

## APPLICATION FORM – EXTENDED LEAVE or EXEMPTION

Extended leave (L)

Exemption from attendance at school (M)

Exemption from enrolment at school (M)

Student details	
School Name	
School Suburb	

Student First Name	Last Name	Date of Birth	Age	Year Level
Residential address				

Dates of Exemption	Total days
Times/hours	

Type of application and evidence required (Check the box of requested application type)	
Please submit required evidence with your application	
EXTENDED LEAVE	
Extended Leave – 10 days and over	
Evidence	Relevant reason and documentation such as a travel e-ticket

EXEMPTION FROM ATTENDANCE AT SCHOOL	
Elite Sport / Elite Arts	
Evidence	Relevant training schedule or tour itinerary with contact names and details
Employment in the Entertainment Industry	
Evidence	<ol style="list-style-type: none"> <li>Completed and signed <u>Entertainment Employer Details Form</u>.</li> <li>Itinerary/work schedule for the exemption period.</li> </ol> If the application is for 10 days or more, a tutor must be supplied by the employer. If required, please also attach: <ul style="list-style-type: none"> <li>Evidence of tutor's teaching qualifications</li> <li>Evidence that tutor meets child protection requirements</li> </ul>

Exceptional Circumstances	
Evidence	Appropriate documentation and/or consultation with the School Principal

## EXEMPTION FROM ENROLMENT AT SCHOOL

### Age and health

- A) Where the child turns six years of age on or after 1<sup>st</sup> October and requires an exemption until the next year
- B) Where the child turns six years of age before 1<sup>st</sup> October and the health or disability of the child necessitates the continuation of an individual program supported by medical specialists.

#### Evidence

1. Proof of enrolment or participation in an accredited preschool or preschool program for students with disabilities
2. A statement from the child's medical specialist (if applicable).

Note: Full-time attendance at a primary school must occur no later than six months after a child's 6<sup>th</sup> birthday.

### Completion of Year 10 via a Certificate II at TAFE NSW

#### Evidence

1. Completed and signed form 'Completion of Year 10 via a TAFE Certificate II'

Note: If the student is participating in a Transition to Work Program, then the above Form is not required as evidence.

### Completing a full-time apprenticeship or traineeship

A student in Year 10 (or Year 9 in extraordinary or exceptional circumstances) may be granted an exemption from enrolment to complete a full-time apprenticeship or traineeship.

A student in Year 11 does *NOT* need to submit an application for an exemption but they *DO* need to submit an approved Training Contract to the School Principal for approval to leave school to complete a full-time apprenticeship/traineeship.

#### Evidence

1. Approved and signed Training Contract from Training Services NSW (including employer details).
  - 1a. Year 9 - For Year 9 students to be classified as extraordinary or exceptional, additional extensive documentation must be provided and consultation required from multiple stakeholders to support the application. These may include and involve allied health professionals, School Counsellor, Careers Adviser, CSO Leader of VET, CSO Student Learning and Wellbeing Team Leader and School Principal.

Please provide more detail about the reason for the application and list any attachments required to support it

Please list any previous applications			
Student Name	Application type	Dates	Number of school days

Parent/Caregiver details			
Name			
Address			
Mobile		Relationship to student/s	
Email			

### Declaration and Signature

As the parent or caregiver of the above-mentioned student, I hereby apply for a Certificate of Exemption or Certificate of Extended Leave, under the *Education Act 1990*.

I understand that if the exemption/leave is granted:

1. I am responsible for the supervision of the student during the period of exemption/leave.
2. The exemption/leave is limited to the period indicated.
3. The exemption/leave is subject to the conditions listed on the Certificate.
4. The exemption/leave may be cancelled at any time.

I declare that the information provided in this Application 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 because of this application may be reversed. I further recognise that a failure to comply with any condition set out in the Certificate may result in the application being revoked.

Parent signature	
Evidence provided	
Date	

### Privacy Statement

The Catholic Diocese of Maitland-Newcastle is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be stored securely and used to process the student's application. It will only be disclosed for:

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety, and welfare of students, staff, and visitors to the school
- State and national reporting purposes
- For any other purpose required by law.

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, please contact the school.