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Enrolment, Attendance, Exemptions &  
Leaving School, Policy and Procedures

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31st March 2024

# Enrolment

## Overview

Enrolment into Sydney Science College is only available to students entering year 11 where the students has experienced enough to become more self aware of their own interests and aptitude.

Our school provides an education focused on science and thus the following selection criteria will be used:

- a student's interest in the sciences via an interview with the principal
- a students capability to succeed in science via an entry test

## Procedure

- Step 1 Once a parent contacts the school office and notifies their intention of enrolment, a time / date will be organised to come into the school for:
- a quick tour and meeting with the principal
  - and to pick up an admission form.
- Step 2 After the initial meeting, a time / date will be organised for the student to sit an entry test to determine suitability of the student to handle the English, maths and science subjects offered by the school.
- Step 3
- the parent will provide the last 2 school reports
  - the student will sit the entry test.
- Step 4 The principal will review the entry test and interview results and if student is deemed capable of handling the subjects offered by the school,
- The parent will sign the letter to accept the students enrolment which will be returned to school.
- Step 5 Once the enrolment letter has been received, a new students file will be created in the school's electronic database, with the the following information recorded
- Step 6
- First and last name, age and address
  - First and last name and contact telephone number of parent(s)/guardian(s)
  - Date of enrolment
  - Previous school or pre-enrolment situation
  - A scan of the enrolment form

The records of enrolment will be stored on the school database software for 5 years before being archived.

## Recording Student Attendance

### Procedure

- Step 1 At the beginning of each class, the teachers will also record the attendance/absence of students on the school electronic database.
- Step 2 Unexplained absences will be followed up by a phone call to the parent on the same day, in which the verbally provided reason for absence will be recorded on the school database, and written note for a reason for absence will be required by the parent, signed and dated within 14 days, otherwise the absence will be recorded as unjustified. Once received, this note will be scanned and stored on the school database.
- Codes representing reasons for absence will follow the “School Attendance Register Codes.docx” found on <https://www.aisnsw.edu.au/policy/Pages/attendance.aspx>
- Step 3 Once attendance becomes unsatisfactory based on the principal’s judgement, a phone call will be made to the parents(s) and/or guardian to organise an interview between them and the principle to discuss the details behind absences, strategies to prevent future absences and potential consequences for unsatisfactory attendance.
- Step 4 Unsatisfactory attendance will be recorded by the principal onto the students file.

Attendance registers are moved off-site for storage at regular intervals.

The records of attendance will stored on the school database software for 7 years before being archived.

# School Exemption

## Legislation

Education Act 1990

## Overview

From January 2010, legislation requires all students in NSW to complete school to Year 10 and then continue with either education and training, full time employment, or a combination of education/training and employment, until at least the age of 17 years.

Under Section 25 of the Education Act 1990, the Minister may grant a Certificate of Exemption to compulsory school attendance. This power is delegated, to either the principal or the AIS Division Head of Education Regulations and Program Implementation subject to the type of exemption, under the following circumstances:

The Principal may grant exemptions of up to 100 days in a 12 month period due to:

- exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate). Exemptions due to the requirements of a health care plan, the principal should seek the parents' consent to obtain information from health professionals responsible for the health care of the child and prepare forms relating to exemption from attendance.
- the child being prevented from attending school because of a principal's direction under the Public Health Act 2010. (Note that in the case of an outbreak of a vaccine-preventable disease, the school is required to advise an unvaccinated student not to attend until advised to do so. The parent is not required to complete an application for exemption)
- employment in the entertainment industry
- participation in elite arts or elite sporting events (i.e. national/international sports events, elite programs run by national and international organisations, talent identification programs run by NSW Dept Sport and Recreation)

For exemptions that are not in the above categories or exceed 100 days in a 12 month period, the AIS Division Head of Education Regulations and Program Implementation will need to be consulted.

## General Principles

A child may be exempt from attending school if the Principal or AIS Division Head of Education Regulations and Program Implementation is satisfied that conditions exist which make it necessary or desirable that a Certificate should be granted. A Certificate of Exemption may be given subject to conditions and limited to a period specified in the certificate.

A Certificate of Exemption must only be granted when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term. Alternatives to exemption should have been fully explored. For example, it may be in the student's best interests and be more appropriate to access Distance Education.

A Certificate of Exemption should not be approved where the student has been the subject of contact with the Child Wellbeing Unit or a child protection report to Family and Community Services and/or there are unresolved issues concerning a risk of harm. Prior to granting a Certificate of Exemption a risk assessment should be completed to identify and manage risks.

Note: In these Procedures the term 'parent' or 'parents' includes any person or persons having the custody or care of a child.

## Procedure

**Step 1** For most exemptions parents make an application by completing an Application for Exemption from Attendance/Enrolment at School. This must be made in writing and in advance. Parents may seek assistance from the principal when completing forms.

The parent is not required to apply for an exemption in cases of the child being prevented from attending school because of a direction under the Public Health Act 2010. The principal may grant a Certificate of Exemption for the period determined by relevant authorities under this Act.

If there is any case where there are circumstances that may not be considered by these Procedures and an exemption appears to be in the best interest of the child, the case should be referred to the AIS Division Head of Education Regulations and Program Implementation prior to an exemption being granted.

**Step 2** On approval, a Certificate of Exemption must be issued and:

- include any specific conditions that apply to the exemption
- state that the exemption may be cancelled if any such conditions are not met or cease to apply
- specify dates for which the exemption has been granted, including hours of program participation if a part day exemption period applies

**Step 3** The original Certificate of Exemption will be provided to the parents and a copy placed in the student's file.

**Step 4** Procedural fairness must be accorded to an applicant. If the principal is considering refusing granting an exemption, the parent should be given an opportunity to respond to the principal's concerns before a final decision is made. This opportunity should be offered to the parent in writing.

**Step 5** If an applicant wishes to appeal against a decision made by a principal, the school's complaints and grievances policies and procedures would apply and/or the applicant may appeal to the Minister's Delegate.

**Step 6** A principal can cancel the Certificate of Exemption where they identify circumstances that they believe warrants this action. For example, where the conditions attached to the exemption are not being met or cease to apply.

**Step 7** Schools are to retain copies of all documentation relating to the exemption in the student's file until the student reaches the age of 25, or for 7 years, whichever is greater, and then destroy.

Students travelling during school terms are not to be exempt. If the principal accepts the reason then leave is granted and the 'L' code should be used, consistent with the implementation of National Standards for Student Attendance Data and Attendance Register.

The attendance register must indicate full day exemptions with the code 'M' and part day exemptions with the code P/M.

Close monitoring of exemption periods is necessary so that the approval period is not exceeded.

## Students Leaving School

When student's leave school before the completion of their HSC.

- The parent of the student fill out a transfer form and, where appropriate, the date of leaving the school and the student's destination
- where the destination of a student below seventeen (17) years is unknown, evidence that a Department of Education Officer with home school liaison responsibilities had been notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, and indication of possible destination, other information that may assist officers to locate the student, and any known occupational health and safety risks associated with contacting the parents or student .

# Student Destination Unknown Notification

This form has been prepared to provide a Department of Education Home School Liaison Officer (HSLO) with details where the destination of a student of compulsory school age is unknown.

## School Details

Name of School:

Location of School:

School contact details:

## Student Details

Student Name:

Date of Birth:

Last known address:

Last day attended:

Has the student enrolment been withdrawn and parent notified (date):

## Parent Details

Parent Name(s):

Contact details:

## Further information

Possible destination:

Other relevant information:

Any risks associated with contacting the student or parent?

Outline what efforts the school has taken to locate the child/children

Principal Name:

Principal Signature:

Date



# Enrolment

## *General Requirements*

As an academically selective school, Sydney Science College, has a rigorous admissions process. Applicants must be Australian citizens or hold a permanent residency visa. Numbers are limited by accommodation to 40 in each of year 11 & 12.

## *Enrolment Application*

To be considered for a place at Sydney Science College, you firstly need to submit the Enrolment Application Form with all required documentation, as well as paying the application fee of \$150 - a receipt will be sent to you via email once received. The application fee will cover the cost of sitting the selection test.

## *Selection Test*

We will be in contact to organise a time for the student undergo the selection test at the school. This is an aptitude test that is designed to determine the student's suitability to pursue science. The results of the test will be sent via mail, along with letter of offer if your the student has passed the test.

To accept a place at Sydney Science College, the parent or guardian will submit the signed the Enrolment Acceptance form to the front office and pay an Enrolment Fee of \$1000 to secure the position.

## *Orientation*

On completion of enrolment, the school will be in contact to organise an orientation meet up between the students & parents / guardians, with the principal, to familiarise you with the processes of the school.

# Student Offer

## Acceptance Form



This is your study agreement with Sydney Science College. You must ensure all details are correct, that the form is signed by both yourself and your parents or guardians, and that you return it to [admissions@sydneycollege.nsw.edu.au](mailto:admissions@sydneycollege.nsw.edu.au) as soon as possible. Please keep a copy of this form for your records.

### Student Information

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Please print your name as it appears in your birth certificate or passport.

Given names \_\_\_\_\_

Family name/Surname \_\_\_\_\_

Date of birth  /  /  (dd/mm/yyyy)

Gender  Male  
 Female  
 Unspecified

Country of birth \_\_\_\_\_

Nationality \_\_\_\_\_

Previous School  
(If you are not currently attending a school, please provide a description of your educational situation)

Residence status  Australian citizen  
 Permanent resident (Please include a copy of visa)

Are you of Aboriginal or Torres Strait Islander origin?  No  
 Aboriginal  
 Torres Strait Islander  
 Both Aboriginal and Torres Strait Islander

Are you aware of any social, emotional difficulties or special medical or learning needs which may impact on your ability to take full advantage of the programs offered by the school?

Failure to disclose any relevant information may jeopardise your enrolment, or continuation of enrolment.

Yes  
 No

If yes, please specify, and provide documentation if applicable:

Email \_\_\_\_\_

Mobile Number (if applicable) \_\_\_\_\_

Language spoken at home other than English \_\_\_\_\_

## Parent/Guardian A

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Relationship to student  
(e.g. Mother, Father, Guardian) \_\_\_\_\_

Title (e.g. Mr/Ms/Mrs/Dr) \_\_\_\_\_

Given names \_\_\_\_\_

Surname \_\_\_\_\_

Home address \_\_\_\_\_

Language spoken at home  
other than English \_\_\_\_\_

Occupation \_\_\_\_\_

School Education Level  Year 12 or equivalent  
 Year 11 or equivalent  
 Year 10 or equivalent  
 Year 9 or equivalent or below

Tertiary Education Level  Bachelor degree or above  
 Advanced diploma/Diploma  
 Certificate I to IV (includes a trade certificate)  
 No tertiary education

Telephone (home) \_\_\_\_\_

Telephone (work) \_\_\_\_\_

Mobile \_\_\_\_\_

Email address \_\_\_\_\_

## Parent/Guardian B

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Relationship to student  
(e.g. Mother, Father, Guardian) \_\_\_\_\_

Title (e.g. Mr/Ms/Mrs/Dr) \_\_\_\_\_

Given names \_\_\_\_\_

Surname \_\_\_\_\_

Home address \_\_\_\_\_

Language spoken at home  
other than English \_\_\_\_\_

Occupation \_\_\_\_\_

School Education Level  Year 12 or equivalent  
 Year 11 or equivalent  
 Year 10 or equivalent  
 Year 9 or equivalent or below

Tertiary Education Level  Bachelor degree or above  
 Advanced diploma/Diploma  
 Certificate I to IV (includes a trade certificate)  
 No tertiary education

Telephone (home) \_\_\_\_\_

Telephone (work) \_\_\_\_\_

Mobile \_\_\_\_\_

Email address \_\_\_\_\_

## Student Declaration

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You must read the following statements and sign below to indicate you understand your contract with Sydney Science College. If you are under 18, you must get a parent or legal guardian to sign as well.

I acknowledge that:

- I have received a Letter of Offer that identifies my course.
- I understand that the information that I provide to Sydney Science College may be made available to the Australian Government and designated authorities (see privacy statement below for further details).
- I understand that this agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- I understand that the Letter of Offer made by Sydney Science College will be withdrawn and my enrolment cancelled if I have provided any false or fraudulent information.
- I am a permanent resident/citizen of Australia.
- I must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.
- I understand that Sydney Science College can share information about my progress with my parents.
- I understand that Sydney Science College reserves the right to alter course timetables and class locations at any time without notice.
- I will apply myself to study in order to complete the program successfully within the period as specified in my Letter of Offer.
- I understand that I am bound by all Sydney Science College statutes, rules and policies.

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Student (Signature)

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Date

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Parent/Guardian (Signature)

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Date

## Privacy Statement

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Sydney Science College is committed to the responsible collection and handling of your personal information in accordance with all relevant legislation, including the The Privacy and Personal Information Protection Act 1998 (NSW). The personal information collected on this form will be used for the purposes of assessing and processing your application. Your personal information may be disclosed to Commonwealth and State Agencies such as the NSW Department of Education.

## Parental / Guardian Situation

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With which parent(s) or guardian(s) does the student reside with? \_\_\_\_\_

If applicable, please attach copies of any Family Court or other relevant court orders.

## Other Requirements

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A \$4000 non-refundable initial fee deposit, which will count towards the initial January instalment of school fees:

Please submit payment by Electronic Funds Transfer to

Sydney Science College Ltd  
BSB: 032080  
Account number: 644346

Please attach a copy of the student's birth certificate or current passport

If the student was born or educated overseas, please attach a copy of their current passport, Visa details or extract of Australian citizenship.

## Parent/Guardian Declaration

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Unless the student has only one parent or guardian, both Parents or Guardians (Responsible For Fees) must sign below in order for this acceptance form to be processed.

I / We:

- apply to have our child / ward enrolled at Sydney Science College;
- have read the information contained within this Acceptance Form;
- understand and agree to the current Conditions of Enrolment appended;
- confirm that the personal information provided in this application is accurate and complete;
- confirm that supporting identification, medical or legal documentation has not been altered in any way and we agree to keep the school informed of any changes;
- understand that the initial fee deposit is non-refundable.

\_\_\_\_\_  
Parent/Guardian A (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian B (Signature)

\_\_\_\_\_  
Date

# Terms and Conditions of Enrolment

Revised 21st Jul 2023

These terms and conditions are to be agreed to by parents or guardians when they accept an offer of a place for their child at the school. For purposes of this document, 'We' refers to the parent(s)/guardian(s) of the child, and 'student' or 'child' refers to the 'child' or 'ward' enrolling at the school.

## Fees And Other Charges

01. We agree to pay the school \$31500 per annum, which covers enrolment, tuition, learning resources, excursions, school organised co-curricular & sporting activities, and the lease of individual computing devices (iPad, Macbook, or Surface Pro) which remain the property of the school whilst the student is enrolled, and are gifted to the student upon graduation. An initial payment of \$6500 on is due on Jan 15th, followed by 10 monthly instalments of \$2500 due on the 15th of each month from February to November inclusive, where invoices will be issued 14 days before the due date. The annual fee is adjusted at the start of each school year after the first year according to the Consumer Price Index (CPI).
02. The school may suspend or terminate the enrolment of a student whose fees are in arrears. We understand that the student will not be permitted to return to school for another term if the fees for the previous billing are unpaid. In addition, where fees are paid after the due date, the school may charge a reasonable administration fee and/or 10% pa interest to compensate the school for the loss that it has suffered because the fees were not paid by the due date.
03. A full term's worth of school days notice in writing must be given to the Principal before any student is removed. If this notice is no given, we agree to pay one term's fees in lieu of notice.
04. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension. Within reasonable means, the school will endeavour to help students catch-up on missed curriculum material due to absence.

## Expectations And Behaviour

05. We understand that our acceptance of the school's offer of a place implies that the student will complete their year 11 & 12 schooling and the HSC at the school unless unforeseen circumstances arise.
06. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner, where confrontations and criticism in public or on social media are avoided and disputes handle directly with the school. We accept that there is no place in the school community for derogatory remarks, inappropriate familiarity or offensive comments. agree to avoid.
07. We agree to support and abide by the policies and rules of the school as set out in the appropriate publications such as the *Students' Code of Conduct* and as published from time to time at the Principal's discretion. We note that the student must do the same and we agree to encourage them in this. We have particularly noted the school's requirements for discipline, home study, attendance and leave.

08. We accept the school's discipline policy and other relevant documents. We agree to support the administration of the school's discipline policy. In particular, we accept that the principal or the principal's delegate, may in their absolute discretion, but subject to affording the student procedural fairness, suspend or expel the student:
  - (a) for breaches of rules or discipline; or
  - (b) for behaviour prejudicial to the welfare of the school, its staff or students.
09. We accept that the school may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the principal:
  - (a) sporting or fitness programs;
  - (b) important school functions as required by the principal from time to time;
  - (c) various excursions that occur from time to time as an integral part of the school curriculum.
10. We acknowledge that the Principal may, by giving us reasonable notice, ask us to remove the student from the school at the end of a school year where the student has, in the Principal's opinion, failed to meet the requirements of the New South Wales Education Standards Authority.

## Health And Safety

11. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) of the student. Where any disclosed special needs change or where any special needs arise, we agree to notify the school immediately. We also agree to complete the student's medical form accurately and provide annual updates for the school.
12. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the principal or, in his absence, a responsible member of the school staff, to give the necessary authority for such treatment. We agree to pay all medical and ambulance expenses incurred on behalf of the student.
13. We acknowledge that the school seeks to maintain an environment that is safe for all students, and under no circumstances should students bring any dangerous or hazardous substances, or weapons to school. We also acknowledge that to this end the principal or his delegate may search the student's possessions where there are reasonable grounds to do so.
14. We understand that the school requires parents and visitors to observe school security procedures for the protection of students from direct contact with those outside the school during school hours and that we are only to make contact through the school front desk.
15. We acknowledge that the student's personal property is not insured by the school which does not accept any responsibility for loss or damage, unless it is caused directly by action or negligence of the school.

## **Leave**

16. We understand that requests for leave from school activities, including academic and co-curricular programs, and for early departure at the end of term and/or late return from breaks must be applied for in advance in writing to the Principal.

## **Privacy**

17. The personal information collected on this application is for purposes directly related to your child's education including processing this application. Any information provided to the school will be used, disclosed and stored consistent with the NSW privacy laws.
18. We acknowledge that certain information is required by the school to meet its duty of care and other legal obligations under public health, education and child protection legislation and for meeting data collection and reporting requirements under Commonwealth – State funding agreements which may involve evaluation and assessment of student outcomes. Information may be disclosed to NSW State and Commonwealth government agencies and other organisations for the above purposes or as required by law. Information will be stored on a secure electronic database. You may access or correct the information by contacting the school. If you have a concern or complaint about the information collected or how it has been used or disclosed you should contact the school as soon as possible.
19. We acknowledge that the school may from time to time collect personal information about parents and students which may be necessary for the school's function or activities. We authorise the school to use and disclose information in such a manner as the Principal may deem appropriate for purposes required for the student's education, health, care, welfare or development, or required by law.
20. We understand that if I choose not to provide some requested information it may have a detrimental impact on our child's enrolment, resourcing of the school or meeting our child's educational needs.
21. We give permission for our child's information, excluding 'sensitive information' as protected by NSW Privacy Laws, to be displayed from time to time in the school's online or print publications, or in public media, for the purposes of sharing the work, achievements or activities that occur at the school to the wider community. This information may include our child's name, age, class and information collected at school such as photographs, sound and visual recordings of the child, the child's work and expressions of opinion such as in interactive media.

## **Changes To These Conditions**

22. We agree that the school may change these Conditions provided that they are reasonable and lawful, providing at least two terms' notice and that the new Conditions take effect from the beginning of a calendar year.