St Peter’s Anglican Primary School

Exemption from Enrolment & Attendance

2014
EXEMPTION FROM ENROLMENT & ATTENDANCE

VERSION CONTROL/CHANGE HISTORY

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<thead>
<tr>
<th>Version</th>
<th>Change</th>
<th>Author</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td>.01</td>
<td>Creation of Policy</td>
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<td>Feb 2014</td>
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</tbody>
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Next to be reviewed: February 2015

The School’s policies which are made from time to time are made pursuant to the requirements set out in section 47 of the Education Act and of the Board of Studies for registration of the school.
EXEMPTION FROM ENROLMENT & ATTENDANCE

This policy statement could be a separate policy or could be included with other policy documents regarding attendance.

Exemption policy statement

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the school will process the parent's application in accordance with the guidelines from NSW Department of Education and Communities.

Procedure

- Parents will submit the application and supporting documentation, where requested, to the school principal.

- The school will send applications for over 100 days in a year to the Minister's delegate at the Student Welfare Directorate, NSW Department of Education and Communities.

- Applications for under 100 days in a year or a request to leave school to undertake an apprenticeship or traineeship, will be considered by the school.

- The Head of School will consider the application in accordance with the criteria in the guidelines from the NSW Department of Education and Communities.

- Where the application is supported, the principal will provide the original exemption certificate to the parent/s.

- Where the application is not supported, the principal will notify the parents in writing of the unsuccessful outcome using the format from the guidelines.

- Copies of the application and exemption certificate or notification are kept on the student's file.

- The Minister’s delegation and copies of exemption certificates should be filed in the school’s attendance records.
ST. PETER’S
ANGLICAN PRIMARY SCHOOL

STUDENT ATTENDANCE

Policy

- The School maintains a register of enrolments.

- The School monitors the daily attendance and absence of students in the School by maintaining a daily register for each class of students.

- Student absences from classes or from the School are identified and recorded in a consistent manner by the staff member responsible for the roll class using the code approved by the Minister for Education.

- Attendance registers are moved off-site for storage at regular intervals.

- Unexplained absences from classes of the School are followed up in an appropriate manner with the student and/or their parent or guardian.

- The School notifies parents and/or guardians in an appropriate manner where a student has a poor record of School or class attendance.

- Where unsatisfactory class or School attendance is identified, the attendance issue and any action taken are recorded, as appropriate, on the student file.

- The register of enrolments is maintained for at least 5 years before archiving and the register of attendances for a student is retained for at least 7 years after the last entry was made in respect of the student.

Procedures

The Admin Manager is responsible for ensuring the collection and maintenance of the following data:

- Student’s name, age and address. Collected at enrolment and entered into school based database. Regular, annual updates are requested of parents.

- Name and contact telephone of parents/guardians. Collected at enrolment and entered into school based database. Regular, annual updates are requested of parents.

- Collecting student information. (This is sought on an annual basis and stored in school databases).

- Information on previous school/pre-enrolment for a student older than 6 years.

- Destination of student leaving the school and notifying the HSLO at DET if the destination of the student of mandatory school age is unknown. The Admin Manager will draw this information and mark it to the attention of the Head of School.

- Data on absences where a student is absent for 30 days, the Head of School will access the mandatory reporters section of the Keep Them Safe website www.keepthemSAFE.nsw.gov.au to determine whether a report is required.
Exemptions from Enrolment and Attendance at St Peter's Anglican Primary School

Exemptions from Enrolment

1. Parents can apply for exemption from enrolment under Section 25 of the Education Act 1990
2. The application for exemption from enrolment must be in writing (see Form A)
3. The application for exemption from enrolment must be made in advance
4. A Certificate of Exemption from Enrolment is issued by the Head of School for a period of time (see Form B)
5. The original Certificate of Exemption from Enrolment is provided to the parents
6. One copy of the Certificate of Exemption from Enrolment must be placed on the student's file at School and another copy is given to the relevant Section Director
7. General reasons for granting Exemptions from Enrolment are listed in this policy document (see Form C).

Exemptions from Attendance

1. Parents can apply for exemption from attendance from School
2. The application for exemption from attendance must be in writing
3. Specific applications for exemption from attendance are required for participation in elite sporting programs (see Form D)
4. A letter of Exemption from Attendance is issued by the Head of School
5. A copy of the letter of Exemption from Attendance is provided to the parents
6. A copy of the letter of Exemption from Attendance is placed on the student's file at school and another copy is given to the relevant class teacher.
7. When an Exemption from Attendance is granted the roll must be marked with the code "L."
APPLICATION FOR EXEMPTION FROM ENROLMENT AT SCHOOL
To be completed by the student's parents.

Student details

Family Name: ___________________________ Given Name(s): ________________________________

Age: __________ Date of birth: __________(dd)/________ (mm)/ __________(year)

Address: ___________________________________________________________________________

_________________________________________________________________________________

Postcode: ________________

School Name: _______________________________________________________________________

Date/s of exemption applied for: ____________/__________ to ____________/__________

Number of school days: ________

Reason for application for exemption (please tick ✓):

☐ Age, where a child turns six years of age in October or later in a school year and is engaged in full time
day preschool education at an accredited preschool for the remainder of the school year.

☐ Participation in full or part-time accredited preschool programs for students with disabilities leading to
ever enrolment and full time attendance at a government registered or non-government school not later than
six months after the child's sixth birthday.

☐ The health or disability of a child necessitating the continuation of an individual program supported by
medical specialists not longer than six months after the child's sixth birthday.

☐ Participation in a full time apprenticeship or traineeship.

Please provide more detail about the reason for the application for exemption here:

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

St Peter's Anglican Primary School Exemption from Enrolment & Attendance
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 ✓):  ☐ Yes  ☐ No

Parent Details

Family Name: ___________________________  Given Name(s): ___________________________

Address: ____________________________________________________________

____________________________________________________  Postcode: ________________

Telephone: ___________________________  Relationship to student: _________________

As the parent of the abovementioned 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 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:  _____ / _____ / _____

St Peter’s Anglican Primary School Exemption from Enrolment & Attendance
CERTIFICATE FOR EXEMPTION FROM ENROLMENT AT SCHOOL

The student whose details appear below has been granted an exemption from enrolment at school for the period indicated.

Student details

Family Name:__________________________  Given Name(s):__________________________

Age: ______ Date of birth: ______ (dd)/______ (mm)/______ (year)

Address:________________________________________________________________________

_________________________________________________________________________________
Postcode:_____________________________

School Name:__________________________

School Telephone Number:__________________________

Date/s of exemption from: ______/______/______ to ______/______/______

Number of school days: ______

Reason for application for exemption:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Conditions of exemption:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

It has been explained to the parent of the abovementioned 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.

Head of School’s name:_____________________________________________________________

Head of School’s signature:_________________________________________________________

Date: ______/______/______

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

St Peter’s Anglican Primary School Exemption from Enrolment & Attendance
Reasons for Granting Exemptions from Enrolment at School

1. The Head of School may grant such exemptions due to:
   - Age, where a child turns six years on or after 1 October or later in a school year and is engaged in:
     - Full time preschool education at an accredited preschool for the remainder of the school year
     - Participation in full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government registered or non-government school not later than six months after the child's sixth birthday.
   - The health or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday.

2. The Head of School may grant exemptions to students of compulsory school age from the requirement to be enrolled in school provided approval has been given to their entering a full time apprenticeship or traineeship before they have completed Year 10 under Section 21b of the Education Act.

Such exemptions will only be granted to a student where the:

- Head of School considers that, in all the circumstances, the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship

- Head of School has sighted a full time apprenticeship or traineeship contract signed by the employer and a summary of training plan authorised by the Registered Training Organisation
APPLICATION FOR EXEMPTION FROM ATTENDANCE AT SCHOOL FOR ELITE SPORTS

Note: Part A is to be completed by the student's parent and returned to the Head of School. If exemption is sought for more than one student, separate applications must be made for each student.

PART A: STUDENT DETAILS

Family Name:_________________________  Given Name(s):_________________________

Age:_________ Date of birth:___________(dd)/__________(mm)/_________(year)

Address:_____________________________________________________________________
_________________________________________ Postcode:___________________________

School Name:________________________________________________________________

School Telephone Number:_______________________________________________________

Date(s) of exemption from: ________/______/_______ to ________/______/_______ (if in a block)

Number of school days: ______

Individual dates applied for:_____________________________________________________

Number of school days: ______

Name of accredited elite sports program:__________________________________________

Reason for application for exemption (please tick ✓):

☐ Training for elite sport       ☐ Elite sport event or tour

Please provide more detail about the reason for the application for exemption here:
____________________________________________________________________________
____________________________________________________________________________

Note: A schedule of training or tour itinerary from the sporting body (eg Australian Institute of Sport) must be attached with contact names and numbers.
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 √): ☐ Yes ☐ No

Parent Details

Family Name: ____________________________ Given Name(s): ____________________________

Address: ____________________________________________________________

_________________________________________________________ Postcode: __________

Telephone: ____________________________ Relationship to student: __________________________

As the parent of the abovementioned 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 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: ______/______/______

St Peter’s Anglican Primary School Exemption from Enrolment & Attendance
PART B: HEAD OF SCHOOL’S RECOMMENDATION

To be completed by the Head of School.

The tutor has consulted the school in the planning and development of this student’s educational program (please tick)

☐ Yes    ☐ No

Comment:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I recommend/do not recommend that a Certificate of Exemption be granted/not granted (delete that which does not apply).

To ______________________ for the period ___/___/____ to ___/___/____

(Name of student)

Head of School’s name:______________________________________________

Head of School’s signature:__________________________________________

Telephone number: ____________________________    Date: ___/___/____

St Peter’s Anglican Primary School Exemption from Enrolment & Attendance