



# Catholic Schools Office

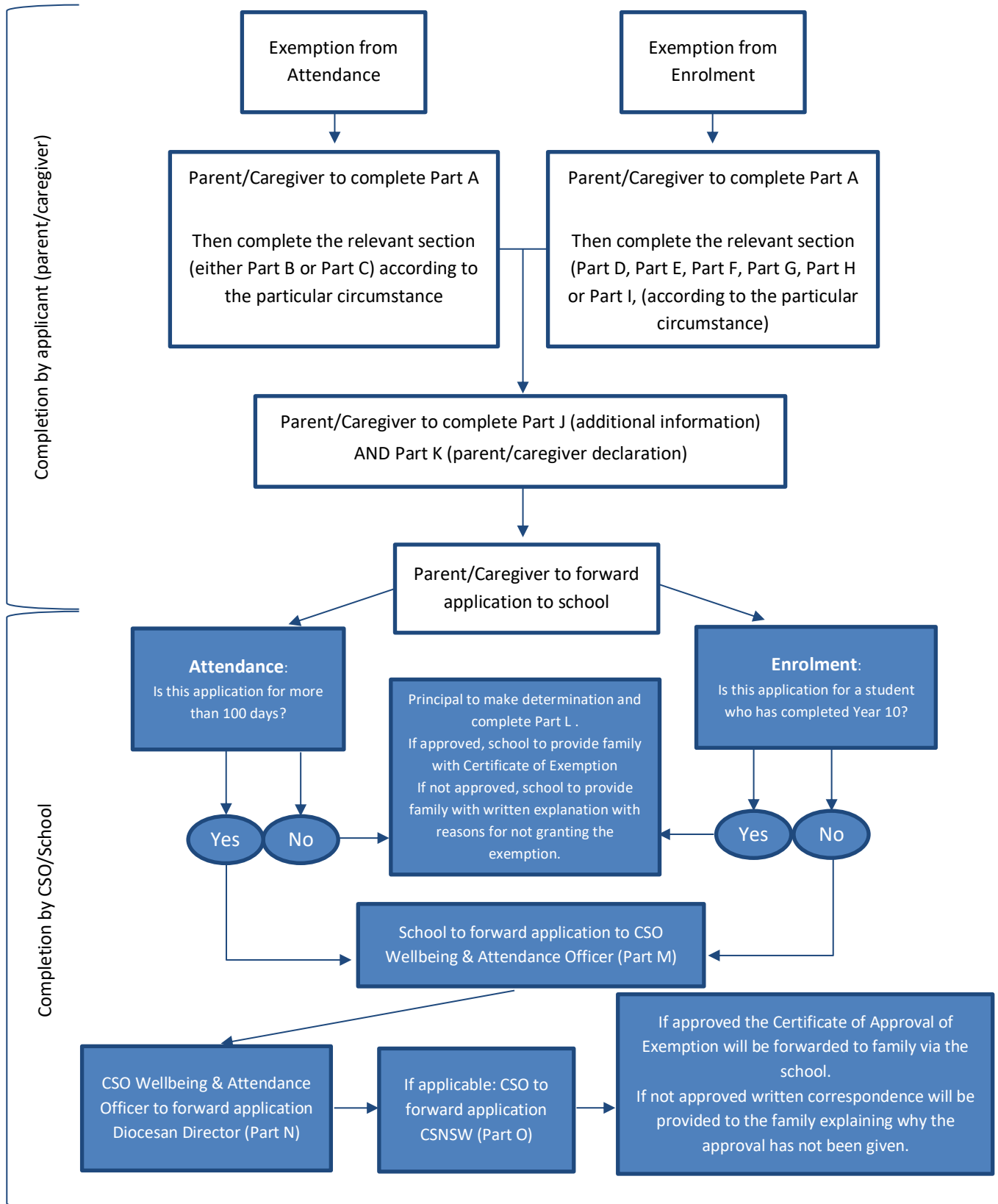
Diocese of Broken Bay

**Form B1**

Application form

## Application for Exemption from School (M)

*(including flowchart to assist form completion)*



# POWER TO GRANT EXEMPTIONS

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

Exemption from <b>ATTENDANCE</b> at school		Exemption from <b>ENROLMENT</b> 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 <b>up to 100 days in a twelve month period</b> for any one student.	Principal	1. Exemption from enrolment (up to 100 days) <ul style="list-style-type: none"> <li>Age (the student has turned 6 years of age on or after 1 October)</li> <li>Health, learning or social needs or disability</li> </ul>	Director of Schools
2. Exemption from school attendance for students participating in elite arts or elite sporting events <b>up to 100 days in a twelve month period</b> for any one student.	Principal	2. Exemption from enrolment (more than 100 days) <ul style="list-style-type: none"> <li>Age (the student has turned 6 years of age on or after 1 October)</li> <li>Health, learning or social needs or disability</li> </ul>	Minister of Education
3. Exemption from school attendance totalling up to <b>100 days in a twelve month period</b> for any one student.	Principal	3. Exemption from enrolment at school – the student has completed Year 9 The student has completed Year 9 and is seeking approval to complete the equivalent of Year 10 at either (i) TAFE (ii) an apprenticeship/traineeship.	Director of Schools
4. Exemption from school attendance totalling <b>more than 100 days in a twelve month period</b> for any one student.	Minister of Education	4. Exemption from enrolment at school – the student has completed Year 10 The student has completed Year 10 and is seeking approval to complete compulsory education at either (i) TAFE or another RTO or (ii) an apprenticeship/traineeship or (iii) by participating in full-time paid work for an average of 25 hours per week.	Principal
		5. Exemption from enrolment at school – Special Circumstances The student is seeking approval to complete education in circumstances that are not covered in (1) to (4) above.	Director of Schools
<p>*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 except those that can only be approved by the Minister. This may be required in the absence of the Principal or where particular cases require further consultation.</p>			

**Part A**

***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):	Student No:	
Grade:	ATSI:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Reason for Exemption from Attendance/Enrolment at School (please tick relevant box)		
Exemption from Attendance	<input type="checkbox"/>	Extenuating circumstances (medical, trauma, other) (complete Part B)
	<input type="checkbox"/>	Employment in the entertainment industry (complete Part C)
	<input type="checkbox"/>	Participation in an accredited elite sporting event (complete Part C)
	<input type="checkbox"/>	Participation in an elite arts program (complete Part C)
Exemption from Enrolment	<input type="checkbox"/>	Age, where a child turns six years on or after 1 <sup>st</sup> October and is engaged in full-time pre-school education at an accredited pre-school for the remainder of the school year (complete Part D)
	<input type="checkbox"/>	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 (complete Part E)
	<input type="checkbox"/>	The health 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 6 <sup>th</sup> birthday. This could include a student who has an ongoing medical issue that prevents them from attending school (complete Part F).
	<input type="checkbox"/>	Student has completed Year 9 and has been offered a full time apprenticeship/traineeship or will be enrolled in another Registered Training Organisation (RTO) (complete Part G)
	<input type="checkbox"/>	Student has completed Year 10 and has been offered a full time apprenticeship/traineeship or will be enrolled in another Registered Training Organisation (RTO) (complete Part G)
	<input type="checkbox"/>	Student has completed Year 10 and has been offered an average of 25 hours per week guaranteed work (complete Part H)
Exemption from Enrolment (in special circumstances)	<input type="checkbox"/>	Student has completed Year 9 but due to the student's circumstances cannot complete Year 10 or the remainder of secondary education by any means set out in 13.3 of the DSS attendance procedures. (complete Part I)

The following sections are to be completed by the applicant's parent(s)/caregiver(s)

<b>Part B: Details of exemption from attendance due to exceptional circumstances</b>			
Contact person:			
Address of contact person:			
Email of contact person:			
Phone of contact person:			
Dates of exemption	From:	To:	Total number of whole school days:
Attachments: <ul style="list-style-type: none"> <li>• Attach documentation to support this application, which must include but is not limited to medical reports, psychologist reports and other referring practitioner reports</li> </ul>			
<b>Complete Parts J and K and forward completed document and accompanying documentation to the school principal.</b>			

<b>Part C: Details of exemption from attendance due to engagement in the entertainment industry, or an accredited elite sporting event, or an elite arts program</b>			
Name of industry/event/program			
Contact person:			
Address of contact person:			
Email of contact person:			
Phone of contact person:			
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: <ul style="list-style-type: none"> <li>• Detailed itinerary/work schedule for period of exemption sought</li> <li>• Evidence of tutor's teaching qualifications (supplied by employer) if the application is for the entertainment industry</li> </ul>			
<b>Complete Parts J and K and forward completed document and accompanying documentation to the school principal.</b>			

<b>Part D: Details of exemption from enrolment from school due to age (the child turns 6 years of age on or after 1<sup>st</sup> October and is not enrolled and attending a DSS school in the year of their 6<sup>th</sup> birthday)</b>			
Name of school in which the child will be enrolled:			
Planned date on which the child will be enrolled at the school:			
Name of accredited pre-school:			
Contact person (accredited pre-school):			
Address of contact person (accredited pre-school):			
Email of contact person (accredited pre-school):			
Phone of contact person (accredited pre-school):			
Dates of exemption	From:	To:	Total number of whole school days:
Attachments: <ul style="list-style-type: none"> <li>• Attach documentation to support this application, which must include but is not limited to medical reports, psychologist reports and other referring practitioner reports</li> </ul>			
<b>Complete Parts J and K and forward completed document and accompanying documentation to the school principal.</b>			

<b>Part E: Details of exemption from enrolment from school due age and disability (the child is attending an accredited pre-school program for students with a disability and will be enrolled in the school no later than six months after the child's 6<sup>th</sup> birthday)</b>			
Name of school in which the child will be enrolled:			
Planned date on which the child will be enrolled at the school:			
Name of accredited pre-school for students with disabilities:			
Contact person (accredited pre-school):			
Address of contact person (accredited pre-school):			
Email of contact person (accredited pre-school):			
Phone of contact person (accredited pre-school):			
Dates of exemption	From:	To:	Total number of whole school days:
<p>Attachments:</p> <ul style="list-style-type: none"> <li>• Attach documentation to support this application, which must include but is not limited to medical reports, psychologist reports and other referring practitioner reports</li> </ul>			
<b>Complete Parts J and K and forward completed document and accompanying documentation to the school principal.</b>			

<b>Part F: Details of exemption from enrolment from school due age and health or disability (the child will be enrolled in the school no longer than six months after the child's 6<sup>th</sup> birthday)</b>			
Name of school in which the child will be enrolled:			
Planned date on which the child will be enrolled at the school:			
Name of individual program:			
Contact person:			
Address of contact person:			
Email of contact person:			
Phone of contact person:			
Dates of exemption	From:	To:	Total number of whole school days:
Attachments: <ul style="list-style-type: none"> <li>• Attach documentation to support this application, which must include but is not limited to medical reports, psychologist reports and other referring practitioner reports</li> </ul>			
<b>Complete Parts J and K and forward completed document and accompanying documentation to the school principal.</b>			

<b>Part G: Details of exemption from enrolment from school due to apprenticeship/traineeship at TAFE or another RTO (in the case where the student has completed either Year 9 or Year 10 at school)</b>		
Indicate the year of schooling the student has completed:	Year 9*	Year 10
Name of company/corporation:		
Contact person:		
Address of contact person:		
Email of contact person:		
Phone of contact person:		
Current age of the student:		
Date at which the student turns 17:		
Proposed date of student's last school day:		
Proposed commencement date of apprenticeship/traineeship:		
<p>Attachments:</p> <ul style="list-style-type: none"> <li>• Training plan proposal – an editable document is available from the State Training Services website <a href="http://www.training.nsw.gov.au">www.training.nsw.gov.au</a> (<i>Apprenticeships &amp; Traineeships &gt; popular forms for apprenticeships &amp; traineeships &gt; training plan</i>)</li> <li>• Statement from school principal outlining the reasons for supporting this application.</li> <li>• Documentation to support this application, which may include but is not limited to psychologist reports and other referring practitioner reports</li> </ul>		
<p>*Notes – the following applies in the case where the student has <b>not</b> completed Year 10 and is applying to complete the equivalent of Year 10 at TAFE:</p> <ul style="list-style-type: none"> <li>• the student <b>MUST</b> remain enrolled at the school until written confirmation of enrolment in the respective TAFE course is obtained</li> <li>• the student must be 15 years of age</li> <li>• TAFE require a letter from the school/careers counsellor, on school letter head, that supports the student's application</li> <li>• once TAFE have the application and the school letter of support, they will then make a decision about offering a position.</li> <li>• TAFE will send written confirmation of an offer to the school/parent.</li> </ul>		
<b>Complete Parts J and K and forward completed document and accompanying documentation to the school principal.</b>		



<b>Part H: Details of work arrangements (in the case where the student has completed Year 10 at school)</b>		
Contact person:		
Address of contact person:		
Email of contact person:		
Phone of contact person:		
Student has fulfilled the requirements for the award Record of School Achievement (RoSA)	Yes	No
Date at which the student turns 17:		
Proposed date of student's last school day:		
Proposed commencement date of work arrangements:		
Hours and duration of work (e.g from 8am to 4pm daily, 5 days per week):		
Attachments: <ul style="list-style-type: none"> <li>• Declaration from the employer that the work arrangement is for the stated period of the exemption and required minimum hours (25 per week)</li> <li>• Documentation to support this application, which may include but is not limited to medical reports, psychologist reports and other referring practitioner reports</li> </ul>		
<b>Complete Parts J and K and forward completed document and accompanying documentation to the school principal.</b>		

<b>Part I: Special Circumstances</b>			
Contact person:			
Address of contact person:			
Email of contact person:			
Phone of contact person:			
Student's current Year group:			
Date at which the student turns 17:			
Proposed Date of student's last school day:			
Dates of exemption:	From:	To:	Total number of whole school days:
Attachments: <ul style="list-style-type: none"> <li>• Statement from school principal outlining the reasons for supporting this application</li> <li>• Other documentation to support this application, which may include but is not limited to medical reports, psychologist reports and other referring practitioner reports</li> </ul>			
<b>Complete Parts J and K and forward completed document and accompanying documentation to the school principal.</b>			

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

## Part K: Parent/Caregiver Declaration and Details

### Parent/Caregiver Details

Family name:	Given name(s):
Address:	
	Postcode:
Contact Tel:	Relationship to student:

### 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 [NSW 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.

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.

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*Signature*

*Date*

***Once you have completed and signed the respective section please return this form to the school principal.***

### 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.

## Part L: Principal's decision/recommendation

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

- a) A **decision** can be made within the 100 days remit for the principal's delegation for granting exemptions from attendance **or** for the principal's delegation to grant an exemption from enrolment in the case where the student has completed Year 10
- b) A **recommendation** is made in all other situations not covered in (a). The recommendation is made to the CSO Wellbeing & Attendance officer.

<b>This decision/recommendation pertains to:</b>	<input type="checkbox"/> Exemption from attendance	<input type="checkbox"/> Exemption from enrolment
<b>Principal's Details</b>		
Name:		
Contact Tel:	Email:	
The circumstances, conditions and implications of the exemption have been discussed fully with the <b>student</b> and they agree to the terms of the exemption	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The circumstances, conditions and implications of the exemption have been discussed fully with the <b>parents</b> and they agree to the terms of the exemption	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Principal's decision/recommendation</b>		
Determination of this decision has been informed with the advice of CSO	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Following consideration of this application, I am satisfied that conditions making it necessary and/or desirable for:	exist <input type="checkbox"/>	do not exist <input type="checkbox"/>
..... to be exempt from school.		
<i>Name of student</i>		
Exemption is herewith*	Granted <input type="checkbox"/>	Not granted <input type="checkbox"/>
<i>* 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 the CSO Wellbeing &amp; Attendance officer</i>		
For the period	from	to
		no. 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 the CSO Wellbeing & Attendance officer.

If the application is for the completion of secondary education under special circumstances, that is, the student will complete Year 10 of secondary education by undertaking a full time apprenticeship/traineeship, ensure that the principal's checklist (Form B5) is attached to this recommendation.

Complete the relevant school plan if applicable (SRD website)

**Part M: CSO Wellbeing & Attendance officer's recommendation**

**This recommendation pertains to:**

Exemption from attendance

Exemption from enrolment

CSO Wellbeing & Attendance officer's Details

Name:

Position:

Contact Tel:

Email:

**CSO Wellbeing & Attendance Officer Recommendation**

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

Yes  No

Following consideration of this application, I am satisfied that conditions necessary and/or desirable for:

exist  do not exist  making it

to be exempt from attendance at 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**

**CSO Wellbeing & Attendance Officer Signature**

*Signature*

*Date*

**Forward this application to the Diocesan Director**

## Part N: Diocesan Director's Decision

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

- a) A **decision** can be made within the Director's remit
- b) A **recommendation** is made in all other situations not covered in (a). The recommendation is made to the Minister of Education.

<b>This Decision/Recommendation pertains to:</b>	<input type="checkbox"/> Exemption from attendance	<input type="checkbox"/> Exemption from enrolment
<b>Director's Decision/Recommendation*</b>		
<i>* The Director is either determining whether the application is granted or not granted (within the Director's remit) OR making a recommendation to the Minister for Education to grant the exemption</i>		
Following consideration of this application, I am satisfied <input type="checkbox"/> not satisfied <input type="checkbox"/> , that conditions making it necessary and/or desirable for:		
to be exempt from school.		
Name of student		

<b>Director's Details</b>	
Name:	Contact Tel:
Email:	

<b>Director's Signature</b>
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Signature

Date

**Complete the Certificate of Exemption (B2) if the exemption is granted through the Director's delegation. In all other cases, forward this application to CSNSW.**

**Part O: Minister's Recommendation**

*Completed by the Minister's delegate*

**Minister's Recommendation**

**This Decision pertains to:**

Exemption from attendance

Exemption from enrolment

Following consideration of this application, I am satisfied  not satisfied  that conditions making it necessary and/or desirable for:

to be exempt school.

.....  
*Name of student*

**Delegate's Details**

Name:

Position:

Contact Tel:

Email:

**Delegate's Signature**

.....  
*Signature*

*Date*

**Forward this application to the Diocesan Director**

**Diocesan Director (or delegate) to complete the Certificate of Exemption (Form B2) if the exemption is granted.**