

**GUIDELINES FOR EXEMPTION FROM ATTENDANCE
AT NSW CATHOLIC SYSTEMIC SCHOOLS**

3.1 Application for Exemption from Attendance at School

*NOTE: Part A is to be completed by the student's parent or caregiver and returned to school principal.
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)

Enrolment Registration Number: _____

Student's address: _____

_____ Postcode: _____

School name: _____ School's telephone number: _____

Dates of exemption applied for: ____ / ____ / ____ to ____ / ____ / ____

Number of School Days: _____

REASON FOR APPLICATION FOR EXEMPTION (Please tick)

Exceptional domestic circumstances

Other exceptional circumstance

Employment in entertainment industry/participation in elite sporting event for short periods of time
(i.e. for one or two days and at short notice)

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

NOTE: Where the reason for application for exemption includes long term travel arrangements, of more than 20 school days, copies of travel documentation should be included with the application.

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DETAILS OF PRIOR/CURRENT EXEMPTIONS

Date of exemption from: ____ / ____ / ____ to ____ / ____ / ____

Number of School Days: _____

Copy of Certificate of Exemption attached (Please tick one box): Yes No

PARENT OR CAREGIVER DETAILS

Family name: _____ Given name(s) _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent or caregiver of the above mentioned student, I hereby apply for a Certificate of Exemption from attendance 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 that 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 provide 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: ____ / ____ / ____

PRIVACY STATEMENT

The information that you provide will be used to process your child'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.*

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.