

## 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 a variety of sports. All students are also expected to engage fully in our academic program and take part to the best of their ability.

We are a selective College that bases enrolment on the expectation that Students will be engaged in sport and academics both inside and outside of the College day. Students should have a positive application and attitude to their learning.

Engagement In our programs (both sport and academics) is a compulsory requirement and must be undertaken satisfactorily and in line with our Sport Readiness to Train and Readiness to Learn expectations.

All students seeking enrolment at CCSC and their parents are expected to support the academic and sporting goals of the College and fulfil their obligations as a parent and student as outlined in the [Terms and Conditions of Enrolment](#).

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

## PROCEDURE

### **Prerequisite for enrolment**

1. All prospective student athletes and their parents or carers are expected to attend a College tour or private tour. These dates can be found on the CCSC website.
2. Prospective students need to meet the 'Are we right for you?' criteria which can be found within the enrolment application form, the College Tour form or the request for a prospectus form on the the College website
3. Application for Enrolment - Parents are required to fill an "Online Enrolment Application", which is found on the CCSC website.

## Summary of Enrolment Process

Based on the initial application, students that align to the College's mission and values may be invited to attend a Sports Trial Day (depending on age).

Upon completion of the sports trial, prospective students may be invited for an interview, prior to an offer being made.

Not all students who meet the College's expectations are guaranteed an interview due to a number of reasons such as excessive demand for a particular year level or a specific recruiting priority the College has identified (e.g. seeking additional students for a particular program).

## Enrolment decision

Successful candidates will be contacted by phone or email informing them of the decision.

The "Application for Enrolment" does not guarantee a place in the college.

Siblings of children already attending the College will need to complete the full enrolment process and are not automatically guaranteed an offer of enrolment as the enrolment process is designed to identify the most suitable prospective students for the College.

### 1. Trial Days

#### **Trial Day for Student-Athletes entering Years 1-12**

Selected prospective student-athletes will be required to participate in a Trial Day. On this day, students participate in a sports session. The purpose of the sport session is to assess skills and student ability to respond to coaching and feedback. Following this session, students may complete an age appropriate academic trial session. The purpose for this is to gauge their receptiveness to the learning environment.

#### **Interview**

On successful recommendation from the trial day, prospective students will be invited to attend an interview with members of the CCSC executive team. Students may be required to present work at these interviews.

## Pre Kindy Intake

Step 1: Applications will be assessed to determine alignment of candidates and families to CCSC, as per our college mission, vision and values. Application progress may be communicated at this stage.

Step 2: The College may collaborate with child care services to provide relevant feedback about selected candidates.

Step 3: Selected candidates may be invited into the college to participate in the play program.

Step 4: Executive team/PKC will collaborate to determine selected candidates required to come in for an interview.

Step 5: Letters of offer will be sent out to successful candidates and unsuccessful candidates will be notified and may be asked if they would like to remain on our waitlist.

## **2. Offers and Waiting List**

Parents are notified whether or not their child has been offered a position in the College. If the College cannot make an offer because places are no longer available, successful applicants may be placed on a Waiting List until a position becomes available.

The College reserves the right to determine the most appropriate candidates based on alignment with College values and philosophies as well as engagement levels in the classroom and on the sporting field. The structure and dynamics of the classrooms and sporting groups are also taken into consideration.

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

## **3. 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 Enrolment" (policies are subject to change) and pay the non-refundable "Entrance Fee".

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, misleading, dishonest or fail to disclose information relevant to learning and wellbeing on the Enquiry Form, Enrolment Contract or throughout the enrolment process, their application may be declined or an offer may be withdrawn.

## **4. 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.).

## **5. Immunisation**

Under the Public Health Act 2010 and the Public Health Regulation 2012, primary schools must request and record immunisation status of each enrolled child. The Immunisation History Statement which is issued by the Australian Childhood Immunisation Register (ACIR) is required as proof of immunisation 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 immunised, the College may request parents to keep their children home if there is an outbreak of a vaccine-preventable disease in the College.

## **6. College Fees**

- College fees are non-refundable
- Must be paid prior to the beginning of the next College term or via a pre-agreed arrangement
- 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.

## **7. 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
- Behaviour, appearance, uniform, attendance and use of College facilities and resources
- Performance (class work, assessments and sport program) in all Key Learning areas
- Restitution: students are required to pay for any items or properties damaged or vandalised (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.

## **8. 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.

## **9. College Decision: Withdrawal of Enrolment or Withdrawal of Offer**

The Terms and Conditions of Enrolment 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 Conditions of Enrolment. Further copies can be downloaded from the college website.

The College reserves the right to withdraw a letter of offer at any time during the process.

## **10. 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 2025 or earlier where amendments in legislation require immediate policy reviews

Version #	Date Approved	Author	Purpose/Changes
3.5	April 2023	P. Chapman	Annual Review
3.6	March 2024	P. Chapman	Terms and Conditions of Enrolment update