

Student Attendance - Exemption

The following guidelines were authored by CEC and adapted for use by CEDP.

NSW Catholic Systemic Guidelines for Exemption from Attendance

1. Exemption from Attendance at School

1.1 General principles

1.1.1 This section applies to students of compulsory school age who are enrolled at school where an exemption is sought from the legal requirement to attend school. See section 2 for exemptions from enrolment at school.

1.1.2 It is the duty of the State to ensure that every child receives an education of the highest quality and it is the duty of parents to comply with the compulsory education requirements of the [Education Act 1990](#).

1.1.3 Certificates of Exemption from the compulsory education requirements of the Act may be granted by a delegated officer (as identified in [1.1.10 below](#)) when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term and that alternatives to exemption have been considered. For example, in some cases, application for Distance Education may be more appropriate than seeking an exemption from school attendance.

1.1.4 Procedural fairness must be accorded to an applicant for an exemption.

1.1.5 Generally, Certificates of Exemption should not be approved in the case of students who have been the subject of a Community Services report or Child Well-being Unit report and for whom unresolved issues concerning a risk of harm remain. A risk assessment should be conducted to identify and manage the issues.

1.1.6 Where the delegate is aware of existing child protection concerns, (including where it may be in the child's best interests to grant the exemption) the Diocesan Director should be consulted.

1.1.7 Applications for exemption from school attendance must be made in writing (Refer to Appendices). In exceptional circumstances, an oral request can be made to the school principal, seeking assistance in completing an application for exemption from school attendance.

1.1.8 In the case of students of compulsory school age who are enrolled in a school, applications for exemption from school attendance must be submitted in advance.

1.1.9 Exemptions from school attendance cannot be granted retrospectively under these Guidelines.

1.1.10 Under Section 25 of the [Education Act 1990](#), the Minister may grant a Certificate of Exemption. This power is delegated, subject to these Guidelines, to:

- Diocesan Directors, in relation to granting of an exemption from school attendance totalling up to 100 days in a 12 month period
- Principals, in relation to granting of an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student.

Delegates cannot delegate this power.

Number
100901

Implementation date
20 October 2011

Service area
System Performance

Location
CEDP

Head policy
Student policy
(in progress)



Catholic Education
Diocese of Parramatta

The power to exempt students in Catholic systemic schools for periods more than 100 days in a 12 month period currently remains with the Minister. Applications should be forwarded through the Diocesan office to the Catholic Education Commission, NSW.

1.1.11 A delegate can refer the granting of an exemption to a more senior delegate where they identify circumstances that may make this more appropriate but cannot delegate this power to a less senior delegate.

1.1.12 Exemption from school attendance should only be granted where conditions exist which make it necessary or desirable in the view of the Minister or delegate, that a Certificate of Exemption be granted.

1.1.13 If there is any case where there are circumstances that may not be considered by these Guidelines, and there appears to be an arguable interest of the child in the granting of an exemption but that such an exemption would appear to be prevented by these Guidelines, the case should be referred to the Diocesan Director for consideration.

1.1.14 A delegate can cancel the Certificate of Exemption where they identify circumstances that they believe warrant this action. For example, where the conditions attached to the exemption are not being met.

1.1.15 If an applicant wishes to appeal against a decision made by the delegate, the appeal would go to the delegate above the decision maker.

1.1.16 In these Guidelines, the term 'parent' or 'parents' includes any person or persons having the custody or care of the child.

1.2 Reasons for Granting Full Day Exemptions from Attendance at School

1.2.1 Principals and the Diocesan Director may grant exemptions due to:

- exceptional domestic circumstances, including but not limited to participation in family holidays during school term subject to being satisfied that this is in the best educational interests of the child
- other exceptional circumstances such as health of the student where sick leave or alternative enrolment is not appropriate employment in the entertainment industry or participation in elite sporting events for short periods of time i.e. for one or two days, and at short notice.

For any other matter, the principal must consult a senior officer of the Diocese.

1.2.2 The [attendance register](#) must indicate full day exemptions with the code **M**.

1.3 Reasons for Granting Part Day Exemptions from Attendance at School

1.3.1 Section 25 (2A) of the [Education Act 1990](#) gives the Minister the power to grant a certificate of exemption from the requirement to attend a school during the times specified in the certificate.

1.3.2 From time-to-time students of compulsory school age may participate in school-based individual student programs which include programs that incorporate behaviour management plans to reengage students with education. In such cases, the parent's agreement to their child's participation in the program, by signature, constitutes an application for part day attendance at school. It is not necessary to complete a separate application for exemption from attendance at school form.

1.3.3 Students of compulsory school age participating in such programs may be granted full or part day exemptions for periods of time not exceeding the equivalent number of full school days provided for within the delegate's power.

1.3.4 Participation in such alternative education programs must be approved by the Diocesan Director, prior to exemption being granted.

1.3.5 The attendance register must indicate part day exemptions with the code **M**.

1.4 Conditions Attached to Exemptions from Attendance at School

1.4.1 [Certificates of Exemption](#) issued by Diocesan Directors and Principals must:

- include the specific conditions that apply to the exemption
- state that the exemption may be cancelled if these conditions cease to apply
- specify a period for which the exemption had been granted (Refer to Appendix 3.5).

1.4.2 The original Certificate of Exemption will be provided to the parents.

1.4.3 A copy of the Certificate of Exemption must be attached to the student's record.

1.4.4 The delegate should retain a copy of the signed Certificate of Exemption in the delegate's official records.



2. Exemption from enrolment at school

2.1 General principles

2.1.1 This section applies to children of compulsory school age where an exemption is sought from the legal requirement to enrol at and attend school. Exemptions from the requirement placed on enrolled students to attend school are dealt with in section 1.

2.1.2 It is the duty of the State to ensure that every child receives an education of the highest quality and it is the duty of parents to comply with the compulsory education requirements of the [Education Act 1990](#).

2.1.3 In the case of parents of children of compulsory school age seeking authority not to enrol, this must be considered as an application for exemption from school enrolment. Under Section 25 of the [Education Act 1990](#), the Minister may grant a certificate of exemption.

2.1.4 Applications for exemption from enrolment at school must be made in writing (Refer to [Appendix 3.2](#)). In exceptional circumstances, an oral request can be made to the school principal, seeking assistance on completing an application for exemption from school enrolment.

2.1.5 Procedural fairness will be accorded to an applicant for an exemption. If the delegate is considering refusing to grant an exemption, the parent should be given an opportunity to respond to the delegate's concerns before a final decision is made. This opportunity should be offered to the parent in writing.

2.1.6 Under Section 25 of the [Education Act 1990](#), the Minister may grant a Certificate of Exemption from enrolment at school. This power is delegated, subject to these Guidelines, to Diocesan Directors, in relation to granting of an exemption from enrolment at school totalling up to 100 days in a twelve month period.

The power to exempt students in Catholic systemic schools for periods more than 100 days in a 12 month period currently remains with the Minister. Applications should be forwarded through the diocesan office to the Catholic Education Commission, NSW.

2.1.7 The Director-General of the NSW Department of Education and Communities is delegated the power to exercise all the Minister's powers under Section 25 without limitation.

2.1.8 Exemption from enrolment should only be granted where conditions exist which make it necessary or desirable in the view of the Minister or delegate that a Certificate of Exemption be granted.

2.1.9 If there is any case, where there are circumstances that may not be considered by these Guidelines and an exemption appears to be in the best interests of the child, the case should be referred to the Director-General for consideration.

2.2 Reasons for granting exemptions from enrolment at School

2.2.1 Diocesan Directors may grant such exemptions (for up to 100 days in a 12-month period) due to:

- age, where a child turns six years on or after 1 October or later in a school year and is engaged in:
 - full time preschool education at an accredited preschool for the remainder of that school year
 - participation in full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child's sixth birthday.
- the health or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday.

Where children are expected to enrol in Kindergarten following the period of exemption from enrolment, they may be involved in a transition-to-school program as a condition of their exemption.

The delegate may, for the purpose of establishing a child's eligibility for an exemption based on full time preschool attendance, require proof of enrolment or participation in the preschool.

The delegate may, for the purpose of establishing a child's eligibility for an exemption on the ground of health or disability, require a statement in support of the exemption from the child's medical specialist.

2.2.2 Secondary Principals and Diocesan Directors may grant exemptions to students of compulsory school age from the requirement to be enrolled in school provided approval has been given to their entering a full time apprenticeship or traineeship before they have completed Year 10 under section 21B of the Education Act. See section 6 of the [Guidelines on the Completion of Education in Special Circumstances](#) for further information. Such exemptions will only be granted to a student where the:



- principal considers that, in all the circumstances, the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship
- student's parents give permission for this to occur
- principal has sighted a full time full time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by the Registered Training Organisation
- employer agrees to notify the Diocesan Catholic Education/Schools Office (through the Principal) if the apprenticeship or traineeship is abandoned before the student turns 17. If the student does not complete the apprenticeship or traineeship, he or she will not have completed Year 10 and will be legally required to do so under another pathway of the Act (for example by returning to school or seeking enrolment in TAFE NSW)
- the apprenticeship or traineeship is subsequently approved by the Commissioner for Vocational Training, State Training Services as suitable for the young person and the training contract attains 'registered' status following the probationary period. (Where approval is granted by the Principal and the Commissioner subsequently notifies the student of his or her decision not to approve the contract following the probationary period, the approval and the exemption from compulsory schooling cease from that point to operate, and the student's parents must take steps to comply with their compulsory schooling obligations)
- include any specific conditions that apply to the exemption
- state that the exemption may be cancelled if any such conditions are not met
- specify a period for which the exemption had been granted (Refer to [Appendices 3.6 and 3.7](#)).

2.3 Conditions Attached to Exemptions from Enrolment at School

2.3.1 Certificates of Exemption from enrolment must:

2.3.2 The original Certificates of Exemption will be provided to the parents.

2.3.3 A copy of the Certificate of Exemption will be provided to the school on subsequent enrolment and must be attached to the student's record card.

2.3.4 A copy of the signed Certificate of Exemption will be retained by Diocesan student services personnel.

3. Appendices

3.1 PDF Application for Exemption from Attendance at School

3.2 PDF Application for Exemption from Enrolment at School

3.3 PDF Application for Exemption from Attendance at School For Employment in the Entertainment Industry (more than 100 days in a 12-month period)

3.4 PDF Application for Exemption from Attendance at School For Elite Sports (more than 100 days in a 12-month period)

3.5 PDF Certificate for Exemption from Attendance at School (Under Section 25 of the Education Act 1990)

3.6 PDF Certificate for Exemption from Enrolment at School (Under Section 25 of the Education Act 1990)

3.7 PDF Certificate for Exemption from Enrolment at School (Under Section 25 of the Education Act 1990)

3.8 Checklist for approval of a Year 10 student to complete Year 10 of a secondary education by undertaking a full-time apprenticeship or traineeship.

A student under 17 who has not completed Year 10 must remain at school unless he/she has an exemption from schooling. In order for students who have not completed Year 10 to do so by entering an apprenticeship or traineeship, if they wish to leave school while undertaking the apprenticeship or traineeship, they must obtain an exemption from schooling.



This checklist outlines the steps involved in this process. All must be met.

- The student has completed Year 9 and has been offered a full time apprenticeship/traineeship.
- The parents complete an Application for Exemption from Enrolment at School (Section 3.2, *Guidelines for Exemption from Attendance at NSW Catholic Systemic Schools*).
- The principal considers, that, in all circumstances, the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship.
- The student's parents give written permission for this to occur (i.e. have submitted an Application for Exemption from Enrolment at School).
- The principal has recorded the sighting of a full time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by the Registered Training Organisation (e.g. a photocopy placed in student's file).
- The employer agrees to notify the Catholic Education Office in writing (through the principal) if the apprenticeship or traineeship is abandoned or cancelled before the student turns 17.
- The principal advises the parent and student that if the student does not complete the apprenticeship or traineeship, he or she will not have completed Year 10 and will be legally required to do so under another pathway of the act (for example by returning to school or seeking enrolment at TAFE).
- The principal advises the parent and student that the apprenticeship or traineeship must subsequently be approved by the Vocational Training, State Training Services as suitable for the young person and that the training contract attains a 'registered' status following the probationary period. Where approval is granted by the principal and the Commissioner subsequently notifies the student of his or her decision not to approve the contract following the probationary period, the approval, and the exemption from compulsory education, ceases to operate and the student's parents must

take other steps to comply with their compulsory schooling obligations.

- The principal issues a certificate of Exemption from Enrolment (see Section 3.7, *Guidelines for Exemption from Attendance at NSW Catholic Systemic Schools*).
- The student is removed from the school roll.

3.9 Information on exemptions from attendance at school for employment in the entertainment industry

Educational program

1. Appropriate, regular and efficient instruction must be provided for all applicants approved under this section.
2. The tutor must consult with the principal of the school at which the student is enrolled in the planning and development of the educational program for that student.
3. The educational program must be compatible with the program being undertaken at the student's school. It must be suitable for the age, maturity and ability of the student.
4. The educational program should be comprehensive, balanced and sequential.
5. There should be sufficient print and non-print resources to meet the demands of the program.

Tutors

1. Tutors must provide evidence that they hold appropriate teaching qualifications recognised by the Diocesan office (eg Bachelor of Education, Diploma of Teaching/ Education).
2. The efficiency of tutors and effectiveness of their instruction may be assessed by the investigating officer during visits to the place of employment.

Periods of instruction

1. Sufficient hours of instruction must be provided to ensure that the requirements of the teaching/learning program are being met. In general, there should be a minimum of 2 hours and an average of 4 hours instruction each school day.
2. Where possible, disjointed tutoring should be avoided.



3. Instruction shall only occur between 7:00 am and 7:00 pm on school days.
4. Instruction shall not occur during weekends or school holidays.
5. The tutor must ensure that adequate meal and rest breaks are provided during the period of instruction.

Places of instruction

1. A suitable area with adequate lighting, ventilation and space must be provided for instruction.
2. Furnishings should be suitable for the purpose of instruction.
3. During periods of instruction, this area is to be for the exclusive use of the student or other students away from distraction.

Records

1. The tutor must complete a register of daily activities. It will include details of:
 - instruction taken from the educational program
 - the days on which instruction occurred
 - the length of the instruction periods.
2. The register must be available for inspection when requested by an investigating officer.
3. The tutor must evaluate the student's progress regularly and maintain appropriate records.
4. All records of the student's study, educational progress and actual work must be provided to the student's school at regular intervals.

Note: A certificate of exemption may be cancelled at any time if the conditions are not being met.*

3.10 Information on exemptions from attendance at school for accredited elite sports programs

Accredited elite sports programs

Accredited elite sports programs include national and international sports organisations, who run camps for athletes and national sports squads that students have been selected to participate in. They also include talent identification programs run by the New South Wales Department of Sport and Recreation. Where programs run for more than 5 school days (1 week), applicants should be provided with an educational program under this section. See the requirements below.

Educational program

1. An appropriate educational program must be provided by the student's school.
2. The principal is responsible for ensuring that an appropriate educational program is provided for the student.
3. The educational program must be compatible with the program being undertaken at the student's school. It must be suitable for the age, maturity and ability of the student.

Periods of instruction

1. The student must be able to engage in sufficient hours to ensure that the requirements of the teaching/learning program are being met. In general, the student should engage with the educational program for an average of 2 hours instruction each school day.
2. The student will not undertake the educational program during weekends or school holidays.
3. Adequate meal and rest breaks should be undertaken by the student during their engagement with the educational program.

Places of instruction

1. A suitable area with adequate lighting, ventilation and space must be provided for the student while they are engagement with the educational program.
2. Furnishings should be suitable for the purpose of undertaking the educational program.
3. This area should be free from distraction.

Records

1. Records of the student's educational progress and actual work must be provided to the student's school at regular intervals.

Note: A certificate of exemption may be cancelled at any time if the conditions are not being met.

2. See example Letter - Declining an Application for a Certificate of Exemption pdf



Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

3.1 Application for Exemption from Attendance at School

*NOTE: Part A is to be completed by the student's parent or caregiver and returned to school principal.
If exemption is sought for more than one student, separate applications must be made for each student.*



Catholic Education
Diocese of Parramatta

Part A Student Details

Family name: _____ Given name(s): _____

Age: _____ Date of birth: _____ (dd) / _____ (mm) / _____ (year)

Enrolment Registration Number: _____

Student's address: _____

_____ Postcode: _____

School name: _____ School's telephone number: _____

Dates of exemption applied for: _____ / _____ / _____ to _____ / _____ / _____

Number of School Days: _____

Reason For Application For Exemption (Please tick)

Exceptional domestic circumstances

Other exceptional circumstance

Employment in entertainment industry/participation in elite sporting event for short periods of time (i.e. for one or two days and at short notice)

Please provide more detail about the reason for the application for exemption here:

NOTE: Where the reason for application for exemption includes long term travel arrangements, of more than 20 school days, copies of travel documentation should be included with the application.

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

Details of Prior/Current Exemptions

Date of exemption from: _____ / _____ / _____ to _____ / _____ / _____

Number of School Days: _____

Copy of Certificate of Exemption attached (Please tick one box No

Parent or Caregiver Details

Family name: _____ Given name(s): _____

Address: _____

Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent or caregiver of the above mentioned student, I hereby apply for a Certificate of Exemption from attendance at school, under the *Education Act 1990*.

I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

I declare that information provided in this application for a certificate of exemption is to the best of my knowledge and belief accurate and complete. I recognise that should statements in this application later provide to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s: _____ Date: _____ / _____ / _____

PRIVACY STATEMENT

The information that you provide will be used to process your child's application for an exemption from the requirement to enrol at and/or attend school. It will only be disclosed for the following purposes:

- General student administration relating to the education and welfare of the student Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school State and national reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

3.2 Application for Exemption from Enrolment at School

*NOTE: Part A is to be completed by the student's parent or caregiver and returned to school principal.
If exemption is sought for more than one student, separate applications must be made for each student.*



Part A Student Details

Family name: _____ Given name(s): _____

Age: _____ Date of birth: _____ (dd) / _____ (mm) / _____ (year)

Student's address: _____

_____ Postcode: _____

School name: _____

Dates of exemption applied for: _____ / _____ / _____ to: _____ / _____ / _____

Reason For Application For Exemption (Please tick one box)

- Age, where a child turns six years in October or later in a school year and is engaged in full time preschool education at an accredited preschool for the remainder of the school year.
- Participation in full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child's sixth birthday.
- The health or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday.
- Participation in a full time apprenticeship or traineeship.

Please provide more detail about the reason for the application for exemption here:

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

Details of Prior/Current Exemptions (If Applicable)

Date of prior/current exemption from: ____ / ____ / ____ to: ____ / ____ / ____

Number of school days: _____

Copy of Certificate of Exemption attached (Please tick one box): Yes No

Parent Details

Family name: _____ Given name(s): _____

Address: _____
_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent of the above mentioned student, I hereby apply for a Certificate of Exemption from enrolment at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

I declare the information provided in this application for a certificate of exemption is to the best of my knowledge and belief accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s: _____ Date: ____ / ____ / ____

PRIVACY STATEMENT

The information that you provide will be used to process your child's application for an exemption from the requirement to enrol at and/or attend school.

It will only be used or disclosed for the following purposes.

- *General student administration relating to the education and welfare of the student*
- *Communication with students and parents*
- *To ensure the health, safety and welfare of students, staff and visitors to the school*
- *State and National reporting purposes*
- *For any other purpose required by law.*

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

Part B Investigating Officer's Recommendation

To be completed by the investigating officer nominated by the Diocese

Recommendation

1. Following consideration of this application I am satisfied that conditions exist/do not exist that make it necessary and/or desirable for _____ (*insert name of student*) to be exempted from enrolment at school. I recommend that a Certificate of Exemption be granted/declined. (Circle appropriate recommendation)

2. Specific reasons for recommendation not to grant a Certificate of Exemption.

3. Suggested conditions applying to recommendation to grant a Certificate of Exemption

Investigating officer's name: _____ Signature: _____

Date: _____ / _____ / _____

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

Part C Delegate's Recommendation

(Delete that which does not apply)

Following consideration of this application I am/am not satisfied that conditions exist that make it necessary and desirable that _____ (insert name of student) be exempted from enrolment at school.

Name and position of delegate: _____

Signature of delegate: _____

Date: _____ / _____ / _____ Notification to applicant: _____ / _____ / _____

Note: Please complete the Certificate of Exemption from Enrolment at School if exemption is granted (Refer to Appendix 3.6)

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

3.3 Application for Exemption from Attendance at School For Employment in the Entertainment Industry

(More than 100 days in a 12 month period)

NOTE: To be completed by the student's parent or Caregiver. If exemption is sought for more than one student, separate applications must be made.



Catholic Education
Diocese of Parramatta

Part A Student Details

Family name: _____ Given name(s): _____

Age: _____ Date of birth: _____ (dd) / _____ (mm) / _____ (year)

Enrolment Registration Number (ERN): _____

Student's address: _____

_____ Postcode: _____

School name: _____ School's telephone number: _____

Dates of exemption applied for: _____ / _____ / _____ to _____ / _____ / _____

Number of School Days: _____

Details of Prior/Current Exemptions

Date of exemption from: _____ / _____ / _____ to _____ / _____ / _____

Copy of Certificate of Exemption attached (Please tick one box): Yes No

Parent or Caregiver Details

Family name: _____ Given name(s): _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

As the parent or caregiver of the above mentioned student, I hereby apply for a Certificate of Exemption from attendance at school, under the Education Act 1990.

I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

I declare the information provided in this application for a certificate of exemption is to the best of my knowledge and belief accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s: _____ Date: _____ / _____ / _____

PRIVACY STATEMENT

The information that you provide will be used to process your child's application for an exemption from the requirement to enrol at and/or attend school.

It will only be used or disclosed for the following purposes.

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school

PART B (To be completed by the employer)

Employer's Details

Name of company/corporation: _____

Contact person: _____

Address: _____

Postcode: _____

Telephone number: _____ Facsimile: _____

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

3.4 Application for Exemption from Attendance at School For Elite Sports (more than 100 days in a 12 month period)

NOTE: To be completed by the student's parent or Caregiver. If exemption is sought for more than one student, separate applications must be made.



Catholic Education
Diocese of Parramatta

Part A Student Details

Family name: _____ Given name(s): _____

Age: _____ Date of birth: _____ (dd) / _____ (mm) / _____ (year)

Enrolment Registration Number (ERN): _____

Student's address: _____

Postcode: _____

School name: _____ School's telephone number: _____

Dates of exemption applied for: _____ / _____ / _____ to _____ / _____ / _____ (if in a block)

Number of school days: _____

Individual dates applied for: _____

Number of school days: _____

Name of accredited elite sport program: _____

Reason For Application For Exemption (Please tick box)

Training for elite sport

Elite sport event or tour

Please provide more detail about the reason for the application for exemption here:

Note: A schedule of training or tour itinerary from the sporting body (E.g. Australian Institute of Sport) must be attached with contact names and numbers.

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

Details Of Prior/Current Exemptions (IF APPLICABLE)

Date of prior/current exemption from: _____ / _____ / _____ to: _____ / _____ / _____

Number of school days: _____

Copy of Certificate of Exemption attached (Please tick one box): Yes No

Parent Details

Family name: _____ Given name(s): _____

Address: _____

Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent of the above mentioned student, I hereby apply for a Certificate of Exemption from enrolment at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

I declare the information provided in this application for a certificate of exemption is to the best of my knowledge and belief accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s: _____ Date: _____ / _____ / _____

PRIVACY STATEMENT

The information that you provide will be used to process your child's application for an exemption from the requirement to enrol at and/or attend school.

It will only be used or disclosed for the following purposes.

- *General student administration relating to the education and welfare of the student Communication with students and parents*
- *To ensure the health, safety and welfare of students, staff and visitors to the school State and National reporting purposes*
- *For any other purpose required by law.*

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

Part B Principal's Recommendation

To be completed by the principal

The tutor has consulted the school in the planning and development of this student's educational program. (Please tick)

Yes No

Comment:

I recommend/do not recommend that a certificate of exemption be granted/not granted (*Delete that which does not apply*)

to _____ for the period ____ / ____ / ____ to ____ / ____ / ____

Principal's name: _____

Signature: _____

Telephone number: _____

Date: ____ / ____ / ____

Part C Investigating Officer's Recommendation

To be completed by the investigating officer nominated by the Diocese

Recommendation (*Delete that which does not apply*)

1. Following consideration of this application I am satisfied that conditions exist/do not exist that make it necessary and/or desirable for _____ (insert name of student) to be exempted from attendance at school. I recommend that a Certificate of Exemption be granted/declined.
2. Specific reasons for recommendation not to grant a Certificate of Exemption.

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

3. Suggested conditions applying to recommendation to grant a Certificate of Exemption.

Investigating officer name: _____ Signature: _____

Date: _____ / _____ / _____

Part E Delegate's Recommendation

To be completed by the delegate

(Delete that which does not apply)

Following consideration of this application I am/am not satisfied that conditions exist that make it necessary and desirable that _____ (insert name of student) be exempted from attendance at school.

Name and position of delegate: _____

Signature of delegate: _____

Date: _____ / _____ / _____ Notification to applicant: _____ / _____ / _____

Note: Please complete the Certificate of Exemption from Attendance at School if exemption is granted (Refer to Appendix 3.5)

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

3.5 Certificate of Exemption from Attendance at School Under Section 25 of the Education Act 1990

The student whose details appear below has been granted an exemption from attendance at school for the period indicated.



Student Details

Family name: _____ Given name(s): _____

Date of birth: _____ (dd) / _____ (mm) / _____ (year)

Address: _____

_____ Postcode: _____

School name: _____ School's telephone number: _____

Date of exemption from: _____ / _____ / _____ to _____ / _____ / _____

Reason for the exemption:

Conditions of the exemption (note: for a part day exemption the hours of program participation must be specified, including the plan to have the student attend school full time).

It has been explained to the parent of the above mentioned student that they are responsible for his/her supervision during the period of exemption.

The parent understands that this exemption is limited to the period indicated, acknowledges that the exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

Name and position of delegate: _____

Signature of delegate: _____ Date: _____ / _____ / _____

This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

3.6 Certificate of Exemption from Enrolment at School Under Section 25 of the Education Act 1990

The student whose details appear below has been granted an exemption from enrolment at school for the period indicated.



Catholic Education
Diocese of Parramatta

Student Details

Family name: _____ Given name(s): _____

Date of birth: _____ (dd) / _____ (mm) / _____ (year)

Address: _____

_____ Postcode: _____

School name: _____ School's telephone number: _____

Date of exemption from: _____ / _____ / _____ to _____ / _____ / _____

Reason for the exemption:

Conditions of the exemption

It has been explained to the parent of the above mentioned student that they are responsible for his/her supervision during the period of exemption.

The parent understands that this exemption is limited to the period indicated, acknowledges that the exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

Name and position of delegate: _____

Signature of delegate: _____ Date: _____ / _____ / _____

This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

3.7 Certificate of Exemption from Enrolment at School Under Section 25 of the Education Act 1990

For use by principals granting an exemption to undertake a full time apprenticeship or traineeship

The student whose details appear below has been granted an exemption from enrolment at school for the period indicated.



Student Details

Family name: _____ Given name(s): _____

Date of birth: _____ (dd) / _____ (mm) / _____ (year)

Address: _____

_____ Postcode: _____

School name: _____ School's telephone number: _____

Date of exemption from: ____ / ____ / _____ to completion of the apprenticeship/ traineeship

This exemption is granted for the sole purpose of completion of education by completion of a full time apprenticeship/traineeship commencing in Year 10.

Conditions of the exemption

1. The training contract is approved by State training Services.
2. If the arrangement with the employer ceases the above named student must satisfy compulsory schooling requirements (i.e. complete Year 10 at school or at TAFE).
3. The employer must notify the Diocesan office in writing, through the principal, if the above named student does not complete the qualification or departs the program before the age of 17.

It has been explained to the parent of the above mentioned student that they are responsible for his/her supervision during the period of exemption. The parent understands that this exemption is limited to the period indicated, acknowledges that the exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

Name of principal: _____

Signature of principal: _____ Date: ____/____/____

This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers

Guidelines for Exemption From Attendance at NSW Catholic Systemic Schools

3.11 Example Letter – Declining an Application for a Certificate of Exemption



< *Insert address* >

Dear < *Insert parents name/s* >

You recently applied for a Certificate of Exemption for < *name of student / child* > from < *school attendance – enrolment in a school* >. Certificates of Exemption may be granted when it has been clearly demonstrated by the applicant that an exemption is necessary or desirable and that alternatives to exemption have been considered. Further, the exemption must be in the student's best interests in the short and long term.

Your application has been considered to assess its merit and a recommendation made to me as the delegated officer. On closer examination of your application I find there are insufficient reasons to grant an exemption at this time.

I am not satisfied that an exemption from < *attendance / enrolment* > is in < *name of student / child's* > best interest. I encourage you to contact < *name and title of personnel/student welfare consultant/disability programs consultant/district guidance officer/school counselor/principal* > to make an appointment to discuss this application further. They may be contacted on < *insert telephone number* >.

You have the right to appeal this decision if you consider that correct procedures have not been followed or that an unfair decision has been made. You may wish to contact the < *insert Diocesan office* > on < *insert telephone number* > to discuss the appeal procedures.

Yours sincerely,

Signature of delegate
< *insert date* >