



ST. PETER'S
Anglican Primary School

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Exemption from Enrolment and Attendance



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VERSION CONTROL/CHANGE HISTORY

Version	Change	Author	Date
1.0	Creation of Policy	B Gorman	February 2014
2.0	Reviewed and updated	Executive	February 2015
3.0	Reviewed and updated	Executive	February 2017

Next to be reviewed: February 2019

"The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards."



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 / carers 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 /Carers application in accordance with the guidelines from NSW Department of Education and Communities.

Procedure

- Parents / Carers 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.
- 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 parents / carers.
- Where the application is not supported, the principal will notify the parents / carers 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.

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 carer.



- The school notifies parents and/or carers 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 Administration 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 / carers.
- Name and contact telephone of parents/carers. Collected at enrolment and entered into school based database. Regular, annual updates are requested of parents / carers.
- 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 /Carers 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 /carers



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 / carers can apply for exemption from attendance from school.
2. The application for exemption from attendance must be in writing by completing Form D.
3. Specific applications for exemption from attendance are required for participation in elite sporting programs (see Form E).
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 / carers.
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 (FORM A)

To be completed by the student's parents / carers.

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 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.

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



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 / Carer Details

Family Name: _____ Given Name(s): _____

Address: _____

Postcode: _____

Telephone: _____ Relationship to student: _____

As the parent / carer 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 believe is 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: ____ / ____ / ____



CERTIFICATE FOR EXEMPTION FROM ENROLMENT AT SCHOOL

Under Section 25 of the Education Act 1990.

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 / carer of the abovementioned student that they are responsible for his/her supervision during the period of exemption. The parent / carer 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



REASONS FOR GRANTING EXEMPTIONS FROM ENROLMENT OF 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.



Application for Exemption from Attendance at School

NOTE: PART A is to be completed by the student's parent/Carer and returned to St Peter's Anglican Primary School. If exemption is sought for more than one student, separate applications must be made for each student. Student's parent/Carer to sign page 2.

PART A - STUDENT DETAILS

Family name: _____ Given name(s): _____

Age: _____ Date of birth: ____/____/____ Grade/Class: _____

Student address: _____

_____ Postcode: _____

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

Number of school days: _____

REASON FOR APPLICATION FOR EXEMPTION (Please tick)

Holidays

Exceptional domestic circumstances

Other exceptional circumstance

Direction under section 42D of the *Public Health Act 1991*

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.

PARENT / CARER DETAILS

Family name: _____ Given name(s): _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent / carer of the above mentioned student, I hereby apply for a Certification 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 may be cancelled at any time.
- The exemption is subject to the conditions listed on the Certificate of Exemption.



I declare the information provided in this application for a Certificate of Exemption is to the best of my knowledge and believe is accurate and complete. I recognise that should statements in this application later prove to be false or misleading, any decision as a result of this application may be revised. 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/Care: _____ Date ____/____/____

PRIVACY STATEMENT

St Peter's Anglican Primary School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. 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 used or disclosed for the following purposes:

- To keep parents / carers informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- Day to day administration of the school
- Looking after pupils educational, social and medical welfare
- 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. St Peter's Anglican Primary School may also store personal information in the "cloud" which may mean that it resides on servers which are situated outside Australia. 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.

PART B - Approval for requests exceeding 100 school days

To be completed by the Head of School where the exemption period requested exceeds 100 school days and forwarded to the Student Welfare Directorate, NSW Department of Education and Communities for approval.

I recommend that this application from attendance at school is (please tick one box):

Granted

Not granted

Please provide more detail here (if required):

Signature of Head of School: _____ Date: ____/____/____



Application for Exemption from Attendance at School for Elite Sports (FORM E)

Note: Part A is to be completed by the student's parent/Care 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: ____/____/____ Grade/Class: _____

Student address: _____

_____ Postcode: _____

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

Number of school days: _____

Individual dates applied for (if applicable): _____

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 / CARER DETAILS

Family name: _____ Given name(s): _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent / Carer 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 Parent/Care: _____ Date ____/____/____

PRIVACY STATEMENT

St Peter's Anglican Primary School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. 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 used or disclosed for the following purposes:

- To keep parents / carers informed about matters related to their child's schooling, through correspondence, newsletters and magazines
- Day to day administration of the school
- Looking after pupils educational, social and medical welfare
- 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. St Peter's Anglican Primary School may also store personal information in the "cloud" which may mean that it resides on servers which are situated outside Australia. 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.



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: _____

Date: _____ / ____ / ____