



3.1 Application for Exemption from Attendance at School GENERAL

PART A (to be completed by parent/caregiver)

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

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

.....

.....

.....

NOTE: Where the reason for Application for Exemption includes travel arrangements of more than twenty (20) school days, copies of travel documentation should be attached to this application.

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

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 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.