



## Application for Exemption from Attendance at School

To be completed by parents/guardians at least one month prior to date of requested leave.

Under Section 25 of the *Education Act* (1990) it is a requirement that parents/guardians submit applications for approval of leave for the following:

- Extended periods of three to five days - to the relevant Head of School
- Extended periods of more than five days - to the Principal

- For
- a. Holiday leave
  - b. Sporting commitments
  - c. Employment within the entertainment industry
  - d. Exceptional circumstances (medical, domestic, etc)

### STUDENT DETAILS

Please complete the table below with details of all students associated with the period of leave.

| Surname | Given Name | Date of Birth | Age | Year |
|---------|------------|---------------|-----|------|
|         |            | _ / _ / _     |     |      |
|         |            | _ / _ / _     |     |      |
|         |            | _ / _ / _     |     |      |
|         |            | _ / _ / _     |     |      |
|         |            | _ / _ / _     |     |      |

Date of leave applied for: \_\_\_\_ / \_\_\_\_ / 20\_\_ : \_\_\_\_ / \_\_\_\_ / 20\_\_    Number of school days: \_\_\_\_\_

**NB: The School does not endorse extended family holidays during school time.**

**Reason for Application for Exemption:** Please tick:

1. Exceptional circumstances
2. Participation in elite arts or sporting event
3. Employment within entertainment industry
4. Travel

**1. EXCEPTIONAL CIRCUMSTANCES**

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

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**2. PARTICIPATION IN ACCREDITED ELITE ARTS OR ELITE SPORTS**

Name of accredited elite arts or sports program: \_\_\_\_\_

Dates of exemption applied for: From: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of school days: \_\_\_\_\_

Individual dates applied for: \_\_\_\_\_

Reason for application for exemption: Please tick:

Training for elite sport  Elite sport event or tour  Elite arts program

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

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**NOTE:** A schedule of training or tour itinerary from the arts body or sporting body must be attached with contact names and numbers.

**3. EMPLOYMENT IN THE ENTERTAINMENT INDUSTRY**

**EMPLOYER'S DETAILS**

Name of company/corporation: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Attachments**

1. Detailed itinerary/work schedule for the period of exemption sought: Yes  No

2. Evidence of tutor's teaching qualifications (supplied by employer): Yes  No

Employers signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### 4. TRAVEL

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

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**NOTE:** Where the reason for application for exemption includes long-term travel arrangements of more than 10 school days, copies of travel documentation should be included with the application.

#### PARENT DETAILS

Surname: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

As the parent of the above-mentioned student, I hereby apply for a Certificate of Exemption (leave) from attendance 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 leave is subject to your child making arrangements to catch up on any missed school work during their absence
- The exemption is subject to the conditions listed on the Certificate of Extended Leave
- 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

This section needs to be completed by the student and submitted with the Application for Leave form.

Name: \_\_\_\_\_ Year and House Tutor Group: \_\_\_\_\_

Date of Absence: \_\_\_\_\_ to \_\_\_\_\_

| <b>Subject</b> | <b>Work/Assessments missed – plans and implications</b> | <b>Classroom Teacher</b> |
|----------------|---|--------------------------|
|                |   |                          |
|                |   |                          |
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|                |   |                          |
|                |   |                          |
|                |   |                          |



**PART C: PRINCIPAL'S/HEAD OF SCHOOL'S RECOMMENDATION**

I, recommend / do not recommend that a certificate of exemption be granted / not granted to:

\_\_\_\_\_ for the period \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

(Student's Name)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_