



St. Philip's Christian College Gosford

SPCC Gosford – Guidelines and Procedures

5.1.1 Procedures for Exemption from Being Enrolled and Attending School 2015

General Statement

In 2010 the NSW Minister for Education, under section 25 of the *Education Act 1990* delegated the power to the principal of a non-government school to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

The Principal therefore has the authority to grant:

- an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student
- exemptions under Section 25(1) of the Education Act (1990) from being enrolled and attending school for an indefinite period for students who have completed Year 9 of secondary education and who have been approved to undertake a full-time apprenticeship or traineeship.

Requests for exemptions for holidays

(extract from the AIS found here:

www.aisnsw.edu.au/Services/GovtRegs/Attendance/Documents/Changes%20to%20NSW%20Attendance%20Codes%20from%202015.pdf)

As part of the implementation of the National Standards, holidays taken by students outside of school vacation periods will now be **included** as absences. **A Certificate of Exemption can no longer be granted for this purpose.**

Families are encouraged to holiday or travel during school vacations. If travel during school term is necessary the following considerations apply:

- If the principal **accepts** the reason for the absence, the absence will be marked as **“L”**
- If the principal does not believe the absence is in the student's best interests and does not accept the reason, the absence is unjustified and will be recorded as **“A”**

Procedure

- If a student requires an exemption from attending school, a formal application in writing should be made and an interview with the student's parents/care givers may be requested by the Principal. The applicant must furnish reasonable cause in writing on the appropriate form (attached) for the above exemptions to be granted.
- The Principal only (no delegation permitted) has the authority to exempt a student from attending school if she/he believes that there is reasonable cause and sufficient information has been supplied.
- Procedural fairness will be accorded to an applicant for an exemption. If the delegate is considering refusing to grant an exemption, the parent should be given an opportunity to respond to the delegate's concerns before a final decision is made. This opportunity should be offered to the parent in writing.
- If an exemption is permitted, the Principal will issue the original Certificate of Exemption to the parents with a statement that the exemption may be cancelled if the specific conditions cease to apply and specify a period for which the exemption has been granted. Where students are self-enrolled, such as with Young Parent's Wyong, the letter is issued to the student.
- The Principal will inform relevant school staff such as Head of School, the Director of Educational Administration, Roll Call Teacher and Administration Staff of the exemption.
- The Principal will ensure that all relevant documentation and a copy of the Certificate of Exemption is attached to the student's file and on TassWeb student records.

Additional Material see – “Exemption from School – Procedures” DET

Certificates of Exemption

DGS 10/1265

TAB B

INSTRUMENT OF DELEGATION – EDUCATION ACT 1990

Pursuant to section 119 of the Education Act 1990, I Verity Firth, Minister for Education and Training, hereby delegate the powers and functions set out in column 2 to the officers occupying the corresponding class of positions in column 4.

Column 1 ID	Column 2 Delegation Title & Matter	Column 3 Current Delegates	Column 4 Proposed Delegates
New	<p>Attendance – School – Certificate of Exemption</p> <p>To exercise all powers under s25 concerning the granting and cancelling of a certificate of exemption from being enrolled and attending school for an indefinite period for students who have completed Year 9 of secondary education and who have been approved to undertake a full-time apprenticeship or traineeship.</p>	New delegation	<ul style="list-style-type: none"> • Director-General • Deputy Director-General, Schools • Regional Director • School Education Director • Principal of a government secondary school • Principal of a government central/community school • Principal of a registered non-government school • The person or body appointed under s40 of the Act to be the approved authority for a system or proposed system of non-government schools <p>NB: Delegates cannot delegate</p>

Signed: 

Verity Firth

Title: **Minister for Education and Training**

Date: 14 Sept 2010

DGS 10/994

TAB B

DELEGATIONS

Attendance - School - Certificate of Exemption - up to 50 Days

Delegation from the Minister under the Education Act 1990:

To exercise all powers under s25 concerning the granting and cancelling of a certificate of exemption from being enrolled and attending school for periods totaling up to 50 days in a twelve month period.

Effective Date: *(Insert when approved)*

Delegates

Principal of registered non-government school.

The person or body appointed under section 40 of the Education Act 1990 to be the approved authority for a system or proposed system of non-government schools.

NB: Delegates cannot delegate



Verity Firth MP
Minister for Education and Training



For the Whole of Their Life

**St. Philip's Christian College
Gosford**

Application for Exemption from Attendance at School

To be completed by the student's parents

Student Details

Family name: _____ Given name(s): _____

Age: _____ Date of birth: ____ (dd) / ____ (mm) / ____ (year)

Enrolment Registration Number (ERN): _____

Address: _____

_____ Postcode: _____

School name: _____

Date of exemption applied for: ____ / ____ / ____ to: ____ / ____ / ____

Number of school days: _____

Reason for application for exemption:

Please tick:

Exceptional domestic circumstances	<input type="checkbox"/>
Other Exceptional Circumstance	<input type="checkbox"/>
Direction under Section 42D of the <i>Public Health Act 1991</i>	<input type="checkbox"/>
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	<input type="checkbox"/>

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.

DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

Date of prior/current exemption from: ____ / ____ / _____ to: ____ / ____ / _____

Number of school days: _____

Copy of Certificate of Exemption attached: (Please tick one box) Yes No

PARENT DETAILS

Family name: _____ Given name(s): _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent 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 the 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: ____ / ____ / _____



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Gosford**

Certificate for Exemption from Attendance at School under Section 25 of the *Education Act 1990*

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**



For the Whole of Their Life

**St. Philip's Christian College
Gosford**

Certificate for Exemption from Enrolment at School under Section 25 of the *Education Act 1990*

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: Completion of the apprenticeship/
traineeship

**This exemption is granted for the sole purpose of completion of education by
completion of a full time apprenticeship/traineeship commencing in Year 10.**

1. The training contract is approved by State Training Services.
2. If the arrangement with the employer ceases the above named student must satisfy compulsory schooling requirements (i.e. complete Year 10 at school or at TAFE).
3. The employer must notify DEC in writing, through the principal, if the above named student does not complete the qualification or departs the program before the age of 17.

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 of principal: _____

Signature of principal: _____ Date: ____/____/____

**This certificate has been issued without alteration and must be produced
when requested by police or other authorised attendance officers**