

School Attendance Policy PD20050259
EXEMPTION FROM SCHOOL - PROCEDURES

3.3 Application for Exemption from Attendance at School for Employment in the Entertainment Industry



**Education
& Training**

NOTE: PART A is to be completed by the student's parent and returned to their child's school principal.

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: ____ (dd) / ____ (mm) / ____ (year)

Enrolment Registration Number (ERN): _____

Student's address: _____

_____ Postcode: _____

School name: _____

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

Number of school days: _____

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: _____

**For more information telephone the student welfare consultant
at your local school area office on telephone 131 536**

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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: ____ / ____ / ____

PRIVACY STATEMENT

The Department of Education and Training is subject to the Privacy and Personal Information Protection Act 1998. 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.

- 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.

The information will be stored securely. 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 EMPLOYER'S DETAILS

To be completed by the employer

Name of company/corporation: _____

Contact person: _____

Address: _____

Postcode: _____

Telephone number: _____ Facimilie: _____

REASON FOR APPLICATION FOR EXEMPTION

3.8 Information on Exemption from Attendance at School for Employment in the Entertainment Industry

EDUCATIONAL PROGRAM

1. Appropriate, regular and efficient instruction must be provided for all applicants approved under this section.
2. 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 for that student.
3. 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.
4. The educational program should be comprehensive, balanced and sequential.
5. 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 Training (eg Bachelor of Education, Diploma of Teaching/ Education).
2. The efficiency of tutors and effectiveness of their instruction may be assessed by the 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.

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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.