

Exemption from Attendance General

Form 05

Elite Sports, Elite Arts, Employment in the Entertainment Industry or Exceptional Domestic Circumstances.

The purpose of this form is for families to apply for an exemption from Attendance due to elite sports, elite arts, employment in the entertainment industry or due to exceptional domestic circumstances.

Information

Elite Sports, Elite Arts Programs, Elite Event or Tour

Accredited Elite Sports programs include national and international organisations that run camps for athletes and national sports squads in which students have been selected to participate. They also include talent identification programs run by the NSW Department of Sport and Recreation.

Accredited Elite Arts programs are defined as an opportunity for a student to participate in an event or program that is beyond the gifted and talented opportunities that the Diocese offers.

Where a principal is unsure if an Elite program meets either of the above definitions they should contact the Catholic Schools Office, Audit and Compliance Adviser, for clarification and determination.

Where Elite programs run for more than 5 school days, applicants should be provided with an appropriate educational program. Please refer to the additional information sheet Section G provided at the end of this application form for further details.

Families complete Sections A and C and attach evidence of participation in the relevant program to this application e.g. schedule of training or tour/event itinerary from the accredited body.

School issues a Certificate for Exemption from Attendance at School for up to 100 days or forwards the application for over 100 days to the CSO Audit and Compliance Adviser for referral to Diocesan Director for approval. The school issues a Certificate 01 for Exemption from Attendance at School if the application is approved.

Employment in the Entertainment Industry

If considering submitting an application for employment in the entertainment industry, please refer to the additional information in Section H at the end of this application.

Families complete Sections A and C.

The Employer must complete and sign Section B and attach the relevant employment details, an Itinerary/work schedule, evidence of the tutor's teaching qualifications and the tutor's Working with Children Check. See Section H for details.

The Office of the Children's Guardian regulates the employment of children under 15 years of age in the entertainment and exhibition, still photography, door-to-door sales industries and children under 16 years of age in the modelling industry. Employers of children in these industries must have a valid Authority to employ such children in NSW and comply with the [Code of Practice](#).

Types of authorities:

- entertainment and exhibition
- still photography only

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- door-to-door sales only
- student.

The school will need to ensure that the Employer has an [Authority Register Number](#) to employ children as provided by The Office of the Children's Guardian.

Principal may approve applications for up to 100 days or forwards the application for 100 or more days to the CSO Audit and Compliance Adviser for referral to the Diocesan Director for approval. School issues a Certificate 02 for Exemption from Attendance at School if the application is approved.

Exceptional Domestic Circumstances

Applications for Exemption from Attendance due to Exceptional Domestic Circumstances are considered to be very rare and must be in the best educational interests of the child. Consultation should occur with the CSO Audit and Compliance Officer and Regional Service Leader when considering applications of this nature. They are not granted for travel or in situations where Exemptions from Enrolment or normal approved leave should be considered.

Families complete Sections A and C. Principal may approve applications up to 100 Days or forwards the application for 100 or more days to the CSO Audit and Compliance Adviser for referral to the Diocesan Director for approval. Principal issues a Certificate 02 Exemption from Attendance at School if application is successful.

Section A - To be completed by Parent/Caregiver

School Name					
Student Name					
Date of Birth		Age		Year at School	
Address					
Town/City				Postcode	

Reason for Application for Exemption (please select relevant box or boxes)

- Elite Sport
- Elite Arts
- Elite Event or Tour
- Employment in the Entertainment Industry
- Exceptional Domestic Circumstances up to 100 days
- Exceptional Domestic Circumstances 100 days or more

Date of exemption applied from		to	
Number of school days applied for			
Please list any current or previous exemptions below and attach appropriate Certificate(s) of Exemption.			

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Please list attachments which have been added to support this application in the space below. Refer to the Information on pages 1-2 of this form to determine what is required for each type of exemption.

Section B – Employers Details (to be completed by the employer in case of Exemptions due to employment in the Entertainment Industry)

Employer Details	
Legal Name	
Trading Name	
ABN	
Authority Register Number as provided by The Office of Children's Guardian	
Address	
Contact Name	
Contact Position	
Phone or Mobile Contact	
Email Address	

I have attached a copy of the relevant employment details, an Itinerary/work schedule and evidence of the tutor's teaching qualifications and tutor's Working with Children Check.

I declare that the above information provided by me in this Application for a Certificate of Exemption and any attachments I have provided is, to the best of my knowledge and belief, accurate and complete.

Signature:

Date:

Section C (to be completed by the family detailing the exceptional circumstances that warrant exemption from attendance)

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Parent/Carer Declaration and Signature

As the parent/caregiver of the above mentioned student, I hereby apply for a Certificate of Exemption from Attendance at School, under the *Education Act 1990*.

I understand that, if the exemption is granted:

- I am responsible for the supervision of the student 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*.

I declare that the information provided in this Application for a Certificate of Exemption and any attachments is, to the best of my knowledge and belief, accurate and complete. I understand that, should statements in this Application later prove to be false or misleading, any decision made as a result of this Application may be revoked.

I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature:

Date:

Privacy Statement

The information provided will be used to process the student's Application for an Exemption from the requirement to enrol at school. It will only be disclosed for the following purposes:

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

The information will be stored securely.

You may access or correct any personal information by contacting the school.

If you have any concerns or complaints about the way your personal information has been collected, used or disclosed, please contact the school.

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Section D (to be completed by the Principal)

Following consideration of this application, I am satisfied that conditions:

exist

do not exist

making it necessary and/or desirable for (*name of student*)..... to be exempt from attendance at school for the period:

from..... to..... being a total of..... school days.

Comments and/or Conditions of Exemption or Reasons for Not Granting an Exemption

Signature:

Date:

NB:

- Please forward any applications to the CSO Audit and Compliance Adviser that require the NSW Minister of Education Approval.
- Issue a Certificate of Exemption as attached at the end of this form for all Principal Approved Exemptions.

Section E (to be completed by the CSO Audit and Compliance Adviser or CSO Delegated Investigating Officer)

Investigating Officers Details

Name	
Position	
Phone	
Email Address	

Recommendation

Following consideration of this application, I am satisfied that conditions:

exist

do not exist

to make it necessary and/or desirable for (*name of student*)..... be exempt from attendance at school.

I recommend that a Certificate of Exemption be:

granted

declined

Comments and/or Conditions of Exemption or Reasons for Not Granting an Exemption

Signature:

Date:

Section F – Directors Recommendation or Approval (to be completed by the CSO Director of Catholic Schools)

Following consideration of this application, I am satisfied that conditions exist that make it necessary and desirable that (*name of student*)..... be exempted from attendance at school.

I approve this exemption.

Director's Details

Name	
Phone	
Email Address	

Signature:

Date:

Section G – Additional Information for Accredited Elite Sport and Arts Programs

Educational Program

1. The principal is responsible for ensuring that an appropriate educational program is provided for the student if the exemption covers a period of more than 5 school days.
2. The educational program must be compatible with the program being undertaken at the student's school. It must be suitable for the age, maturity and ability of the student.

Periods of Instruction

1. The student must be able to engage in sufficient hours to ensure that the requirements of the teaching/learning program are being met. In general, the student should engage with the educational program for an average of 2 hours' instruction each school day.
2. The student will not undertake the educational program during weekends or school holidays and Instruction should only occur between 7am and 7pm on school days.
3. Adequate meal and rest breaks should be undertaken by the student during their engagement with the educational program.

Places of Instruction

1. A suitable area with adequate lighting, ventilation and space must be provided for the student while they are engaged with the educational program.
2. Furnishings should be suitable for the purpose of undertaking the educational program and this area should be free from distraction.

Section H – Additional Information for Employment in the Entertainment Industry

Educational Program

1. The principal is responsible for ensuring that an appropriate, regular and efficient instruction will be provided for all approved applicants if the exemption applied for covers more than 5 school days.
2. The educational program must be compatible with the program being undertaken at the student's school. It must be suitable for the age, maturity and ability of the student.
3. The tutor must consult with the principal of the school at which the student is enrolled in the planning and development of the educational program meeting the learning and support needs of the student.
4. There should be sufficient print and non-print resources to meet the demands of the program.

Tutors

1. Tutors must provide evidence that they hold appropriate teaching qualifications recognised by the New South Wales Department of Education and Communities (e.g. Bachelor of Education, Diploma of Teaching/ Education) and a Working with Children Check Number.
2. The efficiency of tutors and effectiveness of their instruction may be assessed by the CSO investigating officer during visits to the place of employment.

Periods of Instruction

1. Sufficient hours of instruction must be provided to ensure that the requirements of the teaching/learning program are being met. In general, there should be a minimum of 2 hours and an average of 4 hours' instruction each school day.
2. Where possible, disjointed tutoring should be avoided.
3. Instruction shall only occur between 7:00 am and 7:00 pm on school days.
4. Instruction shall not occur during weekends or school holidays.
5. The tutor must ensure that adequate meal and rest breaks are provided during the period of instruction.

Places of Instruction

1. A suitable area with adequate lighting, ventilation and space must be provided for instruction.
2. Furnishings should be suitable for the purpose of instruction.
3. During periods of instruction, this area is to be for the exclusive use of the student or other students away from distraction.

Records

1. The tutor must complete a register of daily activities. It will include details of:
 - instruction taken from the educational program
 - the days on which instruction occurred
 - the length of the instruction periods.
2. The register must be available for inspection when requested by an investigating officer.
3. The tutor must evaluate the student's progress regularly and maintain appropriate records.
4. All records of the student's study, educational progress and actual work must be provided to the student's school at regular intervals. Note: A Certificate of Exemption may be cancelled at any time if the conditions are not being met.