1. **Scope**
   This policy applies to students in years 7 through to 11 attending Narromine High School.

2. **Policy Statement**
   - Year 8 No changes to electives can be made
   - Year 9 Changes can be made to elective subjects only
   - Year 10 No changes to electives can be made
   - Year 11 Changes can be made to a student’s pattern of studies provided it will still meet board requirements.
   - Students wishing to change subjects must complete a change of subject form, available from the deputy or careers adviser. The completed form should be returned to their Year Adviser by the end of week 2 in Term 4. Stage teams will discuss any issues around the changing of subjects. Where a change is not recommended the stage Head Teacher will interview the student and contact the parent.
   - Students wishing to change subjects must stay in their original subject until the beginning of week 4. This allows time to see if the subject is suitable and for relevant interviews etc. to be conducted. After week 4 no further changes can be made.
   - In exceptional circumstances a subject can be changed in any year group or after the given time, at the Principal and stage team discretion.
   - It is the students’ responsibility to catch up on any work and assessment tasks after changing subjects.