

## Application for Exemption from Attendance at School (M)

**PART A**

*To be completed by parent/caregiver; if exemption is sought for more than one student, separate applications need to be made*

**SCHOOL DETAILS**

Name/Suburb..... Telephone No .....

**STUDENT DETAILS**

Family Name..... Given Name(s) .....

Address..... Postcode.....

Date of Birth ..... Age ..... Student No. ....

**APPLICATION FOR EXEMPTION**

Dates of exemption applied for .... / .... / .... to .... / .... / .... Number of school days .....

If non-consecutive dates – individual dates applied for: .....

Total number of school days .....

**REASON FOR APPLICATION FOR EXEMPTION (please tick relevant box)**

- 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 details about the reasons for the Application for Exemption. The name of the accredited elite program and/or a schedule of training or tour itinerary from the arts/sporting body (e.g. Australian Institute of Sport) must be attached with contact names and numbers.

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**DETAILS OF PRIOR/CURRENT EXEMPTIONS**

Date of exemption from: .... / .... / .... to .... / .... / .... Number of school days .....

Is copy of prior/current Certificate of Exemption attached? Yes  No

Cont'd

**PARENT/CAREGIVER DETAILS**

Family name ..... Given name(s) .....

Address ..... Postcode .....

Contact telephone ..... Relationship to student .....

**DECLARATION/SIGNATURE**

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 from Attendance at School 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 .....

**Once you have completed and signed Part A please return this form to the school principal.**

**PRIVACY STATEMENT**

The information that you provide will be used to process the student'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.

**PART B**

**PRINCIPAL'S DECISION AND SIGNATURE**

**Application for Exemption of LESS THAN 50 days**

Granted  (Complete Certificate of Exemption from Attendance at School)

Declined  Details .....

Principal's name ..... Telephone .....

Signature..... Date .....

**PRINCIPAL'S RECOMMENDATION AND SIGNATURE**

**If application is for exemption of 50 DAYS OR MORE the principal makes a recommendation and forwards it to the Catholic Schools Office.**

Granted  (Complete Certificate of Exemption from Attendance at School)

Declined  Details .....

Principal's name ..... Telephone .....

Signature..... Date .....

**INVESTIGATING OFFICER'S RECOMMENDATION AND SIGNATURE**

**Application for Exemption of 50 DAYS OR MORE**

Granted  (Complete Certificate of Exemption from Attendance at School)

Declined  Details .....

Officer's name ..... Telephone .....

Signature..... Date .....

**MINISTER'S DECISION (to be completed and signed by the delegate)**

**Application for Exemption of 50 DAYS OR MORE**

Granted  (Complete Certificate of Exemption from Attendance at School)

Declined  Details .....

Delegate's name ..... Telephone .....

Signature..... Date .....

Principal completes Certificate of Exemption from Attendance at School if exemption is granted.