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| **Application for Exemption from Attendance or Enrolment NSW**  **For exemptions from attendance and enrolment (Code M)** |
| This form applies to students who live in NSW (regardless of where they go to school). Students who live in the ACT should complete the [ACT Government Exemption Application](https://www.education.act.gov.au/public-school-life/transitions-careers/career-learning/exemption-certificates-and-approval-statements).  NSW law requires students of compulsory school age to be enrolled at school and attend all days the school is open. Parents are responsible for ensuring the student is enrolled and attends full-time.  Schools consider all leave and attendance issues in line with the [CECG Attendance Policy](https://cecg.sharepoint.com/sites/CECGPolicy/Lists/Policies/Attachments/134/Attendance%20Policy.pdf).  Exemptions may be granted from the requirement to be enrolled or the requirement to attend full-time under Section 25 of the [*Education Act 1990*](https://www.legislation.nsw.gov.au/view/whole/html/inforce/current/act-1990-008) (NSW).  All exemptions from attendance or enrolment (**Code M**) require formal approval via this form and must be forwarded to CECG Senior Officer Attendance, School and Family Services, [attendance@cg.catholic.edu.au](mailto:attendance@cg.catholic.edu.au)  All leave (**Code L**) require formal leave approval via the [Application for Extended Leave NSW](https://cecg.sharepoint.com/sites/CECGPolicy/Lists/Policies/Attachments/119/Application%20for%20Extended%20Leave%20from%20School%20NSW.pdf) form.  The school principal may approve exemptions up to 100 days in a twelve-month period (exemptions over 50 days must also be endorsed by the Senior Officer Attendance, School and Family Services). Exemptions over 100 days can be granted by the CECG School and Family Services Area Leader. ***Schools MUST be able to demonstrate extensive efforts have been made to re-engage the student/s with schooling prior to granting an exemption*.**  This form is also to be used for students who are yet to complete Year 10 and are seeking an exemption from enrolment from the school Principal to commence a full-time traineeship or apprenticeship. |
| **Reasons for Exemptions (Code M)** |
| Exemptions **from attendance** may be granted if the principal considers it is in the student’s best interest for:   * Exceptional circumstances, including health considerations where sick leave or alternative enrolment is not appropriate (e.g. a student would benefit from Catholic rather than specialist education, but individual circumstances mean full-time schooling would not be appropriate). * Short-term employment opportunities after which the student will return to school, if the principal is satisfied this is in the student’s best interest. * Participation in elite arts or sporting events (e.g. at State, National or International level) * The student is prevented from attending school under a direction of the *Public Health Act 2010* (and sick leave would not be more appropriate).   Exemption **from enrolment** may be granted if the principal considers it is in the student’s best interest for:   * Age, health or disability, or * Participation in approved alternate education or training before a student completes Year 10 (e.g. TAFE or apprenticeship). |
| **Student’s best interest** |
| The principal will consider whether an exemption is in the best interests of the student considering the individual needs of the student, including:   * the student’s health * the student’s academic progress * the student’s sense of racial, ethnic, religious or cultural identity * the student’s social development * whether the exemption would benefit the student, and any other relevant information. |

All applications must complete Part A & H plus the relevant section(s) (B-G)

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| PART A Student Details | | | |
| Family Name: | | Given Name(s): | |
| Address: | | | |
| Suburb/Town: | | Postcode: | Year Level: |
| Date of Birth: | Age: | Student Registration No: | |

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| School | |
| School Name: | |
| Address: | |
| Phone: | School Principal: |

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| Parent/Carer’s details | | | | | | |
| Family Name: | | | | Given Name(s): | | |
| Address: | | | | | | |
| Suburb/Town: | | | | Postcode: | | |
| Relationship to Child: | | Mobile: | | | Home: | |
| As the parent of the above-mentioned student, I hereby apply for a Certificate of Exemption under the Education Act 1990.  I understand that, if the exemption is granted I am responsible for the supervision of the student during the period of approved absence;If the arrangement with an employer ceases, the above named student must satisfy compulsory schooling requirements (ie. Complete Year 10 at school or at TAFE);  * 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 if the principal considers it in the best interest of the student.  I declare that the information provided in this Application is 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 *Certificate of Exemption* may result in the approval for exemption being revoked. | | | | | | |
| Signature of Parent: | | | | | | Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ |
| **Privacy Statement**  The information that you provide will be used to process the student’s Application. 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 A Cont: Reason for Exemption | | | | | | |
| Dates of Exemption applied for: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ | | | | | | Number of  School days: |
| **From Attendance:** | | | **From Enrolment:** | | | |
|  | Employment in entertainment industry (Please complete Part B) | |  | Enrolment at school  (Please complete Part E) | | |
|  | Participation in elite sporting event including for short periods of time i.e. for one or two days, and at short notice  (Please complete Part C) | | * Age, where a child turns six years of age on or after 1 October and is engaged in a full preschool education program at an accredited preschool for the school year in which they turn six years old * 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, learning or social needs 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 * Short term employment opportunity * Exceptional Circumstances | | | |
|  | Participation in elite arts program  (Please complete Part C) | |
|  | Exceptional Circumstances  (Please complete Part D) | |
| Please provide more detail about the reason for the application for exemption here: | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

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| Details of Prior/Current Extended Leave or Exemptions (if applicable) | | |
| Prior/current leave dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ | | Number of  School Days: |
| Prior/current exemption dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ | | Number of  School Days: |
| Copy of Certificate/s of Exemption attached | Yes: | No: |

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| PART B: Employer’s details (in the case of employment in the entertainment industry) | | |
| To be completed by the employer | | |
| Name of company/corporation: | | |
| Contact Person: | | |
| Address: | | |
| Suburb/Town: | Postcode: | |
| Email: | Phone: | |
| Please attach & tick:  Detailed itinerary/work schedule for the period of exemption sought: | Yes: | No: |
| Evidence of tutor's teaching qualifications (supplied by employer): | Yes: | No: |
| Employer’s Signature: | | Date: \_\_\_\_\_/\_\_\_\_/\_\_\_\_ |

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| PART C: Participation in accredited elite arts, elite sports or entertainment industry program | | | | | | |
| To be completed by applicant | | | | | | |
| Reason for application for Exemption: (please tick) | | | | | | |
| Training for elite sport | |  | Elite sport program | | |  |
| Elite sport event or tour | |  | Entertainment industry performance | | |  |
| Name of accredited elite arts, elite sport program or entertainment industry performance:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Please provide more detail about the reason for the application for exemption here:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Dates of exemption applied for: | \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ | | | | Number of  school days: | |
| Individual dates applied for: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Number of  school days: | |
| Hours of exemption applied for:  (if partial exemption, e.g. 9:00am - 11:30am) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | From: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ | | |
| *Note: A schedule of participation, training or tour itinerary from the organiser, arts or sporting body (e.g. Australian Institute of Sport) must be attached with contact names and numbers.* | | | | | | |

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| PART D: Exemption from Attendance at School  **(to be completed for reasons of exceptional circumstances)** |
| Reason for seeking Exemption from Attendance (describe the exceptional circumstances):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please provide relevant supporting documentation. |

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| PART E: Exemption from Enrolment at School  (to be completed for reasons of exceptional circumstances) |
| Reason for seeking Exemption from Enrolment (describe the exceptional circumstances):  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please provide relevant supporting documentation. |

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| PART E: Exemption from Enrolment at School  (to be completed for reasons of age, health, disability, transfer to TAFE, participation in a full-time apprenticeship or traineeship) | | |
| To be completed by the applicant’s parent(s)/caregiver(s) and employer | | |
| Details of Exemption: | | |
| Reason for Exemption from Enrolment  (Please choose 1) | Transfer to TAFE |  |
| Apprenticeship/Traineeship |  |
| Special Circumstances (age, health, disability) |  |
| Current age of the student: |  | |
| Date at which the student turns 6: (if relevant) |  | |
| Date at which the student turns 17: (if relevant) |  | |
| Proposed date of student’s last day of school: |  | |
| Proposed commencement date of training: |  | |
| **Details of TAFE/Registered Training Authority:** (if appropriate) | | |
| Name: | | |
| Address: | | |
| Email: | Phone: | |
| **Employer Details and Agreement:** (Apprenticeship/Traineeship) | | |
| I, the employer of the applicant agree to notify the principal in writing if the traineeship or apprenticeship is abandoned or cancelled before the student’s 17th birthday. | | |
| Business Name: | | |
| Address: | | |
| Suburb/Town: | Postcode: | |
| Contact Name: | | |
| Email: | Phone: | |
| Employer’s Signature | Date | |
| NB: A copy of the NSW Apprenticeship/Traineeship Contract signed by the employer and a summary Training Plan authorised by the Registered Training Authority must be attached. <https://www.training.nsw.gov.au/forms_documents/apprenticeships_traineeships/training_plan.pdf>  **Details:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| PART F: Tuition Requirements  (for participation in elite sports, elite arts, employment in the entertainment industry) | | |
| To be completed by the principal if the Principal elects to set tuition requirements as a condition of absence from school)  Details:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| The tutor has consulted the school in the planning and development of this student’s educational program: | Yes: | No: |

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| **PART G: CECG Support of Application**  **(to be completed by CECG School and Family Services Senior Officer Attendance if the exemption is for more than 50 days)** | | |
| The Principal’s decision to grant this exemption (Code M) of more than 50 days (but less than 100 days) in a 12-month period is: | | |
| * Supported | * Not Supported | |
| Details:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Name of Officer: | | Phone: |
| Signature: | | Date: |

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| PART H: Principal’s Recommendation  (to be completed by the principal in all cases) | | | |
| I recommend that a Certificate of Exemption of less than 100 days be: | | | |
| * Granted * Declined | | | |
| Please provide more details: (if required) | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Principals Name: | | | |
| School: | | | |
| School Address: | | | |
| Email: | | Phone: | |
| Signature: |  | | Date: |

**If an exemption for 100 days or less is granted by the principal:**

The principal is to complete the ***Certificate of Exemption from School***. The ***Certificate*** is to be provided to the applicant for presentation upon request by an authorised person. A copy of this ***Application*** and the ***Certificate*** should also be placed on the student’s file.

**If the exemption is for more than 100:**

***Schools MUST be able to demonstrate extensive efforts have been made to re-engage the student/s with schooling prior to granting an exemption*.**

All appropriate parties need to complete, sign and return this form along with all required documentation to the CECG Senior Officer Attendance, School and Family Services, [attendance@cg.catholic.edu.au](mailto:attendance@cg.catholic.edu.au)

**If the application for exemption is for a student yet to complete Year 10 who is seeking an exemption from enrolment from the school principal to commence a full-time traineeship or apprenticeship:**

All appropriate parties need to complete, sign and return this form along with all required documentation to the school principal. The principal will need to follow and complete the checklist at the end of this form.

# Date Application Declined - Letter Issued: \_\_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_\_\_\_

# 

# Date Certificate of Exemption Issued: \_\_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_\_\_\_

|  |
| --- |
| Certificate of Exemption from School |
| This Certificate is issued under section 25 of the NSW [*Education Act 1990*](https://www.legislation.nsw.gov.au/view/whole/html/inforce/current/act-1990-008) without alteration granting the named student exemption from attendance or enrolment from school. This certificate must be produced when requested by police or other authorised attendance officers. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student Details | | | | | | | |
| Family Name: | | | | Given Name(s): | | | |
| Address: | | | | | | | |
| Suburb/Town: | | | | Postcode: | | Year Level: | |
| Date of Birth: | Age: | | | Student Registration No: | | | |
| School | | | | | | | |
| School Name: | | | | | | | |
| Address: | | | | | | | |
| Phone: | | | School Principal: | | | | |
| Details of Approved Absence | | | | | | | |
| The student whose details appear above has been granted extended leave from school for the period indicated below: | | | | | | | |
| Timeframe for Absence: Block Leave | | | | | | | |
| Block Leave From: \_\_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_\_\_\_ to \_\_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_\_\_\_ | | | | | | | Number of  School Days: |
| Timeframe for Absence: Periodic Leave | | | | | | | |
| Periodic Leave From: **\_\_\_\_\_** /**\_\_\_\_\_ /\_\_\_\_\_\_\_\_** to **\_\_\_\_\_** /**\_\_\_\_\_ /\_\_\_\_\_\_\_\_** | | | | | | | Number of  School Days: |
| Day | | Time | | | | | Frequency |
|  | |  | | | | |  |
| Reason for Exemption | | | | | | | |
| Conditions of the Exemption (if any) | | | | | | | |
| The parent/carer of the above-mentioned student has been advised that they are responsible for the student’s supervision during the period of leave. The parent/carer:   * understands that the leave is limited to the period indicated, * acknowledges that the leave is subject to the conditions listed, and * understands that the leave may be cancelled at any time if conditions are not met. | | | | | | | |
| **Principal’s Details and Signature** | | | | | | | |
| Principal’s Name: | | | | | Telephone: | | |
| Signature of Principal: | | | | | Date: \_\_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_\_\_\_ | | |

**Checklist for approving applications from a Year 10 student for exemption from enrolment to complete Year 10 by undertaking a full-time apprenticeship or traineeship**

A student under 17 years of age who has not completed Year 10 but wishes to do so by undertaking a full-time apprenticeship or traineeship must obtain an exemption from enrolment at school. In NSW the principal is able to grant this exemption. Following is a checklist to assist the principal in deciding whether to grant an exemption or not.

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 Attendance or Enrolment NSW*** and meet with the Principal, Year Level/Career Coordinator and if required, relevant CECG Senior Officer Attendance.
* 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 Attendance or Enrolment NSW***).
* The principal has recorded the sighting of a NSW Apprenticeship/Traineeship Contract signed by the employer and a summary Training Plan Proposal authorised by a Registered Training Authority. <https://www.training.nsw.gov.au/forms_documents/apprenticeships_traineeships/training_plan.pdf>
* The employer agrees to notify the Principal in writing (who will notify the Catholic Education Office) 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 if under 17 years, 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 School*** under Section 25 of the [*Education Act 1990*](https://www.legislation.nsw.gov.au/view/whole/html/inforce/current/act-1990-008)*.*
* The relevant CECG Senior Officer is notified of the exemption.
* The student is removed from the school roll.
* This checklist is signed and dated by the Principal and stored in the student’s file.

Signature of principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **\_\_\_\_\_** /**\_\_\_\_\_ /\_\_\_\_\_\_\_\_**