



St Clare's College  
Waverley

## Form A-2 Application for Exemption from Attendance at School

**PART A : STUDENT DETAILS - To be completed by parent/caregiver; if exemption is sought for more than one student, separate applications need to be made)**

Family Name		Given Name(s)	
Address			
		Postcode	
Date of Birth		Age	
Year & H/R		Student No	

**DETAILS OF PRIOR EXEMPTIONS/EXTENDED LEAVE**

Start Date		End date		No of Days	
Certificate of previous Exemption/Extended Leave-Travel attached (Please tick):				YES	NO

**PARENT/CAREGIVER DETAILS**

*Correspondence in response to this request for leave will be sent to your nominated email address*

Surname:	Given Name:
Relationship to student:	
Email address:	

**APPLICATION FOR EXEMPTION**

If consecutive dates: Dates exemption applied for:	From:	To:	Total number of school days:
If non-consecutive dates: Individual dates applied for:			
Hours of Exemption (If Partial Exemption, e.g. 9:00am – 11:30am)	From:	To:	

**REASON FOR EXEMPTION FROM ATTENDANCE AT SCHOOL - (Please tick relevant box)**

Reason for Application for Exemption (please tick relevant box)	
1. Exceptional circumstances	<input type="checkbox"/>
2. Employment in entertainment industry ** Part B must be completed by the employer for applications greater than 10 days.	<input type="checkbox"/>
3. Participation in elite arts / sporting event - <i>Please attach A schedule of training or tour itinerary from the arts/sporting body (for example, Australian Institute of Sport) must be attached with contact names and numbers.</i> Name of accredited elite program: _____  Please tick the appropriate one: Training in Elite Program <input type="checkbox"/> Elite program event or tour <input type="checkbox"/>	<input type="checkbox"/>

**Please provide more detail about the reason for the application for Exemption from Attendance at School**


***Please turn over***

**IMPORTANT INFORMATION****SUBMISSION OF FORM**

A request for exemption from attendance should be submitted to the Principal at least 2 weeks in advance of the proposed leave, except in \*exceptional circumstances. (\*At the discretion of the Principal.)

**ASSESSMENT TASKS**

When the proposed exemption from attendance coincides with assessment task(s) the applicant must adhere to the College Assessment Policy. Students will need to inform their teachers via the **Student Leave Assessment Form**.

**EXPECTATIONS**

As outlined in the College Enrolment Form - *Punctuality and regular attendance at the College and all lessons are essential. Attendance at times prescribed by the College is expected.*

**PROCEDURE FOR DECISION**

A review of a girl's attendance record, participation in College events, progress in her studies, and fee account status (where leave for a holiday is involved), will be undertaken by the Principal prior to any decision on the exemption from attendance request.

**DECLARATION / SIGNATURE**

As the parent/caregiver of the above mentioned student, I hereby apply for a *Certificate of Exemption from Attendance 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.

Signature of Parent/Caregiver: \_\_\_\_\_ Date:     /     /

**Once you have completed and signed Part A, please return the completed form to your daughter's House Dean. Once your application has been considered a response will be sent via email. A Certificate will be issued by post.**

**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.*

**OFFICE USE ONLY***Please tick appropriate box***HOUSE DEAN**

House Dean Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Has similar leave been taken since enrolment? <i>If yes, specify supply a brief comment.</i>	YES		NO	
Have you checked event / itinerary details to confirm minimal time away from school? (eg: flight times, event start times)	YES		NO	
Has the Assessment Calendar been checked for tasks/events?	YES		NO	
Leave recommended? <i>Comment required.</i>	YES		NO	

**OFFICE CONFIRMATION**

<b>Attendance History</b> Comment:	CHECKED	
<b>Fee Account</b> - Comment:	CHECKED	

**PRINCIPAL'S SIGNATURE**

Date: \_\_\_\_\_

Leave approved - Comment	YES		NO	
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**Part B: Employer's details** *Completed by the employer for the student's employment in the entertainment industry.*

*Only to be completed for the student's employment in the entertainment industry greater than 10 days*

**Employer's Details**

Company/Corporation Name:

Contact Person:

Address

Postcode:

Contact Tel:

Email:

**Reason for the Application for Exemption from Attendance at School**

**Attachments**

Detailed itinerary/work schedule for the period of exemption sought	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
Evidence of tutor's teaching qualifications supplied by employer	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
Evidence that the tutor meets child protection requirements	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>

Employer's  
Signature

Date

*Please forward the completed form to the School*

## Part C: Principal's Recommendation

Completed by the school principal

### Principal's Details

Name:

Contact Tel:

Email:

### Complete if the exemption is for the student's participation in an elite sporting event

The tutor has consulted the school in the planning and development of this student's educational program for the period of the exemption

Yes

No

Comment:

Complete one either (i) or (ii)

### Principal's Decision and Signature : Application for Exemption of less than 100 days

Granted  Complete Form C2 (*Certificate of Exemption from Attendance at School*)

Declined  Details: Complete Letter L2 Declining an Application for Exemption

Name of Principal:

Contact Tel:

Signature:

Date:

### (i) Principal's Recommendation and Signature: Application is for Exemption of 100 days or more

Principal makes a recommendation and forwards it to the investigation officer (Education Officer: Compliance) of CEO Sydney.

Granted  Forward recommendation to CEO, Sydney; CEO to complete Part D

Declined  Details:

Name of Principal:

Contact Tel:

Signature:

Date:

Principal's Signature

Date

**Where the exemption period requested exceeds 100 school days in a 12-month period, the application is to be forwarded to the investigation officer ( Education Officer: Compliance) who will make a recommendation to NSWCEC (Part D)**

## Part D: CEO SYDNEY Recommendation

**Completed by the Investigating Officer of the CEO Sydney for applications of 100 days or more**

### Investigating Officer's Details

Name:	Position:
Contact Tel:	Email:

### Investigating Officer's Recommendation

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 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

Investigating Officer's Signature

Date

**Where the exemption period requested exceeds 100 school days in a 12-month period, the application is to be forwarded to the investigation officer ( Education Officer: Compliance) who will make a recommendation to NSWCEC (Part D)**

### Executive Director's Recommendation

**Completed by the Executive Director's CEO Sydney for applications of 100 days or more**

Name:

Email: Contact Tel:

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 attendance at school.

*Name of student*

I recommend that the Certificate of Exemption be: **Granted**  **Not Granted**

Executive Director's Signature

Date

## Part E: Minister's Recommendation

*Completed by the Minister's delegate for applications for 100 or more days*

### Minister's Recommendation *(to be completed by the Delegate)*

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 attendance at school.

*Name of student*

### Delegate's Details

Name:

Position:

Contact Tel:

Email:

**Delegate's  
Signature**

**Date**

**Date Applicant  
Notified**

**Principal issues Certificate of Exemption from Attendance at School (Form C2)**