



CHRYSALIS STEINER SCHOOL

educating the whole child

ATTENDANCE EXEMPTION POLICY

Where the parents of a student of compulsory school age seeks an exemption from attendance at school or an exemption from enrolment, the school will process the parent's application in accordance with the guidelines from NSW Department of Education and Communities.

Procedure

- Parents will submit the application and supporting documentation, where requested, to the Education Manager.
- The school will send applications for over 100 days in a year to the Minister's delegate at the Student Welfare Directorate, NSW Department of Education and Communities.
- Applications for under 100 days in a year or a request to leave school to undertake an apprenticeship or traineeship, will be considered by the school.
- The Education Manager will consider the application in accordance with the criteria in the guidelines from the NSW Department of Education and Communities.
- Where the application is supported, the Education Manager will provide the original exemption certificate to the parent/s.
- Where the application is not supported, the Education Manager will notify the parents in writing of the unsuccessful outcome using the format from the guidelines.
- Copies of the application and exemption certificate or notification are kept on the student's file.
- The Minister's delegation and copies of exemption certificates should be filed in the school's attendance records.

Resource Document:

Exemption from Schools-procedures from NSW Education and Communities

Attachment: 3.1 Applications for Exemption from Attendance at School

3.2 Application for Exemption from Enrolment at School

Policy Name: Exemption Policy	Date of Origin: 2013
Responsible: Educational Manager Ratified by Education Manager	Review Date: Every 5 years or as legislature dictates
Location: Drive: Z/Governance/Policies/Policies 2014 Updated Final/Enrolments/Attendance/Exemption Policy	Attachments: 3.1 Application for Exemption from Attendance at School 3.2 Application for Exemption from Enrolment at School
Last Updated:19/2/14	By Whom: Kelley McGlashan