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.

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.
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Details of Prior/Current Exemptions
Date of exemption from: _______ / _______ / _______ to _______ / _______ / _______
Number of School Days: __________________
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: __________________

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: _______ / _______ / _______

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.
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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.

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