

MATER DEI STUDENT EXEMPTION FROM ATTENDING SCHOOL POLICY

SOURCE OF OBLIGATION

The NSW Education Minister has delegated the power to principals of non-government schools, to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances.

The NSW Registration Manual (3.8) provides that the principal of a registered non-government school must have in place and implement policies and procedures for exercising the Minister's delegation and maintain records of the exercise of the above delegation including copies of all certificates issued under the delegation.

To comply with its obligation Mater Dei School have developed policies and procedures for exercising the Minister's delegation of certificates of exemption from attending school, in accordance with the Exemption From School – Procedures published by the NSW Department of Education and Communities.

EXEMPTIONS FROM ATTENDING SCHOOL

A child of compulsory school age may only be absent from school, without a reasonable excuse, if they are granted a Certificate of Exemption from attending school.

Reasons for granting exemptions from attending and or being enrolled in school include:

- exceptional circumstances;
- the health of a child where sick leave or alternative enrolment is not appropriate;
- the child being prevented from attending school because of a direction under Public Health Legislation; or
- employment in the entertainment industry or participation in elite sporting events for short periods of time.

WHO CAN GRANT AN EXEMPTION?

The Minister has delegated the power to grant a Certificate of Exception to the CEO/Principal for a total of 100 days in a 12 month period for any one student. A full school day is 6 hours.

The CEO/Principal must ensure that exemptions granted for part day absence do not accumulate to over 100 days in a 12 month period.

In other circumstances a Certificate of Exemption may be granted by the Minister for Education, or his or her delegate.

TEST FOR GRANTING CERTIFICATES OF EXEMPTION

The CEO/Principal may grant a Certificate of Exemption if he or she is satisfied that conditions exist which make it necessary or desirable that such a certificate should be

granted.

PROCEDURES

Parents/guardians wishing to make application to the CEO/Principal for a student to be exempt from attending school must do so by completing an Application for Exemption from School.

The CEO/Principal will at his/her discretion grant or decline the request.

If exemption is granted a Certificate for Exemption from Attendance at School will be forwarded to the parent/guardian. The original Certificate of Exemption will be provided to parents/guardians, and a copy attached to the student's record.

If exemption is declined the parent/guardian will be notified in writing.

Certificates of Exemptions granted by the CEO/Principal must:

- include the specific conditions that apply to the exemption;
- state the exemption may be cancelled if these conditions cease to apply;
- specify a period for which the exemption has been granted.

Records of the exercise of the exemption delegation, including copies of all Exemption Certificates issued under the delegation, are retained by the school and stored in the student's file.

Certificates of Exemption issued by the CEO/Principal may be cancelled by the CEO/Principal.

MAINTENANCE OF ATTENDANCE REGISTER

Exemptions from school must be indicated in the attendance register with the code M.

RELATED POLICIES/STATEMENTS/DOCUMENTS

Mater Dei Child Student Extended Leave (Travel or holiday) Policy

The Protecting and Supporting Children and Young People Policy (2010)

Guidelines for Exemption from Attendance NSW Catholic Systemic Schools – CEO Sydney

NSW Education Act 1990

Mater Dei Application for Exemption from School

Mater Dei Certificate for Exemption from Attendance at School

Student Welfare and Attendance Compliance Policy

Approved at Leadership Team YES / NO / NA	Signed	Date
Approved at Board YES / NO / NA	Signed	Date
Staff Briefed YES / NO	Signed	Date
Review Date February 2018		