaranteed by the offer of a place.

Prerequisites for continued enrolment includes satisfactory:

- Payment of College fees by due date
- Behavior, appearance, uniform, attendance and use of College facilities and resources
- Performance (class work, homework, assessments and football program) in all Key Learning areas
- Restitution: students are required to pay for any items or properties damaged or vandalized (in college or off college grounds). Parents are sent a letter outlining costs or repair. Conditional entry and further probationary consequences, suspension or termination of enrolment may apply

Parents will be notified, if the college believes that a student is not meeting minimum course requirements and it is in the student's best interest to repeat a year.

9. Parent Decision: Withdrawal from College

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

An Exit form must be completed, giving reasons for exit and notifying the Central Coast Sports College of the school the student will be enrolled in.

An exit meeting will be offered to the family.

10. College Decision: Withdrawal of Enrolment

The Terms and Conditions of Trade are signed by Parents/Guardians upon enrolment and are a binding agreement with the college. The College reserves the right to withdraw an enrolment where the Parents/Guardians are in breach of the College's Terms and Conditions of Trade. Further copies can be downloaded from the college website.

11. Parent Information

It is a parent's responsibility to notify the College promptly of a change of address, status or medical condition(s).

RELATED DOCUMENTS

Attendance

Safe and Supportive Environment – Child Protection Documents

Medical Care

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

Version #	Date Approved	Author	Purpose/Changes
2.0	Jan 2015	L.Roberts	Changed to reflect policy in practice
3.0	June 2016	L. Roberts	Feedback from BOSTES Feedback from internal stakeholders applied including Board
3.1	Oct 2016	M. Trew	Formatting Updates
3.2	March 2018	P. Chapman	Annual Review
3.3	June 2018	P. Chapman	Updates re Annual Report requirements
3.4	June 2019	P. Chapman	Updated to CCSC