

EXEMPTION FROM ATTENDANCE PROCEDURE

The following procedure is set down for parents requesting an exemption from attendance.

Reasons a *Certificate of exemption from attendance and enrolment* at school to be granted include:

- Exceptional circumstances.
- The child being prevented from attending school because of a direction under public health legislation.
- Employment in the entertainment industry.
- Participation in elite arts or elite sporting events.
- Where a student has completed Year 9 and before they have completed Year 10 where they have a full time apprenticeship or traineeship.

Procedure

- Parents will submit an application with supporting documentation, where requested, to the Principal.
- The school will send applications for over 100 days in a year to the Minister's delegate at the Student Welfare Directorate, NSW Department of Education and Communities (see delegation table below).
- Applications for under 100 days in a year or a request to leave school to undertake an apprenticeship or traineeship will be considered by the school.
- The Principal will consider the application in accordance with the criteria in the guidelines from the NSW Department of Education and Communities.
- Where the application is supported, the Principal will provide the original exemption certificate to the parent/s.
- Where the application is not supported, the Principal will notify the parents in writing of the unsuccessful outcome using the format from the guidelines.
- Copies of the application and exemption certificate or notification are kept on the student's file.
- The Minister's delegation and copies of exemption certificates are filed in the school's attendance records.

Alan Ball

PRINCIPAL

Approved: March 2016

EXEMPTION FROM ATTENDANCE/ENROLMENT: DELEGATES

Powers – Exemption from Attendance at School	Delegates (Note: Delegates cannot delegate)
Exemption from school attendance for students engaged in employment in approved entertainment industry activities up to 100 days in a twelve month period for any one student.	Principal Note: In large scale productions or for long term commitments to such a production the application should be referred to the Director, Government Education Policy AIS NSW
Exemption from school attendance for students participating in elite arts or elite sporting events up to 100 days in a twelve month period for any one student.	Principal
Exemption from school attendance totalling up to 100 days in a twelve month period for any one student, including part time exemption.	Principal
Exemption from school attendance totalling 100 days or more in a twelve month period for any one student.	The application should be referred to the Director, Government Education Policy AIS NSW
For periods exceeding the delegate's authority the application should be referred to the next most senior delegate.	
Powers – Exemption from Enrolment at School	Delegates (Note: Delegates cannot delegate)
Exemption from enrolment – Age.	The application should be referred to the Director, Government Education Policy AIS NSW
Exemption from enrolment - Health, learning or social needs or disability.	
Exemption from enrolment - Completion of Education under Special Circumstances- for apprenticeships and traineeships only.	Principal
Exemption from enrolment - Completion of Education under Special Circumstances - <u>not</u> an apprenticeship or traineeship.	Please complete form on the BOSTES website: http://www.boardofstudies.nsw.edu.au/policy-research/pdf_doc/application-completion-y10-special-circumstances-not-apprenticeship.pdf