

Attendance and Exemption Policy

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	Date	Status
1.0	17/04/2012	Exemption Policy- Complete
2.0	2/04/13	Attendance Policy Draft Exemption Policy merged with the Attendance Policy
3.0	5/02/15	Attendance and Exemption Updates

School Vision Statement

Delivering quality education to grow courageous and compassionate global citizens with truth and wisdom in Christ.

Motto

Growing in Truth and Wisdom

Rationale

Medowvie Christian School is committed to providing a safe, secure, disciplined and quality learning environment in which students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student.

The law in NSW states that all children between the ages of 6 and 17 years of age are required to attend school regularly (Section 22 Education Reform Act 1990). It is the responsibility of parents or caregivers to make sure that their children attend school every day, unless there is a justified reason.

Regular attendance at school is essential to assist students in maximising their God given potential. Schools in partnership with parents/caregivers are responsible for promoting the regular attendance of students.

Objectives

Medowvie Christian School seeks to provide quality education. As such regular attendance and punctuality are valued. This policy aims to assist:

- all students
 - to attend school on a regular basis
 - to arrive and leave on time
 - to follow late sign in and early sign out procedures
- staff
 - in maintaining strong pastoral care of students and encouraging regular school attendance
 - in roll marking procedures
- parents
 - in understanding their responsibilities regarding their child's attendance at school.

Responsibilities of the Principal

- a. To maintain an accurate attendance register (roll) in a form approved by the Minister of Education.
- b. To provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance
- c. Ensure appropriate communication is made to parents within 3 school days if an absence is unexplained.
- d. Ensure that appropriate authorities are informed of attendance problems and issues.
- e. Communicate with the Director General of Education or their delegate when a student applies for an attendance exemption in excess of 50 days within a 12 month period, or when a student is absent for more than 50 days in a 12 month period.
- f. Ensure that school staff are provided with information on attendance requirements and their obligations to monitor and promote regular attendance at school.
- g. Principals may grant
 - I. sick leave to students who are satisfactorily explained as being absent due to illness.
 - II. an exemption from school attendance (full day or part day) for periods totalling 50 days in a 12 month period for any one student.

Attendance Register

Medowie Christian School has a paper roll marking system. Data is then transferred on to an electronic system. Attendance Registers should reflect the highest professional standards. They are a legal document and can be inspected at any time. Therefore rolls must be accurate and up to date.

All details including the following must be recorded in the *PC Schools* database:

- Daily attendance of students which may be noted by recording absences
- Absences
- Reason for absence
- Documentation to substantiate reason for absence
- Common codes (approved by the Minister of Education) of registering absences must be used.

Register of Enrolments

Medowie Christian School complies with Board of Studies requirements by maintaining an enrolment register that includes the following:

- The students
 - name
 - age
 - address
- Parent/caregivers
 - name
 - contact address
 - telephone number
- Date of enrolment and, where appropriate the date of leaving the school and the student's destination
- For children older than 6 years, previous school or pre enrolment situation
- Where the destination of a student below 17 years is unknown, evidence that the student's details are forwarded to the Director General of Education.

PROCEDURES

General Roll Marking Procedures K-12

- a. The roll will be marked on all days that the school is open for instruction, including sports carnivals and excursions.
- b. Students involved in an official or school-based school activity must not be recorded as absent
- c. Students who arrive late or leave early must have the precise time of arrival or departure recorded.
- d. The correct codes (as specified on page 4 of this document) must be used by staff maintaining rolls.
- e. If a child is absent, parents can notify the school via
 - I. An email to the school (mail@medowiecs.nsw.edu.au)
 - II. A facsimile
 - III. A telephone call to the school on the absentee line 49817177. Parents will be asked to provide a letter of explanation for the absence.

- IV. A letter sent to the school.
- f. If a child is marked as absent and there is no known reason,
 - I. The parents will be sent an SMS by 11am on the day of absence to alert them to the absence and to notify the school of the reason.
 - II. If no response is received a daily SMS will be sent until the absence is explained
 - III. Again, if no response is received the office will notify the Head of School who will then contact the parent.
 - g. For partial absences the parents need to notify the school of the late arrival or early departure time and the student needs to sign in or out at the student window at the school office.
 - h. The Office will provide the Heads of School with a print- out of student attendance at the end of each term, the Heads of School will then contact parents where students have demonstrated a high level of absenteeism
 - i. If it is believed that a student is truanting school, whether it is partial truancy or full day truancy, the Head of School should be advised immediately.
 - j. Staff are required to follow these procedures to ensure the School fulfils its duty of care and pastoral responsibilities.

Specific Roll Marking Procedures in Primary School (K-6)

- a. The class teacher is responsible to check student attendance and to mark the roll accurately each day
- b. When a student arrives after 8:55am, they must report to the student window in the administration building where they will receive a late stamp in their diary which must be presented to the teacher
- c. If a child arrives at school after 8:55am the absence will be recorded as a partial absence.
- d. The parents of the children who continually arrive late for school will be contacted by the class teacher and if this does not result in improvement in punctuality the parents will be contacted by the Head of Primary School.

Specific Roll Marking Procedures in Secondary School (Yr 7-12)

- a. The Care Group teacher is responsible to check student attendance and mark the roll accurately each day.
- b. When a student arrives at Care Group, between 8:55am and 9:10am the teacher records this on the paper roll. The roll is submitted to the office by 9:30. Students who arrive after the roll has been "submitted" should be sent to the student window at the administration office to sign in as "late"
- c. If a student arrives after Care Group (9:10am), he/she must sign in at the student window at the administration office. The student's diary will be stamped and the time of arrival recorded and the student can move to their class. If the parent has written a note to explain the late arrival, a 'Pa' will be recorded on the roll with the code for the reason. The Care Group teacher will record an 'L' in the student's Diary.
- d. If a student is late for school more than 3 times in a fortnightly cycle (without notes), the Head of Secondary School will be alerted by the office and will then arrange for the parents to be contacted.
- e. If a student is absent for 3 consecutive days without the parents contacting the school, the Head of School will be alerted and arrange for the parents to be contacted.
- f. Students with unexplained/unacceptable patterns of attendance will be referred to the Principal.

Flexible Attendance for Year 12 students

Year 12 students have the privilege of being offered flexible school hours to assist with their home study programs. It is expected that all Year 12 students will be in devotions each morning and in all timetabled classes. Year 12 students may only leave at the start of lunchtime if they do not have any of the following classes on:

- lunchtime class
- period 5 class
- afterschool class

This flexible program is only extended to Year 12 students (**not Year 11 students**). Year 12 students who choose to utilise this agreement must submit the appropriate application form to the Head of Senior School for his/her approval. Students can only then leave early once approval has been granted. When students leave the school they must adhere to the standard sign out procedures.

Symbols For Electronic Attendance Registers

In accordance with communication from the Minister for Education, the following symbols are to be used on electronic attendance registers (rolls).

Symbols to be used when students are absent from school	
Symbol	Meaning
a	The student was absent on that day
P	The student was late or was absent for part of a day. The time of arrival or departure must be recorded.
Symbols to be used for explanation of student absences	
Note: The following symbols should be recorded beside the a or P symbol as appropriate.	
A	The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal It is at the principal's discretion to accept or not accept the explanation provided.
S	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: - a medical certificate is provided or - the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
L	An explanation of the absence is provided which has been accepted by the principal. This may be due to: - misadventure or unforeseen event - participation in special events not related to the school - domestic necessity such as serious illness of an immediate family member - attendance at funerals - travel in Australia and overseas - recognised religious festivals or ceremonial occasions.
E	The student was suspended from school.
M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.
F	The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in: - HSC Pathways Program - Best Start Assessments - Trial or HSC examinations - VET courses
B	The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example: - work experience - school sport (regional and state carnivals) - school excursions - student exchange
H1	The student is attending two or more education settings for a period of time (shared enrolment). This symbol is recorded where a student accesses a specialist educational setting on a sessional or full-time basis in line with the Department's Enrolment Policy (<i>Enrolment of Students in NSW Government Schools: A Summary and Consolidation of Policy 1997</i>). The symbol is recorded where a student accesses education settings separate to their mainstream school such as: - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools.

1 Note: In most cases this code will only be used by Department of Education and Communities schools, with the exception of students from non-government schools attending hospital schools.

2. Note: For Independent Schools use "F" not "H" for students attending external tutorial centres and programs that are school authorised.

Leave

The revised use of the "L" code relating to holidays means the 15 day limit on its use has been removed. Schools can request the completion of an Application for Leave Form for holidays within the school term. DEC is developing templates for an application for leave and a certificate of extended leave. Once approved, AIS will make these templates available for use by schools.

Principals should consider the conditions/consequences applicable to the acceptance of an Application for Leave.

The recent changes to the Attendance Register Codes (Jan 2015) include the redefinition of some codes:

- The "F" code is no longer only for senior students participating in a flexible timetable. The code now includes students participating in programs and assessments such as: HSC Pathways Programs, Kindergarten entry assessments (e.g. Best Start), trial or HSC exams or VET courses.
- The "B" code includes student exchange and allows for some additional flexibility around its use.
- The "H" code is used when a student is enrolled in a school and is required or approved to attend an alternative educational setting on a sessional or full time basis.

Accepting explanations

- The "A" code is to be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the Principal. It is at the principal's discretion to accept or reject the explanation provided.
- If a student's absence is due to sickness the "S" code is used. The principal may request a medical certificate in addition to an explanation if the explanation is doubted or the student has a history of unsatisfactory attendance.

Resolution of Attendance Issues

Resolution of attendance issues with individual students will require a range of strategies that may include

- a. Student and parent interviews
- b. Consideration of the appropriateness of the education program for the student
- c. Development of a school wide attendance program
- d. Referral to School counsellor or other agencies external to the School

Certificate of Exemption Policy

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Purpose

The purpose of this policy is to outline the procedures to be followed when exercising delegations regarding certificates of exemption from school attendance in the following circumstances:

- Granting and cancelling of a certificate of exemption from being enrolled and attending school for periods totalling up to 100 days in a twelve month period;
- Granting and cancelling of a certificate of exemption from being enrolled and attending school for an indefinite period for students who have completed Year 9 of secondary education and who have been approved to undertake a full-time apprenticeship or traineeship.

It includes the process for application, review and record keeping.

Context

This policy applies to students of compulsory school-age who seek exemption from the legal requirement to attend school. It is the duty of parents to comply with the *Education Act 1990* and the duty of the school to maintain records of enrolment and attendance, have in place policies and procedures to provide for a safe and supportive environment for students including the provision for the welfare of students and for the protection of children.

Definitions

Compulsory school age: a child is of compulsory school-age if the child is or above the age of 6 years and below the minimum school leaving age

Minimum school leaving age: the age at which the child completes Year 10 of secondary education or the age of 17 years, whichever first occurs. A child who completes Year 10 of secondary education but who is below the age of 17 years is of compulsory school-age unless the child participates on a full-time basis in approved education or training or if the child is of or above the age of 15 years, paid work or a combination of approved education or training and paid work.

Parent(s): any person who has custody or care of a student

Principal: includes an acting principal of the school

Policy

Certificates of Exemption are granted and cancelled by the Principal. Certificates of Exemption are granted when the applicant has clearly demonstrated that the exemption is in the student's best interests and when, where appropriate, other alternatives have been explored. The scope of the exemption is limited to the circumstances listed in the delegation. Copies of the delegations can be found in Appendix 1.

Certificates of Exemption will

- include any specific conditions that apply to the exemption,
- state that the exemption may be cancelled if these conditions cease to apply and
- specify the period for which the exemption has been granted.

In the circumstance where the applicant seeks exemption from being enrolled and attending school for an indefinite period when they have completed Year 9 of secondary education and when they have been approved to undertake a full-time apprenticeship or traineeship the following conditions apply:

- The Principal considers the student a suitable candidate to complete his or her education through an apprenticeship or traineeship,
- The student's parents give permission for this to occur,
- The Principal has sighted a full time apprenticeship or traineeship contract signed by the employer and a summary training plan authorised by a Registered Training Organisation,
- The employer agrees to notify the Principal if the apprenticeship or traineeship is abandoned before the student turns 17 or if the program is terminated by the employer,
- The apprenticeship or traineeship is subsequently approved by the Commissioner for Vocational

Training, State Training Services as suitable for the student and the training contract attains 'registered' status.

Exemptions from attendance at school may be granted for

- Exceptional domestic circumstances, including but not limited to participation in family holidays during school term subject to being satisfied that this is in the best educational interests of the child
- other exceptional circumstances such as health of the student where sick leave or alternative enrolment is not appropriate
- the child being prevented from attending school because of a direction under section 42D of the Public Health Act 1991
- employment in the entertainment industry or participation in elite sporting events for short periods of time i.e. for one or two days, and at short notice

Application for exemption should be made in writing in advance. Exemptions will not be granted retrospectively. Procedural fairness will be applied to the consideration of all applications. Appeals to decisions can be made by in writing to the Board as per the Grievance Policy.

In the case where there are unresolved issues concerning a risk of harm associated with the application, Certificates of Exemption should not be issued. A risk assessment should be conducted to identify and manage risk prior to an approval being granted.

Certificates of Exemption can be cancelled when the conditions attached to the exemption are no longer being met.

Holidays

As part of the implementation of the National Standards, holidays taken by students outside of school vacation periods will now be **included** as absences. **A Certificate of Exemption can no longer be granted for this purpose.**

Families are encouraged to holiday or travel during school vacations. If travel during school term is necessary the following considerations apply:

- If the principal **accepts** the reason for the absence, the absence will be marked as "L"
- If the principal does not believe the absence is in the student's best interests and does not accept the reason, the absence is unjustified and will be recorded as "A"
- If the period of absence is in excess of 50 days, the student may be eligible to enrol in Distance Education.

For that period the student's enrolment transfers to the distance education school.

Note: A student cannot be enrolled in more than one school concurrently (including Distance Education)

PROCEDURES

Applications

- Applications will be made in writing using the appropriate Parental Application Form and directed to the Principal. Forms can be found in Appendix 2.
- All applications will be logged and filed in the Student file.

Review of Applications

- All applications will be reviewed by the Principal.
- Parents will be informed of the decision in writing.
- If successful, Certificates of Exemption will be issued by the school to Parents.
- In the case where a refusal is being considered, parents will have an opportunity to respond before the final decision is made.

- All communication during the application and review process will be in writing.

Record Keeping

- The school will keep a copy of the following documentation on the student's file
 - the application,
 - review decision,
 - records tracking status of any conditions associated with the exemption,
 - certificate and
 - copy of delegation
- The school will also maintain a log detailing an overview of all applications and decisions made using the delegations.
- The school will record the information on the register of attendance using the appropriate codes

Congruence With Legislation and Related Policies

- Education Act
- BOS Registration Systems and Member Non-government Schools (NSW) Manual
- Attendance Policy
- Child Protection Policy

Sources

NSW Education and Training Student Welfare Directorate *Exemption from School - Procedures*

Accountabilities

The Principal is responsible for the implementation of the policy.

Appendix 1 Delegations

1. Attendance

DGS 10/1265

TAB B

INSTRUMENT OF DELEGATION – EDUCATION ACT 1990

Pursuant to section 119 of the Education Act 1990, I Verity Firth, Minister for Education and Training, hereby delegate the powers and functions set out in **column 2** to the officers occupying the corresponding class of positions in **column 4**.

Column 1	Column 2	Column 3	Column 4
ID	Delegation Title & Matter	Current Delegates	Proposed Delegates
New	<p>Attendance – School – Certificate of Exemption</p> <p>To exercise all powers under s25 concerning the granting and cancelling of a certificate of exemption from being enrolled and attending school for an indefinite period for students who have completed Year 9 of secondary education and who have been approved to undertake a full-time apprenticeship or traineeship.</p>	New delegation	<ul style="list-style-type: none"> • Director-General • Deputy Director-General, Schools • Regional Director • School Education Director • Principal of a government secondary school • Principal of a government central/community school • Principal of a registered non-government school • The person or body appointed under s40 of the Act to be the approved authority for a system or proposed system of non-government schools <p>NB: Delegates cannot delegate</p>

Signed: _____

Verity Firth

Title: Minister for Education and Training

Date: _____

14 Sept 2010

2.

DGS 12/1724

MINISTER'S APPROVAL - AMENDED EDUCATION ACT 1990 DELEGATION

INSTRUMENT OF DELEGATION - EDUCATION ACT 1990

Pursuant to [section 119](#) of the [Education Act 1990](#), I **Adrian Piccoli**, Minister for Education, hereby delegate the powers and functions set out in **column 2** to the officers occupying the corresponding class of positions in **column 4**.

Column 1 Delegation No.	Column 2 Delegation Title & Subject	Column 3 Current Delegates	Column 4 Proposed Delegates
eda019	<p>Title Attendance - School - Certificate of Exemption - up to 100 Days</p> <p>Subject To exercise all powers under s25 concerning the granting and cancelling of a certificate of exemption from being enrolled and attending school for periods totalling up to 100 days in a twelve month period.</p>	<p>Director-General</p> <p>Deputy Director-General</p> <p>Regional Director</p> <p>School Education Director</p> <p>Principal</p>	<p>Director-General</p> <p>Deputy Director-General</p> <p>Regional Director</p> <p>School Education Director</p> <p>Principal</p> <p>Principal of a registered non-government school</p> <p>The person or body appointed under s40 of the Act to be the approved authority for a system or proposed system of non-government schools</p> <p><u>"Delegates cannot delegate"</u>.</p>

Signed: _____

Adrian Piccoli

Title: **Minister for Education**

Date: _____

Appendix 2 Forms

1. Parental Application Attendance

	<p><i>Growing in Truth and Wisdom</i></p> <h2 style="margin: 0;">Application for Exemption from Attendance at School</h2>
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Student Details

Family name: _____ Given name(s): _____

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

Enrolment Registration Number (ERN): _____

Address: _____

_____ Postcode: _____

School name: _____

Date of exemption applied for: _____ / _____ / _____ to: _____ / _____ / _____

Number of school days: _____

Reason for application for exemption: _____ Please tick:

Exceptional domestic circumstances	
Other Exceptional Circumstance	
Direction under Section 42D of the <i>Public Health Act 1991</i>	
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.

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 one box) Yes No **PARENT DETAILS**

Family name: _____ Given name(s): _____

Address: _____

Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent 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 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: ____ / ____ / ____

2. Parental Application Apprenticeship/Traineeship



Growing in Truth and Wisdom

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)

Enrolment Registration Number (ERN): _____

Address: _____

_____ Postcode: _____

School name: _____

Date of exemption applied for: _____ / _____ / _____ to: _____ / _____ / _____

Number of school days: _____

Reason for application for exemption:

Please tick:

Age, where a child turns six years in 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.	<input type="checkbox"/>
Participation in full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child’s sixth birthday.	<input type="checkbox"/>
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.	<input type="checkbox"/>
Participation in a full time apprenticeship or traineeship.	<input type="checkbox"/>

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.

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 one box) Yes No **PARENT DETAILS**

Family name: _____ Given name(s): _____

Address: _____

Postcode: _____

Telephone number: _____ Relationship to student: _____


As the parent of the above mentioned 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: ____ / ____ / ____

3. Certificate Apprenticeship/Traineeship



Growing in Truth and Wisdom
**Certificate for Exemption from Enrolment at School
 under Section 25 of the Education Act 1990**

STUDENT DETAILS

Family name: _____ Given name(s): _____

Date of birth: _____ (dd) / _____ (mm) / _____ (year)

Address: _____

_____ Postcode: _____

School name: _____

School's telephone number: _____

Date of exemption from: ___ / ___ / ___ to: Completion of the apprenticeship/ traineeship

This exemption is granted for the sole purpose of completion of education by completion of a full time apprenticeship/traineeship commencing in Year 10.

1. The training contract is approved by State Training Services.
2. If the arrangement with the employer ceases the above named student must satisfy compulsory schooling requirements (i.e. complete Year 10 at school or at TAFE).
3. The employer must notify DEC in writing, through the principal, if the above named student does not complete the qualification or departs the program before the age of 17.

It has been explained to the parent of the above mentioned 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.

Name of Principal: _____

Signature of Principal: _____ Date: ___ / ___ / ___

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

4. Certificate Attendance



Growing in Truth and Wisdom
**Certificate for Exemption from Attendance at School
 under Section 25 of the Education Act 1990**

STUDENT DETAILS

Family name: _____ Given name(s): _____

Date of birth: _____ (dd) / _____ (mm) / _____ (year)

Address: _____

_____ Postcode: _____

School name: _____

School's telephone number: _____

Date of exemption from: _____ / _____ / _____ to: _____ / _____ / _____

Reason for the exemption:

Conditions of the exemption (note: for a part day exemption the hours of program participation must be specified, including the plan to have the student attend school full time).

It has been explained to the parent of the above mentioned 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.

Name and position of delegate: _____

Signature of delegate: _____ Date: ____ / ____ / ____

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

Appendix 3 42D of the Public Health Act**PUBLIC HEALTH ACT 1991 - SECT 42D****Duties of principals and directors when there is an outbreak of a vaccine preventable disease****42D Duties of principals and directors when there is an outbreak of a vaccine preventable disease**

- (1) The principal of a school, or the director of a child care facility, must, on becoming aware that a child enrolled at the school or facility is suffering from a vaccine preventable disease, inform the [medical officer of health](#) for the [medical district](#) where the school or facility is located that the child is suffering from the disease.
- (2) On being informed that a child is suffering from a vaccine preventable disease, a [medical officer of health](#) may, for the purpose of preventing the spread of the disease, direct the principal of the school, or the director of the child care facility, at which the child is enrolled to do either or both of the following:
- (a) to send or deliver to the parent of the child, and of every child at risk who is enrolled at the school or facility, a notice to the effect that, unless the requirements specified in the notice are complied with in respect of that parent's child within the period so specified, that child is to be excluded from the school or facility for the duration of the outbreak of the disease (as determined by that medical officer),
 - (b) to take such other action with respect to the child suffering from the disease and the children at risk as may be specified in the direction.
- (3) In giving a direction under subsection (2), a [medical officer of health](#) must comply with such guidelines as may be issued from time to time by the [Director-General](#).
- (4) On receiving a direction under subsection (2), the principal or director must comply with the direction.
- (5) A principal who has sent or delivered a notice referred to in subsection (2) (a) must ensure that the child to whom the notice relates is excluded from the school or child care facility concerned for the duration of the outbreak of the disease (as determined by the [medical officer of health](#) concerned), unless the requirements specified in the notice have been complied with within the period so specified.
- (6) Subsections (1) and (2) do not apply when the school or child care facility is closed for a public holiday or vacation, unless the school or facility would reopen before the end of the duration of the outbreak of the disease (as determined by the [medical officer of health](#) concerned).
- (7) A member of the staff of a school or child care facility must not, except as provided by this section, subject a child who attends or is seeking to attend the school or facility to any detriment because of the child's immunisation status.