



Application for Exemption from Attendance at School (Student Leave)

PART A

To be completed by Parent / Carer **4 weeks in advance**

Date submitted _____

Student Details

Surname	_____	First Name	_____
Address	_____		
1st Day Leave	_____	Last Day Leave	_____
Total days	_____	Year / Class	_____

Parent / Carer Details

Surname	_____	First Name	_____
Email	_____		
Address	_____		
Phone	_____	Relationship	_____

- Please indicate the reason for the exemption
- (please tick *one*, if applicable, or provide "Other" reason in the space provided below.)
- Exceptional domestic circumstances
 - Other exceptional circumstances
 - Direction under Section 32D of the *Public Health Act 1991*
 - Employment in entertainment industry / participation in elite sporting event for short period of time and at short notice.

If "Other", please specify: _____

- Note:
- If reason includes long-term travel arrangements (>20 day), include travel documentation (itinerary) with application
 - Students should obtain homework from teachers **before** their absence to minimise "catch up". It is the student's responsibility to ensure he/she catches up all work missed by their absence.

Declaration

As the Parent/Carer of the above 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:

1. I am responsible for his/her supervision during the period of exemption
2. The exemption is limited to the time period indicated
3. The exemption is subject to the conditions listed on the Certificate of Exemption
4. The exemption may be canceled at any time.

Applicant Signature _____	Date _____
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Privacy Statement

The information you provide will be used to process the Student's Leave application. It will only be disclosed for the following purposes:

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

The information will be stored securely. You may access or correct any information by contacting the relevant school Secretary. If you have any concerns about the way your personal information has been collected, used or disclosed, please contact us.

KTC Application for Exemption from Attendance at School (Student Leave)

PART B

School use only

Date received _____

Student Details

		Signature	Date
Primary	Ms Bellingham	_____	_____
	Rabbi Milecki	_____	_____
High School	Mrs Hanwell-Short	_____	_____
	Rabbi Chaiton	_____	_____

Recommendation **Approved** **Acknowledged**

Comment _____

College Principal, Mr Steinman _____

Approved

Leave is approved and permission to be absent from school granted.

Acknowledged

While the College notes the application for leave of absence, the reasons cited do not meet the criteria for approval as under in the *Education Act 1990*.

Distribution

Parent Teachers Secretary Reception

By: _____ Date _____

Code for Secretary entry:

A S L E M F B H

Secretary uploads to Edumate, files original.