

Australian Islamic College of Sydney

Student Attendance Policy



Australian Islamic College of Sydney policies have a commitment to Australian Islamic ethos and values, and should be read in conjunction with other policies and procedures and with relevant legislation.

POLICY REVIEW

The policy will be reviewed not less frequently than once every two years or when requirements change.

POLICY DATES

Implemented	March 2019	Reviewed	August 2023 November 2024 January 2025
Next Review Due		January 2027	
POLICY OWNER		POLICY APPROVER	
Mohammad Riaaz Ali PRINCIPAL		AICS Board	

Purpose

In order to obtain the best possible education, it is important for students to attend College on a daily basis. The entire process of education requires regular classroom participation to achieve continuity of instruction and learning experiences.

The Australian Islamic College of Sydney (AICS) aims to achieve a College-wide standard of academic excellence and acknowledges that one of the most important ways of achieving this is through the regular attendance of lessons by students. This is the key to maintaining continuity in learning and achieving academic success. The College staff, in partnership with parents, are jointly responsible for promoting the regular attendance of students. This Policy outlines principles, responsibilities and the procedures at the AICS to encourage regular student attendance at the College.

Policy

The Principal of Australian Islamic College of Sydney (AICS) maintains a register, in a form approved by the Minister, of the enrolments and daily attendances of all children at the school, which includes information for each student as required by section *B7 Enrolment and attendance* of the *NESA NSW Registered and Accredited Individual Non-government Schools Manual*.

Student absence and variation to attendance will be recorded using the Minister's codes.

AICS attendance staff will monitor student attendance data and implement intervention strategies to improve unsatisfactory attendance of students in consultation with the Principal.

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

The principal may exercise the Minister's delegation under Section 25 of the *Education Act* in relation to granting and cancelling a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

Section 22 of the *Education Act* (1990) states that it is the duty of the parent of a child of compulsory school-age (6 years – 17 years) to ensure that:

- The child is enrolled at and attends a government school or a registered non-government school or be registered for home schooling with the relevant authority.
- All students who are enrolled at a school are expected to attend the school every day the school is open for instruction.

An attendance register is maintained by the Principal and made available for inspection during school hours by an authorised person (in accordance with section 24 of the Act).

Exemptions from Attendance and Enrolment

Under section 25 of the *NSW Education Act 1990* a child may be eligible for an exemption from enrolment or attendance if the NSW Minister for Education and Early Learning (or delegate) is satisfied that conditions exist which make it necessary or desirable.

The NSW Minister for Education and Early Learning has delegated the authority to Independent school principals (AICS is included) to grant and cancel certain types of exemptions for students enrolled at their school.

These exemptions include two different types:

- exemptions from enrolment
- exemptions from attendance.

The Principal has the authority to approve and cancel exemptions from enrolment and exemptions from attendance. There is no obligation for the Principal to grant an exemption for a student at AICS.

The Principal have been delegated the authority to grant or cancel the following **exemptions from enrolment** on behalf of the NSW Minister for Education and Early Learning:

- delayed commencement of Kindergarten due to age, where a child turns six years on or after 1 October or later in a school year
- delayed commencement of Kindergarten due to health, learning or social needs 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
- leaving school in Year 10 in special Circumstances – for apprenticeships and traineeships only.

Parent/carer(s) must make an application for an exemption directly to the school in advance (at least one-month notice) of the requested exemption period.

The Principal has been delegated the authority to grant or cancel **exemptions from attendance** for students in the following circumstances on behalf of the NSW Minister for Education and Early Learning:

- engagement in approved entertainment industry activities
- participation in elite arts or elite sporting events
- exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate).

Exemptions from attendance can be approved for part or whole days. They can be approved for individual days or for multiple consecutive days for a defined period of time.

Parent/carer must make an application for an exemption directly to the school in advance (at least one-month notice) of the requested exemption period.

Another reason for an exemption from attendance may include:

- Direction under the *Public Health Act 2010*.

A parent/carer does not need to apply for an exemption in the case of a Public Health Act directive.

Applications for exemptions must be made in advance of the period sought on an application form provided by the school. Supporting documentation will be required to support the application.

Exemptions cannot be applied for the reason of travel or extended leave.

Students under the age of 17 who are enrolled at AICS are required to attend the School regularly and punctually.

Staff of the AICS ensure that students are in class each day and on time for every class in order to provide the best possible learning situation for every student. We acknowledge that there are exceptional circumstances when a student cannot be at the School.

Responsibilities

Parent/ caregiver of students enrolled at AICS are responsible for:

- ensuring that their child attends the College daily and on time
- informing the college before 8:30am if their child is going to be late or absent on a particular date
- explain any partial or whole day absences of their child from the College as soon as possible following the absence (ideally the day of the child returning to the College following the absence)
- taking any necessary measures to resolve attendance related issues involving their child
- attending any scheduled meetings regarding the leave or absence of their child
- planning family vacations to coincide with scheduled College vacations
- informing the College when the child leaves the College, providing information about reasons for leaving the College and the next school/College the child will be attending.

Students of the AICS are responsible for:

- attending College daily and on time
- attending all classes, participating fully and to the best of their ability
- making up work missed as soon as possible after an absence and within the time designated by the subject teacher

College Staff are responsible for:

- marking period by period attendance of secondary school students on Seqta
- marking roll call and period 1 attendance of primary school students on Seqta
- supporting the regular attendance of students by providing a caring teaching and learning environment which fosters students' sense of wellbeing and belonging to the College community
- recognising and rewarding improved student attendance
- maintaining accurate records of student attendance
- implementing programs and practices to address attendance issues when they arise
- providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance
- ensuring that they adhere to and apply all attendance related procedures
- ensuring that they are particularly vigilant when marking attendance and check that their records are up to date and accurate
- ensuring that they follow up any unexplained partial or whole day absences with parents/ guardians
- notifying parents/guardians or relevant authorities of students' absence
- ensuring students are safe and do not exit and or leave the premises without permission
- following up on any student suspected to be truanting by notifying parents/guardians and or authorities where required
- informing parents/guardians of attendance requirements
- investigating all cases of unsatisfactory attendance
- monitoring student attendance data to identify unsatisfactory attendance.

The Principal is responsible for ensuring that:

- students are enrolled as per Education Act 1990 requirements
- parents/guardians are complying with College attendance and enrolment procedures
- staff strictly adhere to College attendance procedures
- staff are trained and receive the necessary information and support to ensure that all attendance records are both accurate and stored in a safe and appropriate manner
- all acceptance and or denial of leave requests are communicated
- staff are nominated to handle student enrolments
- staff are nominated to maintain attendance registers and records of attendance and absence
- where a student is absent for a prolonged period without explanation, has to have an attendance improvement plan and ensure correct reporting to School Liaison Officer.
- The Minister's delegation to grant or cancel exemptions are exercised
- Records of exercising the delegation, including certificates issued under it is maintained.

Procedures

Arrival

- All students (K to 12) are expected to arrive at the College by 8.25am.
- Roll call begins at 8.30am; class teachers are expected to mark the roll using Seqta system by 8.45am. (The codes are as approved by the Minister). In the event that technical difficulties are experienced each roll call teacher is issued with a 'paper roll' (collect from your pigeon hole) and the roll is marked manually. This is then updated by the Attendance Officer once connectivity is restored.
- Students who arrive after 8.30am are noted as partial absence, issued with late notes at the reception by the office staff. Late notes are issued electronically using the Seqta system. Thus students' late arrival is automatically recorded in the attendance system.

Non-Attendance

Where a student has been marked as absent and they have not arrived at the College by 9.30am an SMS notification is sent to the parent/guardian stating that the child is marked absent and to provide a reason for their absence (refer to SMS notification template on page 13).

Early Departure Procedure

Please refer to the AICS Student Leave Policy on the College's website.

Unexplained Absences

Absences that are not explained are required to be followed up by the Attendance Officer. Attendance Officer sends an Absent/Late Follow up Letter every week (refer to page 13) to those parents who have not responded to the daily Absent SMS. Wellbeing Coordinator identifies and is being notified of habitual absentees and late arrivals. On a case by case basis attendance improvement strategies are implemented to iron out any student attendance issues.

There are a number of strategies that can be implemented in attempting to restore a student's attendance in accordance with the school's policy and procedures. A strategy, that can be effective in restoring the unsatisfactory attendance of a student, is putting the student on an Attendance Improvement Plan whereby undertakings are made by the student (where applicable), the parent/s and the school that intend on restoring the student's attendance to a satisfactory level. If strategies such as the Attendance Improvement Plan are not successful in restoring the attendance of the student then further action may be pursued by the Principal.

Should an Attendance Improvement Plan fail to restore absence, the College will consider the legislation in determining whether the matter meets Risk of Significant Harm (ROSH). There should be significant consideration given to the online [Mandatory Reporter Guide](#)

(MRG), specialist advice and professional judgment, where there are concerns about suspected risk of harm. In accordance with the MRG, *Neglect Education - Habitual Absence* is defined as 'The child/young person is of compulsory school age (6 years to current leaving age (17)) AND is habitually absent'. 'Habitually absent' is a minimum of 30 days absence within the past 100 school days. However, the Principal may consider other factors, such as the student's age and learning support needs in deciding on action earlier than the 30 days indicated. Other decision trees can be used if the underlying issues impacting on school attendance are also of concern. For example, concerns around the care of the child/young person, neglect: supervision or the child/young person is a danger to themselves or others.

If attendance remains unsatisfactory after the Attendance Improvement Plan, The College will pursue further action such as Secretary's Compulsory Schooling Conference with DoE. If attendance issue remains unresolved after the Conference the College may apply to Children's Court for Compulsory Schooling Orders/Conference. Breach of these legislations may have severe penalties including fine up to \$11,000.

Attendance Record

All attendances are marked electronically in Setqa and data can be retrieved at any time. AICS also keeps backup attendance report separately on our network and off site. All responses received through emails and other form of communication are recorded directly in Setqa and any document received is uploaded in relevant student's file in our online data base.

Backup of Data

The school has a replica server located at our Abraham Street campus. The attendance officer also keeps one copy of the attendance data on admin folder on a termly basis.

Strategies to Promote 100% Attendance

At the AICS we promote 100% attendance by planning and providing engaging lessons/ learning experiences which have a clear focus that meet students' needs and therefore enable every student at the AICS to succeed. Monitoring of every student's attendance and effective communication with parents supports improvement in attendance and achievement levels.

At AICS, staff encourage attendance by consistently applying the following strategies:

- Promote the importance of school to parents
- Make teachers known to parents so that communication about attendance is ongoing
- Encourage involvement in school events
- Require staff to monitor and identify the early warning signs of irregular school

attendance:

- Missing lessons during a school day
- Arriving late for school or classes
- Leaving early from school, with patterns of this occurring
- Many days absent, either unexplained or citing 'family reasons'
- Being the victim of bullying or harassment

AICS recognises positive attendance records through presentations at assemblies and annual award ceremonies.

Selected school attendance practices have been identified as having a positive effect in encouraging students to regularly attend school classes

The strategies currently implemented at the Australian Islamic College of Sydney (AICS) are:

Strategy 1: Teachers are trained in SEQTA System

Teachers are trained in SEQTA system so they can analyse data. Teacher can see any student's attendance data for any week, month, three months, year or all times. This enables teachers to find out any attendance related issue or pattern such as number of absences, number of late arrivals or number of early leave.

Strategy 2: Extracurricular activities for students

Students are involved in extracurricular activities such as debating competitions, lunch sports, PDHPE sports' Gym and camps. The College also encourages involvement of students on excursions. Excursions with high involvement of student activities always have a high rate of attendance.

Strategy 3: Awarding of certificates

Students with a very low rate of absenteeism are awarded at the assemblies. Students who have 100% attendance rate for the whole year are awarded at the end of year with an 'Excellent Attendance Certificate, Trophy and gift'.

Strategy 4: Involvement of the School Counsellor

The School Counselor is already counseling certain students who may be facing family issues. The method of engagement of the Counselor has always encouraged students to see her when they have family or personal concerns. This allows students not to be absent and have someone to talk to when they have issues or concerns. The counselor also organizes mental health and wellbeing workshops.

Strategy 5: Timely information to parents

Through Seqta parents can be timely informed via SMS if their child is absent from school by 9:30 - 10:00am. Regular correspondence goes out to the parents via SMS and letters, in regards to the student being late or absent. This enables parents to be aware of their child's

absenteeism and to be mindful using the advice of the College to utilise an approach which can help their child not be absent or late in the future.

Strategy 6: Passionate about subject

AICS knows the importance of employing teachers who show a passion for the subject they are teaching. Teachers need to be dedicated about the subject they are teaching as studies have shown this plays a positive impact on the students' mentality and approach towards the particular subject. Even more importantly, teachers must display they are willing to assist and help students to do well in those areas. AICS currently run extra support classes after school for students. Some teachers have utilised their own break times to assist students. Students like this and see that the teacher is caring and is trying to help them succeed.

Strategy 7: Classroom strategies

Teachers at AICS have been refining their classroom strategies. The effect of that with fair and consistent discipline, has increased student attendance and student achievement. Teachers have begun to recognise and praise industrious behaviour – things like genuinely wanting to do well at something, working hard to achieve it, and persisting even when things go wrong. The second is to fix small or potential issues early, using techniques such as positive correction, redirection and warnings. However, the key strategy is what Robert Marzano calls 'with-it-ness' – a routine state of awareness about what is going on in the classroom. It is this 'with-it-ness' that enables a teacher to catch students doing things right and to address minor misbehaviour without having to resort to punitive measures.

Strategy 8: Becoming a better teacher

This strategy is a part of the College's discipline policy. Students are more likely to come to school if they are succeeding, and they are more likely to succeed if they are taught well. Teachers help students to master the material they are meant to learn based on evidence-based teaching strategies and ensure that everything taught is underpinned by evidence-based principles. The strategy that is particularly linked to school attendance is *adjunct questioning*. Adjunct questioning involves asking students to show their understanding of something before moving onto the next part of the lesson. AICS implement this strategy by running FLIP class sessions.

Strategy 9: Communication with parents

AICS teachers communicate with parents on a regular basis via telephone, diary or in person. Students, whose parents value education, and more specifically attendance, are far less likely to have high levels of avoidable absence. Therefore, teachers should spend time explaining the value of education to parents during any contact made. There is a clear link between education and students' subsequent *wellbeing*. Teachers need to get this message to parents and ask them to reinforce it with their children, coupling with this, the general message of the link between school attendance and how well students subsequently do at school. Teachers at AICS repeat this message at every opportunity, including parent information nights, newsletters and parent-teacher interviews.

Strategy 10: Having roll call teachers

The College has an established roll call room period in the Secondary school section with the students remaining with the same roll call teacher as far as possible. The roll call teachers are responsible for monitoring their students' attendance records. This current strategy allows the roll call teacher to develop a care-taker bond with the students and allows students to develop an openness with the teacher as a bond has developed over the years. The same is done with year advisors.

Strategy 11: Breakfast Club

Students are provided breakfast at the school before classes start which makes students come to school on time and focus in class as they are not hungry.

Future strategies which AICS plans to implement to further minimize absenteeism:

Strategy 1: Competitive sports

Currently the College has house colours and currently an Athletics Carnival is held in September annually. It is the aim of the College to implement a more competitive sports environment within the College. The students will stay within their current house colours and enroll themselves in competitive sports of choice such as: cricket, touch football, soccer, basketball, table tennis and badminton. Establishing a sense of healthy competition will help the students to develop a sense of team-work, achievement, a respect for rules and an enthusiasm toward sports.

Strategy 2: Term Attendance certificates

Introducing Term Attendance certificates to students will encourage them to be proactive in coming to school early and not being absent. Currently certificates are awarded at the end of the year, but to introduce during the term would inspire students to achieve positive attendance. Small prizes such as movie tickets or theme parks tickets will also be awarded.

Strategy 3: Organising after school gatherings with parents

It is important to educate parents on the importance of attendance by having stage assemblies after school. Attendance improves when the College community offers a warm and welcoming environment that engages students and families and offers enriching learning opportunities. A key component of the engagement is helping families learn about the positive impact of good attendance and the negative effects of chronic absenteeism on realising their hopes and dreams for their children. Parents may not realise that even excused absences can affect their child's school grades (such as when taking the child out of school for holidays during or at the end of the school year).

Strategy 4: Involvement of the Local Council and other school supporting bodies

The College can liaise with the Local Council of Blacktown to award certificates of attendance to the students and send a positive message that attending school is very important. Also approaching sports federation bodies to award and attend school sporting events would encourage students to attend school regularly.

Strategy 5: Creating awareness around the school with posters and videos

Posters and videos can be a constant visual reminder for parents and students. Putting up posters in the school in different languages so that all parents and students from different backgrounds can understand the importance of attendance and its effects on the child's education and future. These posters can be designed by students thus creating a sense of belonging. These posters can also be a part of a poster competition which will encourage students to create well designed and creative material. Visual material such as a short video on positive attendance can be created by students and uploaded to their student accounts can be a fun reminder of school attendance.

Strategy 6: Establishing an Attendance Committee

Establishing an Attendance Committee in the College comprising of a student and teacher body who can run all the major events in relation to getting the regular attendance message across. The students in the committee will be responsible for the organisation and running of assemblies, meetings and competitions relating to positive attendance. The teachers in the committee will be a support and guide to encourage students with high rate of absenteeism to be a part of this committee.

Strategy 7: Changing Ramadan timings

The College imparts an interest in religious activities. However, historically in Ramadan, the College has faced a vast drop in student attendance. During Ramadan, students are involved in late night and early morning religious activities which can cause them to be absent from school. The college can implement a change in the timings for Ramadan so that the students have a chance to wake up and get to school. In the past, the College closed 40 minutes earlier than regular College timings. But rather than finishing early, the College can start late i.e. not 8.30am but 8:50am and close at 2.50pm rather than 2.30pm.

Scheduled Absences/Leave Procedure

Parents and caregivers are supplied with the College term dates at the start of each academic year. At this point and regularly via school newsletter you are advised to only schedule holidays during the official College holiday periods. Please refer to the student leave policy on the school website for all other type of student leave policy and procedure including extended leave for travel.

Student Enrolment Destination Unknown Notification

This form (refer to Appendices) has been prepared to provide a Department of Education Home School Liaison Officer (HSLO) with details where the enrolment destination of a student of compulsory school age is unknown.

APPENDIX

SMS Notification Template

"<First Name> is marked absent at AICS on <Date Today>. Please send a note with <First Name> explaining the absence. AUTOMATED MESSAGE, DO NOT REPLY"

Absent/ Late Follow Up Letter



A message from Australian Islamic College of Sydney

Dear {salutation and name of parent}

Please note that your child, {firstname} {surname} of ({class}), was either absent or late on the dates indicated below **[date only indicates Full Day Absence, and Date with (L) indicates Late Arrival on that date]**. Please provide reason(s) of absence or late arrival, as soon as possible, by replying to this email. Please type in a short reason in the box provided against each date.

{block_dates_1}

Date	Reason
10March/2025	
11 March 2025 (L)	

Kind regards
AICS Attendance



Australian Islamic College of Sydney

33 Headcorn Street Mt DRUITT, NSW 2770 A.B.N:60 085 245 245

(02) 9933 6900 Email: info@aics.nsw.edu.au Website: www.aics.nsw.edu.au

Student Enrolment Destination Unknown Notification

This form has been prepared to provide a Department of Education Home School Liaison Officer (HSLO) with details where the enrolment destination of a student of compulsory school age is unknown.

Name of School:
Location of School:
School contact details:

Student Details

Student Name:
Date of Birth:
Last known address:
Last day attended:
Has the student enrolment been withdrawn and parent notified (date):

Parent Details

Parent Name (s):
Contact Details:

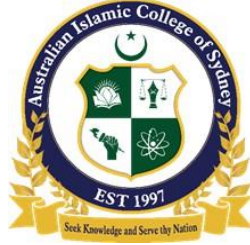
Further Information

Possible destination
Other relevant Information:

Any risks associated with contacting the student or parent?
Outline what efforts the school has taken to locate the child/children

Principal Name:
Principal Signature:
Date:

Return to: NSW Department of Education: attendance@det.nsw.edu.au



Application - Exemption from Attendance Employment in the Entertainment Industry

Part A: To be completed by the student's parent/carer

Student Details

Family name: _____ Given name(s): _____

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

Address: _____

Postcode: _____

School name: AICS

REASON FOR APPLICATION FOR EXEMPTION

EMPLOYMENT IN THE ENTERTAINMENT INDUSTRY

☐

ADDITIONAL INFORMATION

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

SUPPORTING DOCUMENTATION

SUPPORTING DOCUMENTATION PROVIDED

Yes ☐ No ☐

List: _____

NOTE: A schedule of participation from the employer, company or corporation must be attached with contact names and numbers. Where the reason for application for exemption includes travel arrangements to be able to be employed in the entertainment industry, copies of travel documentation should be included with the application as the school requires evidence of the student's travel.

FULL TIME Or PART TIME EXEMPTION

FULL TIME ☐

PART TIME ☐

PERIOD OF EXEMPTION

Please complete a, b or c.

a) Dates of exemption applied for (if consecutive days): ____ / ____ / ____ to: ____ / ____ / ____

Number of school days: ____

b) Dates of full school days applied for (if not consecutive days): _____

Number of school days: ____

c) If applying for part time exemption (if partial day exemption):

Number of school days: ____

Date	Hours of exemption
e.g. 3/2/2025, 7/2/2025, 12/2/2025	8:30am-11.30am

DETAILS OF PRIOR / CURRENT EXEMPTIONS (if applicable)

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

Number of school days*: ____

Copy of prior/current Certificate of Exemption attached: (Please tick one box)

YES ☐

NO ☐

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 Certificate of Exemption from attendance at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for their 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 / CARER: _____

DATE: ____ / ____ / ____

Part B: To be completed by employer

EMPLOYER DETAILS

Name of company/corporation: _____

Address: _____

Postcode: _____

Telephone number: _____

Email address: _____

(Please attach and tick):

DETAILED ITINERARY / WORK SCHEDULE FOR THE PERIOD OF EXEMPTION Yes ☐ No ☐

EVIDENCE OF TUTOR'S TEACHING QUALIFICATIONS Yes ☐ No ☐

OTHER DOCUMENTATION Yes ☐ No ☐

List: _____

NAME OF EMPLOYER: _____

EMPLOYER'S SIGNATURE: _____

DATE: ____ / ____ / ____

Part C: To be completed by the Minister's Delegate

To be completed by the Principal as the Minister's Delegate

Following consideration of this application for exemption from attendance, I am/am not (delete whichever does not apply) satisfied that conditions exist that make it necessary and/or desirable for _____ (name of student) be exempt from attendance at school.

I recommend that a Certificate of Exemption be (please tick):

GRANTED ☐

NOT GRANTED ☐

NAME AND POSITION OF DELEGATE: _____

DELEGATE'S SIGNATURE: _____

DATE: ____ / ____ / ____ NOTIFICATION OF APPLICANT: ____ / ____ / ____

Note: The delegate is requested to provide a Certificate of Exemption if exemption is granted.



Application - Exemption from Attendance Elite Sport or Elite Arts Program

Part A: To be completed by the student's parent/carer

Student Details

Family name: _____ Given name(s): _____

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

Address: _____

Postcode: _____

School name: AICS

REASON FOR APPLICATION FOR EXEMPTION

ELITE ARTS PROGRAM ☐

ELITE SPORTS PROGRAM ☐

NAME OF ELITE ARTS OR ELITE SPORT PROGRAM: _____

ADDITIONAL INFORMATION

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

SUPPORTING DOCUMENTATION

A schedule of participation, training or tour itinerary from the arts body or sporting body (e.g. Australian Institute of Sport) or other equivalent documentation must be attached with contact names and numbers.

SUPPORTING DOCUMENTATION PROVIDED

Yes ☐ No ☐

List:

NOTE: Where the reason for application for exemption includes travel arrangements for participants in the elite arts or sports event/program, copies of travel documentation should be included with the application as the school requires evidence of the student's travel.

FULL TIME or PART TIME EXEMPTION

FULL TIME ☐

PART TIME ☐

PERIOD OF EXEMPTION

Please complete a, b or c.

a) Dates of exemption applied for (if consecutive days): ____ / ____ / ____ to: ____ / ____ / ____

Number of school days: ____

b) Dates of full school days applied for (if not consecutive days): _____

Number of school days: ____

c) If applying for part time exemption (if partial exemption):

Number of school days: ____

Date	Hours of exemption
e.g. 3/2/2025, 7/2/2025, 12/2/2025	8:30am-11.30am

DETAILS OF PRIOR / CURRENT EXEMPTIONS (if applicable)

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

Number of school days*: ____

Copy of prior/current Certificate of Exemption attached: (Please tick one box)

YES ☐

NO ☐

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 Certificate of Exemption from attendance at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for their 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 / CARER: _____

DATE: ____ / ____ / ____

Part B: To be completed by the Minister's Delegate

To be completed by the Principal as the Minister's Delegate

Following consideration of this application for exemption from attendance, I am/am not (delete whichever does not apply) satisfied that conditions exist that make it necessary and/or desirable for _____ (name of student) be exempt from attendance at school.

I recommend that a Certificate of Exemption be (please tick):

GRANTED ☐

NOT GRANTED ☐

NAME AND POSITION OF DELEGATE: _____

DELEGATE'S SIGNATURE: _____

DATE: ____ / ____ / ____ NOTIFICATION OF APPLICANT: ____ / ____ / ____

Note: The delegate is requested to provide a Certificate of Exemption if exemption is granted.



Application - Exemption from Attendance Exceptional Circumstances

Part A: To be completed by the student's parent/carer

Student Details

Family name: _____ Given name(s): _____

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

Address: _____

Postcode: _____

School name: _____

REASON FOR APPLICATION FOR EXEMPTION

EXCEPTIONAL CIRCUMSTANCES ☐

ADDITIONAL INFORMATION

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

SUPPORTING DOCUMENTATION

SUPPORTING DOCUMENTATION PROVIDED

Yes ☐ No ☐

List: _____

FULL TIME Or PART TIME EXEMPTION

FULL TIME ☐

PART TIME ☐

PERIOD OF EXEMPTION

Please complete a, b or c.

d) Dates of exemption applied for (if consecutive days): ____ / ____ / ____ to: ____ / ____ / ____

Number of school days: _____

e) Dates of full school days applied for (if not consecutive days): _____

Number of school days: _____

f) If applying for part time exemption (if partial exemption):

Number of school days: _____

Date	Hours of exemption
e.g. 3/2/2025, 7/2/2025, 12/2/2025	8:30am-11.30am

DETAILS OF PRIOR / CURRENT EXEMPTIONS (if applicable)

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

Number of school days*: _____

Copy of prior/current Certificate of Exemption attached: (Please tick one box)

YES ☐

NO ☐

parent / carer details

Family name: _____ **Given name(s):** _____

Address: _____

_____ **Postcode:** _____

Telephone number: _____ **Relationship to student:** _____

As the parent/carers 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 their 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 / CARER: _____

DATE: ____ / ____ / ____

Part B: To be completed by the Minister's Delegate

To be completed by the Principal as the Minister's Delegate

Following consideration of this application for exemption from attendance, I am/am not (delete whichever does not apply) satisfied that conditions exist that make it necessary and/or desirable for _____ (name of student) be exempt from attendance at school.

I recommend that a Certificate of Exemption be (please tick)

GRANTED ☐

NOT GRANTED ☐

NAME AND POSITION OF DELEGATE: _____

DELEGATE'S SIGNATURE: _____

DATE: ____ / ____ / ____ NOTIFICATION OF APPLICANT: ____ / ____ / ____

Note: The delegate is requested to provide a Certificate of Exemption if exemption is granted.



Application - Exemption from Enrolment (Age or Health, Learning, Social Needs or Disability)

Part A: To be completed by the student's parent/carer

Student Details

Family name: _____ Given name(s): _____

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

Address: _____

Postcode: _____

School name: _____

REASON FOR APPLICATION FOR EXEMPTION

a. Age, where a child turns 6 on or after 1 October in a school year and:

- ☐ is engaged in full time preschool education at an accredited preschool for the remainder of that school year.

OR

- ☐ is engaged in a full or part-time accredited preschool program for students with disabilities for the remainder of that school year.

OR

b. ☐ The health, learning or social needs or disability of a child:

- where the child would benefit from continuation of an individual program supported by medical specialists due to health, learning or social needs, or disability for no longer than six months after a child's sixth birthday.

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

SUPPORTING DOCUMENTATION

Please attach any additional evidence to support your application. For all exemptions from enrolment, the child must have a transition to school plan that the school will provide included as part of this application. Other supporting documentation may be required, such as documentation of an individual program(s) that support the child's needs, medical professional documentation or evidence of continuing engagement in an accredited preschool.

SUPPORTING DOCUMENTATION PROVIDED

Yes ☐ No ☐

List: _____

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 Certificate of Exemption from enrolment at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- 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/CARER: _____

DATE ____ / ____ / ____

Part B: To be completed by the Minister's Delegate

To be completed by the Principal as the Minister's Delegate

Following consideration of this application for exemption from enrolment, I am/am not (delete whichever does not apply) satisfied that conditions exist that make it necessary and/or desirable for

_____ (name of student) be exempt from enrolment at school.

I recommend that a Certificate of Exemption be (please tick):

GRANTED ☐

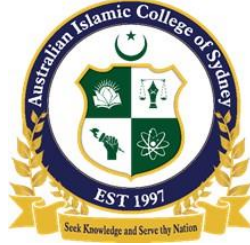
NOT GRANTED ☐

NAME AND POSITION OF DELEGATE: _____

DELEGATE'S SIGNATURE: _____

DATE: ____ / ____ / ____ NOTIFICATION OF APPLICANT: ____ / ____ / ____

Note: The delegate is requested to provide a Certificate of Exemption if exemption is granted.



Application - Exemption from Enrolment (Apprenticeship or Traineeship)

Part A: To be completed by the student's parent/carer

Student Details

Family name: _____ Given name(s): _____

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

Address: _____

Postcode: _____

School name: _____

Date of exemption from: ____ / ____ / ____ *to:* ____ / ____ / ____ (date student turns 17)

DETAILS OF PRIOR / CURRENT EXEMPTIONS (if applicable)

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

Number of school days*: _____

Copy of prior/current Certificate of Exemption attached: (Please tick one box)

YES ☐

NO ☐



Attach as required.

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 Certificate of Exemption from attendance at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for their 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 / CARER: _____

DATE: ____ / ____ / ____

Part B: To be completed by the employer

NAME OF EMPLOYER: _____

Family name: _____ Given name(s): _____

Address: _____

Postcode: _____

Telephone number: _____ Email address: _____

The employer agrees to notify the Department of Education in writing if the apprenticeship or traineeship is abandoned or cancelled before the student turns 17

EMPLOYER SIGNATURE: _____

DATE: ____ / ____ / ____

NAME OF REGISTERED TRAINING ORGANISATION: _____

Address: _____

Postcode: _____

Telephone number: _____ Email address: _____

Part C: principal's assessment

- A. The student has completed Year 9 and is not yet 17 years of age and the principal considers that in all circumstances the student is a suitable candidate to complete his or her education through an apprenticeship or traineeship
Yes ☐ No ☐
- B. The principal has advised the parent and student that if the student does not complete the apprenticeship or traineeship, he or she will not have completed Year 10 and will be legally required to do so under another pathway of the Act
Yes ☐ No ☐
- C. The principal has advised the parents of the following conditions:
- That the apprenticeship or traineeship must subsequently be approved by the "Commissioner for Vocational Training, State Training Services, as suitable for the young person and that the training contract attains a 'registered' status following the probationary period
 - That where approval is granted by the principal and the Commissioner subsequently notifies the student of his or her decision not to approve the contract following the probationary period, the approval, and the exemption from

compulsory education, ceases to operate, and the student's parents must take other steps to comply with their compulsory schooling obligations.

Yes ☐ No ☐

D. A full-time apprenticeship or traineeship contract, signed by the employer, plan has been sighted, photocopied and recorded by the principal:

Yes ☐ No ☐

E. A summary training plan has been sighted, photocopied and recorded by the principal or a training plan number/draft has been sighted, photocopied and recorded by the principal and conditions have been placed on the Certificate of Exemption to provide training plan once finalised:

Yes ☐ No ☐

PRINCIPAL SIGNATURE: _____

DATE: ____ / ____ / ____

Part D: To be completed by the Minister's Delegate

To be completed by the Principal as the Minister's Delegate

Following consideration of this application for exemption from attendance, I am/am not (delete whichever does not apply) satisfied that conditions exist that make it necessary and/or desirable for _____ (name of student) be exempt from attendance at school.

I recommend that a Certificate of Exemption be (please tick):

GRANTED ☐

NOT GRANTED ☐

NAME AND POSITION OF DELEGATE: _____

DELEGATE'S SIGNATURE: _____

DATE: ____ / ____ / ____ NOTIFICATION OF APPLICANT: ____ / ____ / ____

Note: The delegate is requested to provide a Certificate of Exemption if exemption is granted.