

## STUDENT ENROLMENT POLICY

### Student Admission Framework

Our college is dedicated to providing a specialised educational program for students in Years 11 and 12. We are committed to fostering an inclusive environment and ensure our admission process is fair and equitable, prioritising student well-being and access above all other matters.

This framework outlines the process for all prospective and current students, as well as the staff involved in admissions.

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### Eligibility and Selection

Our college follows a fully inclusive enrolment process. To be considered for a program, prospective students must demonstrate a passion for sport and a desire to make the most of the privilege of being provided the opportunity to attend our college.

Meeting this criteria does not automatically guarantee a place in a program, as spaces are limited and admission is competitive.

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### Application and Interview Process

Prospective students must apply for a program through the online application form available on the college's website. Once an application is received, the following steps are initiated for our programs:

- 1. Information Session and Interview:** We will contact the prospective student and their guardians by phone to invite them to an information session and a one-on-one interview with a college staff member. During the interview, students will demonstrate their suitability to thrive and contribute to the college culture in a positive way. The college may also seek a reference from their current school.
- 2. Program Preference:** During this stage, students will nominate their sport and venue preferences. The college will make its best effort to meet these requests, though this is not guaranteed.

#### Sports College South Australia

##### Head Office

Kaurna Country, State Centre for Basketball  
142 Rose Terrace, Wayville | 5034

##### Postal Address

PO Box 552  
Goodwood | 5034

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e [info@sc.sa.edu.au](mailto:info@sc.sa.edu.au)  
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## Outcome and Enrolment

Following the interview process, applicants will be notified of the outcome:

- **Successful Applicants:** A formal Letter of Offer will be issued.
- **Waiting List:** Due to high demand, a waiting list is maintained for programs that reach full capacity. If a place becomes available, a student on the waiting list will be contacted directly.

Students who receive a Letter of Offer must complete an Online Admission Form to provide their personal details and those of their guardians. The final step in the admission process is to attend an **optional Orientation Day** before the program begins. This day provides essential information about course content, fee payment options, and their allocated venue.

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## Ongoing Enrolment and Transfers

The college maintains a comprehensive register of all enrolled students, which includes their name, age, address, guardian contact details, and dates of enrolment and withdrawal. We ask for your cooperation in keeping this information current by notifying the college of any changes. Annually, we will request that all guardians review and update their details.

Students can request a transfer at any time. The college will make its best endeavours to meet that request, but this is not guaranteed due to the availability of places. All transfer decisions are at the college's discretion and subject to venue availability.

In the event of a new venue being established, or an existing venue ceasing to operate, the college reserves the right to reallocate students to an alternative location. Affected guardians will be notified in writing.

## **Referrals and Student Support**

We accept referrals from community agencies, and we may discuss an application with a student's youth worker or case manager prior to making a final decision. As part of the admission process, all students receive a comprehensive Information Package detailing our commitment to:

- Delivery and assessment procedures
- Privacy and equity policies
- Student support services
- Guidance for welfare and career pathways
- Recognition of Prior Learning (RPL) and credit transfer
- Course content, records, and progress tracking
- Student conduct, including policies on plagiarism
- Fees and refund policies
- Concerns, complaints, and appeals processes

We are dedicated to adhering to all relevant state and federal legislation regarding student enrolment.

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## **Complaints Process**

Should a concern, complaint, or appeal arise from the admission process, please submit it in writing to:

The Principal

Sports College South Australia

PO Box 552

Goodwood SA 5034

The Principal will review the matter in accordance with the college's "Concerns, Complaints and Appeals Policy."