

Application for Exemption from school (M)

Form B1
Application Form

Exemption from school is a powerful provision in the NSW Education Act and should only be granted when it can be clearly demonstrated that the risks and potential impact to a student's education have been considered.

Power to Grant Exemptions

The following table sets out the approval pathway for the particular circumstance. Please contact CSBB to discuss circumstances outside this range of exemptions

Exemption from ATTENDANCE at school		Exemption from ENROLMENT at school	
Circumstance - These exemptions apply to students from 6 to 17 years of age (inclusive)	Delegated approved authority*	Circumstance - These exemptions apply to students from 6 to 17 years of age (inclusive)	Delegated approved authority*
1. 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	1. Exemption from enrolment – Age: the student has turned 6 years of age on or after the 1 October.	Director of Schools
• 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	2. Exemption from enrolment - Health, learning or social needs or disability.	Director of Schools
• Exemption from school attendance totalling up to 100 days in a twelve month period for any one student.	Principal	3. Exemption from enrolment at school – Special Circumstances <ul style="list-style-type: none"> The student has completed Year 9 and is seeking approval to complete the equivalent of Year 10 through a full-time apprenticeship/traineeship only. 	Principal
• Part day/time school exemption from attendance totalling up to 100 days in a twelve month period for any one student if the exemption involves the development of a short alternative educational program.	CSBB Learner Diversity and Student Wellbeing Lead	• The student has completed Year 9 and is seeking approval to complete education in exceptional circumstances that are not covered in any of the scenarios listed on this form.	Director of Schools
• Exemption from school attendance totalling more than 100 days in a twelve month period for any one student.	Director of Schools	Not an exemption: <i>Students who have completed Year 9 but who are below 17 years of age and wishing to undertake the equivalent of Year 10 at TAFE NSW - complete Form C1.</i> <i>Students who have completed Year 10 but who are below 17 years of age and wish to undertake full-time employment and/or training – complete Form C2.</i>	Principal

*Under Section 25 of the Education Act 1990, the Minister may grant a Certificate of Exemption. This power is delegated to persons respective to the exemption category as listed above. The approved authority indicated in the table represents the minimum level at which this delegation has been authorised. The Director of Schools also has delegated authority to approve exemptions in all cases. This may be required in the absence of the Principal or where particular cases require further consultation.

Part A: Reason for Exemption

The part is to be completed by parent/caregiver; if exemption is sought for more than one student, separate applications need to be made

School Details

Name/Suburb:

Tel. No:

Student Details

Family name:

Given name(s):

Address:

Postcode:

Date of Birth:

Age (as at date of application):

Grade:

ATSI: Yes No

Reason for Exemption from Attendance/Enrolment at School (please tick relevant box)

Exemption from Attendance at School

Exceptional circumstances (medical, trauma, other) (complete Part B and H)

Exceptional circumstances (medical, trauma, other) resulting in the need to develop a short-term transition plan to return the student to fulltime attendance (complete Part C and H; Part C is to be completed in consultation with the school)

Employment in the entertainment industry (complete Part D and H)

Participation in an accredited elite sporting event including for short periods of time i.e. for one or two days and at short notice (complete Part D and H)

Participation in an elite arts program (complete Part D and H)

Exemption from Enrolment at School

Age: where a child turns six years on or after 1st October and is engaged in full-time accredited pre-school education at an accredited pre-school for the remainder of the school year (complete Part E and H)

Note: The delegate will require proof of enrolment or participation in the school preschool and the child should be involved in a transition to school program as a condition of their exemption.

Age: where is engaged in in full or part time accredited pre-school programs for students with disabilities leading to enrolment and full-time attendance at school no longer than six months after the child's 6th birthday (complete Part E and H)

Note: The delegate will require proof of enrolment or participation in the preschool and the child should be involved in a transition to school program as a condition of their exemption.

The health, learning or social needs, or disability of a child necessitates the continuation of an individual program supported by medical specialists no longer than six months after the child's 6th birthday (complete Part E and H).

Note: The delegate will require a statement in support of the exemption from the child's medical specialist and the child should be involved in a transition to school program as a condition of their exemption.

Exemption from Enrolment at School (in special circumstances)

Student has completed Year 9 and has been offered a full-time apprenticeship/traineeship at TAFE or another Registered Training Organisation (RTO) (complete Part F and H).

Student has completed Year 9 but due to student's exceptional circumstances cannot complete the remainder of secondary education by any means set out in Part 5 (21B) of the NSW Education Act (complete Part G and H).

This part is to be completed by the applicant's parent(s)/caregiver(s)

Details of contact person for student (parent/caregiver)

Name:

Address:

Email:

Phone:

Details of exemption

Dates of exemption

From:

To:

Total number of whole school days:

Attachments:

- Attach documentation to support this application, which **must include** but is not limited to medical reports, psychologist reports and other referring practitioner reports

Use this space to provide additional details about the reason for the Application for Exemption: Attach additional pages if needed.

Complete Part H (declaration) and forward completed document and accompanying documentation to the school principal.

Part C: Exemption from Attendance at School due to Exceptional Circumstances necessitating the need to develop a short term Transition Education Plan

- Students of compulsory school age may participate in school based individual student programs that incorporate behaviour management transition plans or health care plans to re-engage students with education. A Part Day/Time Exemption is to be completed by the principal. The focus of the plan should be to return the student to full time attendance.
- Students participating in such programs may be granted part day exemptions for periods of time not exceeding the equivalent number of full school days provided for within the delegate's power. A full school day totals 6 hours.
- Participation in such a transition education program must be approved by the CSBB Learner Diversity and Student Wellbeing Lead prior to the exemption being granted by the delegate.
- Schools are required to ensure that an individual **learning plan** is in place for the period of the exemption. Students may be required to complete additional schoolwork provided by the school if they are not in attendance for at least 5 hours per day.
- A behaviour support plan, health care plan or attendance plan **must** be attached to this application.
- Where the part day exemption is part of a health care plan the Principal must ensure consultation with health professionals responsible for the health of the child.
- The attendance register must indicate part day exemptions with the code exempt late (M-E) or exempt left early (M-L).

Please complete all steps in application process outlined below

Required Actions completing a Part Day/Time Exemption	Check
1. Complete the Part Day/Time Exemption form prior to implementing the plan	
2. Complete the relevant school plan (If relevant, including behaviour, transition, health)	
3. Scan and forward both documents to CSBB Learner Diversity and Student Wellbeing Lead for recommendation and approval.	
4. On receipt of the CSBB Learner Diversity and Student Wellbeing Lead signed part day exemption plan, complete the Certificate of Exemption (C2).	

Part Day / Time Exemption - Short term alternative education plan.

The focus of the plan should be to return the student to full-time attendance. Note: The review date for this plan would normally be 5 weeks.

Details of contact person for student (parent/caregiver)

Name:

Address:

Email:

Phone:

Reason for this plan

	Behaviour support/risk management plan	Attach behaviour support and/or risk management plan
	Health care plan	Attach consultation with health care professional
	Student attendance plan	Attach student attendance plan

Period of Exemption										
Plan start date:		Plan end date:		Plan review date (max 5 weeks from implementation):						
Name of school staff supporting this plan:										
Name of CSBB partner supporting this plan:										
Details of attendance										
Week (max 5 weeks)	Monday		Tuesday		Wednesday		Thursday		Friday	
	Attend	Exempt	Attend	Exempt	Attend	Exempt	Attend	Exempt	Attend	Exempt
Example Week 1	9-11am	11-3pm	9-11am	11-3pm	9am-12pm	12-3pm	9am-12pm	12-3pm	9-12pm	12-3pm

Complete Part H (declaration) and forward completed document and accompanying documentation to the school principal. Note: *The review date for this plan would normally be 5 weeks.*

Part D: Exemption from Attendance at School (part or full-day) due to Engagement in the Entertainment Industry, or an Accredited Elite Sporting Event, or an Elite Arts Program

This part is to be completed by the applicant's parent(s)/caregiver(s)

Details of event/industry/program

Name of industry/event/program/company/corporation:

Address:

Email:

Phone:

Details of exemption

Dates of exemption

From:

To:

Total number of whole school days:

Hours and duration of participation (e.g. from 8am to 4pm daily, 5 days per week)

Attachments:

- Detailed itinerary/work schedule for period of exemption sought, signed by the employer
- Evidence of tutor's teaching qualifications (supplied by employer) if the application is for the entertainment industry signed by the employer

Reason for the Application for Exemption (please tick):

Training for elite sport

Elite sport even or tour

Elite arts program

Entertainment industry

Please provide more detail about the reason for the Application for Exemption here:

Note: A schedule of participation, training or tour itinerary from the organised art or sporting body

(e.g. Australian Institute of Sport) must be attached with contact names and numbers.

Complete Part H (declaration) and forward completed document and accompanying documentation to the school principal.

Part E: Exemption from Enrolment at School due to age or health, learning or social needs, or disability of a child

Details of exemption from enrolment at school due to:

- ☐ The child turns 6 years on or after 1st October and is engaged in full-time pre-school education at an accredited pre-school for the remainder of the school year
- ☐ Participation in full or part time accredited pre-school programs for students with disabilities leading to enrolment and full-time attendance at a government or registered non-government school no later than six months after the child's sixth birthday.
- ☐ The health, learning or social needs, or disability of a child necessitates the continuation of an individual program supported by medical specialists no longer than six months after the child's 6th birthday.

This part is to be completed by the applicant's parent(s)/caregiver(s)

Details of accredited pre-school/individual program

Name of accredited pre-school/individual program:

Address:

Email:

Phone:

Details of exemption

Planned date on which the child will be enrolled at the school:

Dates of exemption	From:	To:	Total number of whole school days:
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Attachments:

- Attach documentation to support this application, which **must include** but is not limited to medical reports, psychologist reports and other referring practitioner reports

Use this space to provide additional details about the reason for the Application for Exemption: Attach additional pages if needed

Complete Part H (declaration) and forward completed document and accompanying documentation to the school principal.

Part F: Exemption from enrolment at school due to Special Circumstances: The Student has completed Year 9 and is seeking to complete the equivalent of Year 10 through an apprenticeship/traineeship

This part is to be completed by the applicant's parent(s)/caregiver(s)

Details of exemption

Date at which the student turns 17:

Proposed date of student's last school day:

Attachments:

- For apprenticeship/traineeship:
 - ➔ External Apprenticeship Network Provider details (<https://www.australianapprenticeships.gov.au/about-aasn>)
 - ➔ Training plan/proposal (https://www.training.nsw.gov.au/forms_documents/index.html#training-plans)
 - ➔ Training contract (<https://www.aapathways.com.au/about/apprenticeship-traineeship-training>)
- Statement from school principal outlining the reasons for supporting this application.
- Documentation to support this application, which may include but is not limited to psychologist reports and other referring practitioner reports

Use this space to provide additional details about the reason for the Application for Exemption: Attach additional pages if needed

Complete Part H (declaration) and forward completed document and accompanying documentation to the school principal.

Part G: Exemption from enrolment at school due to Special Circumstances: The student has completed Year 9 and cannot complete the equivalent of secondary education by any other means set out in Part 5 (21B) of the NSW Education Act

This part is to be completed by the applicant's parent(s)/caregiver(s)

Details of exemption

Date at which the student turns 17:

Proposed date of student's last school day:

Details of exemption

Attachments:

- Statement from school principal outlining the reasons for supporting this application.
- Documentation to support this application, which may include but is not limited to psychologist reports and other referring practitioner reports

Use this space to provide additional details about the reason for the Application for Exemption: Attach additional pages if needed

Complete Part H (declaration) and forward completed document and accompanying documentation to the school principal.

Part H: Parent/Carer Declaration and Details

Parent/Caregiver Details

Family name:	Given name(s):
Address:	
Relationship to student:	
Phone:	Email:

Declaration and Signature

As the parent/caregiver of the above mentioned student, I hereby apply for a Certificate of Exemption from Enrolment at School, 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 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
- the absence code 'M' will be recorded in the attendance roll for the time at which this Exemption applies (as applicable to the relevant situation); the days for which this code is recorded will not be counted in the absence returns.

I declare that 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

Date

Privacy Statement

The information provided will be used to process the student'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.

Notes:

- The information will be stored securely.
- You may access or correct any personal information by contacting the school.
- If you have any concerns or complaints about the way your personal information has been collected, used or disclosed, please contact the school.

Forward this declaration to the school principal

Part I: Principal's decision/recommendation

Notes: Refer to page 2 'Power to grant exemptions'

- a) A **decision** can be made under the principal's delegation for granting exemptions (see Power to Grant Exemptions, page 2)
- b) A **recommendation** can be made in all other situations not covered in (a). The recommendation is made to CSBB Wellbeing & Attendance officer.

This decision/recommendation pertains to:	Exemption from attendance	Exemption from enrolment
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Principal's Details

Name:

Phone:

Email:

The circumstances, conditions and implications of the exemption have been discussed fully with the **student** and they agree to the terms of the exemption

Yes

No

The circumstances, conditions and implications of the exemption have been discussed fully with the **parents/carers** and they agree to the terms of the exemption

Yes

No

Principal's decision/recommendation

Determination of this decision has been informed with the advice of CSBB

Yes

No

Following consideration of this application, I am satisfied that conditions

Exist

Do not exist

making it necessary and/or desirable for:

to be exempt from school.

Name of student

Exemption is herewith*

Granted

Not granted

* The principal is either determining whether the application is granted or not granted (within the principal's remit) OR making a recommendation to grant the exemption to CSBB Wellbeing & Attendance officer

For the period:

From:

To:

Total number of school days:

Principal's Signature

Signature

Date

Complete the Certificate of Exemption (B2) if the exemption is granted through the Principal's delegation. In all other cases, forward this application to CSBB Student Wellbeing Partner – Attendance.

**If this application relates to participation in elite arts/sports, ensure the principal's checklist (B4) is completed and attached to this application.
If this application relates to the completion of secondary education through an apprenticeship/traineeship, ensure that the relevant principal's checklist (B5a, B5b, B5c) is completed and attached to this decision.**

Part J: CSBB Student Wellbeing Partner – Attendance

Notes: Refer to page 2 'Power to grant exemptions'

A **recommendation** is made by CSBB Student Wellbeing Partner - Attendance to the Director of Schools.

This recommendation pertains to:

Exemption from attendance

Exemption from enrolment

CSBB Student Wellbeing Partner – Attendance details

Name:

Position:

Phone:

Email:

CSBB Student Wellbeing Partner – Attendance recommendation

Determination of this decision has been informed in consultation with key CSBB personnel

Yes

No

Following consideration of this application, I am satisfied that conditions

Exist

Do not exist making it necessary and/or desirable for:

_____ to be exempt from school.

Name of student

I recommend that the Certificate of Exemption be:

Granted

Not Granted

Reasons for recommendation not to grant a Certificate of Exemption

Suggested conditions applying to the recommendation to grant a Certificate of Exemption

CSBB Student Wellbeing Partner – Attendance Signature

Signature

Date

Forward this recommendation to the Director of Schools

Part K: Director's decision/recommendation

Notes: Refer to page 2 'Power to grant exemptions'

This Decision/Recommendation pertains to:

Exemption from attendance

Exemption from Enrolment

Director's Decision/Recommendation*

** The Director is either determining whether the application is granted or not granted (within the Director's remit).*

Following consideration of this application, I am

satisfied and/or desirable for:

not satisfied, that conditions making it necessary

to be exempt from school.

Name of student

Director's Details

Name:

Contact Tel:

Email:

Director's Signature

Signature

Date

Complete the Certificate of Exemption (B2)