

## Confirmation of enrolment

- All students meeting the enrolment criteria will be approved for enrolment in the SSCL Centre closest to their home address, subject to places being available.
- If any applications cannot be approved, schools will be advised within a week of the application being received at the Ryde office.
- **Letters of confirmation approving applications received by 18 December 2009 will be sent by fax to home school principals in the first week of Term 1, 2010.**
- Principals of home schools will need to give a copy of the second page of the letter of confirmation to **each student listed** on the letter, to take when they first attend their SSCL Centre.

## Accelerated progression

- In all cases, new students will be enrolled in the same Year as in their home school, pending assessment at SSCL Centre level.
- Requests for acceleration can be made once enrolment is confirmed, by completing an **Application for accelerated progression** available at SSCL Centres.

## Transfer to another SSCL Centre after enrolment

- Transfer application forms are available only in SSCL Centres.
- Student transfers will be approved only on the basis of a change of home address, or in special circumstances as agreed with the principal of the home school.

## School Certificate and Higher School Certificate entry

- It is the responsibility of the home school in every case to ensure that students are entered with the Board of Studies for School Certificate, Preliminary and Higher School Certificate courses studied at the SSCL.
- Lists of Board of Studies course numbers and SSCL Centre codes are provided on page 5.
- **When entering students through Schools Online, schools must enter the Board of Studies code for the SSCL Centre where each student studies.**

## Textbooks, dictionaries and prescribed texts

- Students may be required to purchase textbooks, workbooks, dictionaries or HSC prescribed materials, as applicable.

## Continuing enrolments in 2010

- Centre Supervisors will distribute to continuing students a green *Confirmation of Continuing Enrolment in 2010* form during Term 4 in 2009.
- **Parents or carers will be asked to check the details on the form and sign to confirm the student's continuing enrolment in 2010.**
- Forms should be returned or mailed to SSCL Centres on or before **Saturday 5 December 2009.**
- **Continued enrolment in the SSCL is not possible when the language studied in 2009 is offered by the home school in the 2010 subject choices.**
- At the end of 2009, schools will be sent a list of those students who will be returning in 2010.
- Schools will receive lists of students continuing and newly enrolled early in Week 5 of 2010, and thereafter, individual letters of confirmation for late students as they enrol.

## Late applications

- Subject to places being available, applications may be made throughout the year for students **new** to NSW schools, students transferring from one school to another and students in **Years 7, 8 and 9.**
- Consideration will be given throughout the year to students in special circumstances, or where there is a student welfare issue.
- **Late applications for Years 10, 11 and 12, received after 19 February 2010, must be accompanied by Appendix 1 and documentary evidence of prior learning as required.**