



# External CCA Application Form

The schools CCA policy for students is that all **students should have at least one activity CCA**. However, the school recognises that some students have existing commitments that take place outside of school. If these activities are organised, regular and purposeful then the school may consider that the activity could be used in place of a school based CCA. In order to qualify as an External CCA an activity should be **attended at least once a week and be run by a professional coach or club**. For specific enquiries regarding Sports External CCAs contact Ms Kerry Lakhani [kerry.lakhani@acsinternational.edu.sg](mailto:kerry.lakhani@acsinternational.edu.sg), enquiries regarding Interest Groups contact Mr Christopher Hayward [christopher.hayward@acsinternational.edu.sg](mailto:christopher.hayward@acsinternational.edu.sg) and enquiries regarding The Arts CCAs contact Mdm Chang Hung Tho [hungtho.chang@acsinternational.edu.sg](mailto:hungtho.chang@acsinternational.edu.sg).

Students wishing to register their out of school activities as an External CCA must complete this form and submit to the relevant Head of CCAs. This form must be filled in by all parties for a student to officially register their activity as an External CCA during the school year. The school will then contact the External CCA coach/ contact to verify the attendance of the student. The final decision and approval will be given by the relevant Head of CCA when all other signatures have been obtained.

**Student name:** \_\_\_\_\_

**House:** \_\_\_\_\_ **Year Group:** \_\_\_\_\_

**External CCA activity applied for:** \_\_\_\_\_

- ☐ Interest Groups (e.g. Service Groups such as Boys Brigade)  
☐ Sports (e.g. Golf, Swimming)  
☐ The Arts (e.g. Ballet)

**Justification/Explanation (training/competitions):**

**Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

## Approval signatures:

**External CCA Coach/Contact**      Name \_\_\_\_\_ Signature \_\_\_\_\_

**Parent/Guardian**      Name \_\_\_\_\_ Signature \_\_\_\_\_

**Relevant Head of CCA**      Name \_\_\_\_\_ Signature \_\_\_\_\_

Prepared By	Approved By	Review and Revised	Reviewed by	Next Review
CCA Committee		January 2022		