



# CATHOLIC COLLEGE SALE

## YEARS 9 – 12 STUDENT SUBJECT CHANGE POLICY

### PURPOSE

Catholic College Sale (CCS) dedicates time and resources to ensure pathway planning and subject advice is available to all students prior to subject selection. However, each Semester some students request to change subjects they have selected to complete as part of their course of study and the school needs to ensure this process is regulated.

### AIM

- To ensure that the integrity of the parent/student information sessions, course selection process and pathways advice remains consistent and clear
- To ensure student subject changes are made for the appropriate educational reasons
- To ensure that all changes to student learning are approved by the appropriate school leaders.

### GUIDELINES FOR SUBJECT CHANGES

In general a subject change may only be permitted in the following circumstances and all changes are made with the signed approval of the relevant parties.

- Where despite all efforts a student is obtaining less than satisfactory results, the student will be identified by the classroom teacher and/or House Leader/Pastoral teacher and referred to the VCE/VET Coordinator for further investigation.
- The student, through Pathways counselling, has identified a change of career/tertiary pathway and their current subject selection does not align. In this instance, recommended subject changes may be permitted for Year 10 – 12 students only.
- The student has selected subjects that they have already completed.
- A position in a particular subject desired by the student becomes available where previously through course selection processes it was not available.
- The student has unpaid subject fees limiting their ability to undertake all learning tasks.
- The student's wellbeing is being impacted and a recommendation is made to the Assistant Principal Learning and Teaching for endorsement.

A subject change will not be permitted in the following circumstances:

- The student does not like the teacher or certain classmates.
- The student wants to go to another class because their friends are there.
- The student indicates that they did not know what the subject was about when they selected it.
- The student's performance is due solely to a lack of application.

Subject fees are required in some subjects.

## **SUBJECT CHANGE TIMES**

In Years 9 to 11 subject selection occurs for both semesters of the year in the first week of Term 3 in the previous year.

- In most instances CCS expects to make subject changes in the published timeframe. No subject changes will be permitted after this time unless there are extenuating circumstances. Any such changes will need to be approved by the VCE VET Coordinator and Assistant Principal – Learning and Teaching.
- A common exception to this is if a student is changing from Mathematical Methods to General/Further Maths. In this case students will be required to make their change in consultation with their Classroom Teacher and the Maths Learning Area Leader

## **INTERNAL INFORMATION**

- The Pathways Coordinator will access SIMON to review student selections, provide advice on selections and make suggestions for change, if a change of subject is requested by a student.
- A 'Change of Subject/Withdrawal Application Form' is available from the VCE VET Coordinator only.
- A request to change subjects does not mean that the request will be automatically granted.
- When a class/subject reaches maximum capacity, no additional students can be enrolled in that class.
- Students may submit completed 'Change of Subject/Withdrawal Application Form' to the VCE VET Coordinator during Recess, Lunch or before and after school.
- Students will know if their application for a change of subject selection has been successful when they receive a confirmation email from the Timetabler responsible for subject changes.
- No Classroom teacher can add a new student to their classroom roll without the prior notification of the Timetabler, responsible for entering subject changes.
- No student can attend a class when they are not on the classroom roll.

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## CHANGE OF SUBJECT / WITHDRAWAL APPLICATION

STUDENT'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

I am applying to withdraw from the following subject:

SUBJECT: \_\_\_\_\_ UNIT: \_\_\_\_\_

TEACHER: \_\_\_\_\_

I am applying to enrol in the following subject (If applicable):

SUBJECT: \_\_\_\_\_ UNIT: \_\_\_\_\_

TEACHER: \_\_\_\_\_

REASON FOR REQUESTED ENROLMENT CHANGE:

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Signature of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

The VCE/VET Coordinator, Pathways Coordinator and appropriate subject teachers will consider the requested change of enrolment. The VCE/VET Coordinator will make the final decision.

CHANGE OF ENROLMENT STATUS GRANTED: YES / NO

If "No", reason for refusal:

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Signature of VCE Coordinator: \_\_\_\_\_

Signature of Pathways Coordinator: \_\_\_\_\_

Date: \_\_\_\_\_