

***STUDENT ATTENDANCE IN
GOVERNMENT SCHOOLS:
APPLICATION FOR CERTIFICATE
OF EXEMPTION FROM
ATTENDANCE AT SCHOOL -
GENERAL***

NEW SOUTH WALES
DEPARTMENT
OF EDUCATION
AND TRAINING



STUDENT'S DETAILS

NOTE - If exemption is sought for more than one student, separate applications must be made.

Family name: _____

Given name(s): _____

Age: _____ Date of Birth: / /

Student's address: _____

_____ Postcode: _____

Telephone: _____ School: _____

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

APPLICANT'S DETAILS

Name: _____

Address: _____

_____ Postcode: _____

Telephone: _____

Relationship to student: _____

As the parent or carer of the above mentioned student, I hereby apply for a Certificate of Exemption from Attendance at School, under the Education Act 1990.

Signature of applicant/s:

Date:/...../..... ..

REASON FOR EXEMPTION

- Please tick one box*
- Employment - General
(If employment is in the Entertainment Industry use other form)
 - Age
 - Continuing education
 - Domestic necessity
 - Health of child
 - Other

Note: Student should continue to attend school while this application is being processed, unless prevented from doing so by illness.

DETAILS OF PRIOR/CURRENT EXEMPTIONS

Date of grant from ____ / ____ / ____ to ____ / ____ / ____.

Copy of Certificate of Exemption attached: Yes No

OTHER MEMBERS OF THE FAMILY APPLYING FOR EXEMPTION

INVESTIGATING OFFICER'S 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 _____ 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.

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

Investigating Officer:

Name: Signature: Date/...../.....

SCHOOL EDUCATION DIRECTOR

Delete that which does not apply.

Following consideration of this application I am/am not satisfied that conditions exist that make it necessary and/or desirable that _____ be exempted from attendance from school.

Conditions/Reasons: _____

Endorsed by:

Name: Signature: Date/...../.....

REGIONAL DIRECTOR'S DECISION

Application: Approved/Not Approved

Regional Director..... Date: ____/____/____

Region:

Office Use: Notification to Applicant by School Education Director: Date ____/____/____

GUIDELINES FOR EXEMPTIONS

DOMESTIC NECESSITY

1. Applications for exemption may be considered where there is urgent need for help in the applicant's home, as a result of a family emergency and this need cannot be met in any other way. Exemptions under such circumstances may be considered only if the situation cannot be met by the principal granting leave for a short period (up to 15 days).
2. In all cases applicants must provide conclusive evidence to support their application. Every effort should be made to find a solution other than exempting the child from school.
3. The applicants must provide details of the responsibilities that the child is expected to undertake during the period of the exemption. These responsibilities should be within the child's physical and mental capabilities.
4. The applicants must agree to an appropriate educational program, developed in consultation with the investigating officer.
5. The investigating officer must have contact on a regular basis with the child and applicants to ensure the wellbeing of the child and to enable the monitoring of any changes.
6. If the urgency of the situation lessens, the Certificate of Exemption may be withdrawn.
7. In the recommendation for the granting of a Certificate of Exemption no child should be discriminated against on the grounds of sex, age, or future education opportunity.

HEALTH OF CHILD

1. Applications for exemption may be considered where medical evidence shows that attendance at school would be contrary to the child's best interests - mental, physical or otherwise and that a short term leave, granted by principals, would not be sufficient. The possibility of enrolment in Distance Education should be investigated as an alternative to exemption.
2. Applicants must provide medical documents from a medical specialist such as a paediatrician that state the nature of the disability and that attendance at school would be contrary to the child's best interests. An indication of the duration of the incapacity should also be provided.
3. Wherever possible some form of appropriate educational instruction should continue.
4. The investigating officer must have contact on a regular basis with the child and applicants to enable the monitoring of any changes in the situation.
5. Certificates on health grounds will be granted only for the duration of the medical certificate or until the end of the school year for which the exemption is sought.

Medical Certificate is attached.

No

Yes

CONTINUING EDUCATION

1. Applications for a Certificate of Exemption may be considered for enrolment and participation in a full-time course at a business college, a College of Technical and Further Education or other approved educational institution.
2. Applicants must provide a letter from the educational institution stating that a place for the student is available in the desired course.

Letter is attached No Yes

3. The granting of a Certificate of Exemption is conditional on the applicant providing documentary evidence of enrolment in a full-time course to the investigating officer within 7 days of the commencement of the course.

AGE

1. Exemption from attendance at school may be granted if the student will turn fifteen (15) years of age within four (4) weeks of the commencement of the school year.

EMPLOYMENT - GENERAL

1. Applications for Certificates of Exemption may be considered if the student has been offered a permanent full-time employment opportunity that is available only if taken up immediately.
2. Written evidence of the offer of employment must be provided.

Offer of employment is attached. No Yes
3. Where the student will be required to work with machinery or specialised equipment, Form F38 must be obtained from the Work Cover Authority. This form is then given to a doctor to sign, certifying that the applicant is physically able to carry out the job requirements.
4. The form, signed by a doctor, and a copy of the Exemption Certificate, must then be presented to the Work Cover Authority, which will issue a Worker's Permit. Where applicable, a Worker's Permit must be provided within 7 days of notification of the granting of a Certificate of Exemption.
5. Applicants must notify the Regional Director within 7 days of any changes in employment prior to the student attaining 15 years of age.

***A CERTIFICATE OF EXEMPTION
MAY BE WITHDRAWN AT ANY TIME
IF THE CONDITIONS ARE NOT BEING MET***