



Mother Teresa Primary
creative minds - gentle hearts

Application for Exemption from Attendance at School (M)	Form A.2
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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:	Student No:

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 <i>(tick relevant box)</i>	
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>	<input type="checkbox"/>
Name of accredited elite program:	
Reason (tick one): Training for elite program <input type="checkbox"/> Elite program event or tour <input type="checkbox"/>	

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

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Are there any prior or current exemptions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>(If yes, provide details)</i>
Dates of prior/current exemption(s) applied for	From:	To:	No. of school days:
Is copy of prior/current <i>Certificate of Exemption</i> attached?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Parent/Caregiver Details			
Family name:		Given name(s):	
Address:			
			Postcode:
Contact Tel:		Relationship to student:	

Declaration and Signature		Date	
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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.

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.

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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

Yes

No

Evidence of tutor's teaching qualifications supplied by employer

Yes

No

Evidence that the tutor meets child protection requirements

Yes

No

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)

(i) Principal's Decision and Signature: Application for Exemption of less than 100 days

Granted

Complete FormC2 (*Certificate of Exemption from Attendance at School*)

Declined

Details:
Complete Letter L2 Declining an Application for Exemption

Name of Principal:

Contact Tel:

Signature:

Date:

(ii) 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 (Director System Performance) at Catholic Education Diocese of Parramatta

Granted

Forward recommendation to CEDP; CEDP 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 (Director System Performance at CEDP) who will make a recommendation to NSWCEC (Part D)

Part D: CEDP Recommendation

Completed by the Investigating Officer at CEDP (Director System Performance) 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

Executive Director's Recommendation*Completed by the Executive Director of School CEDP 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.

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*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.

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*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)**