Exemptions from compulsory schooling and compulsory participation

Exemptions may be considered for the following reasons only and must be 11+ consecutive school days:

- illness or hospitalisation (including recovery period at home)
- 'carer' responsibilities
- diagnosed mental health condition
- diagnosis of terminal medical condition
- temporary interstate or overseas relocation where the family intends to return to Queensland

EXEMPTIONS STRICTLY *11 PLUS CONSECUTIVE SCHOOL DAYS* ONLY

Teaching staff are not required to supply school work to students taking leave during the school term.

Information for parents and students

What is an exemption and why do I need it?

Every parent of a child of compulsory school age or young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled at and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot (or it would be unreasonable in all the circumstances) attend school or participate in an eligible option for a period of more than 10 consecutive school days.

For information on situations where an exemption may be granted, please refer to Circumstances where an exemption is not required, and where an exemption may or may not be granted information sheet.

If your child is exempted from compulsory schooling, or the young person is exempted from compulsory participation, you are excused from your obligation in relation to compulsory schooling or compulsory participation for the period of the exemption.

The school principal is not responsible for providing an educational program to your child during the approved exemption period; however they may provide advice on other educational options available.

Who decides to grant or not grant an exemption?

- **For state school students:**

Decisions about exemptions are made by the principal, head of campus, or head of school of the school the student attends.

- **For non-state school students:**

Non-state school principals have the authority to approve exemptions of up to and including 110 school days in a calendar year that do not cause the total period of exemptions granted in the year to exceed 110 school days.

Any exemption application for a period of more than 110 school days or that would cause the total period of exemptions granted in a year to exceed 110 school days is decided by the Manager, Office of Non-state Education.

If the student is not continuing enrolment at the non-state school for the whole exemption period, the process for students not enrolled at any state or non-state school should be followed.

- **For children who are not enrolled in any state or non-state Queensland school:**

Decisions about exemptions for children who are not enrolled in any state or non-state school are made by either the Regional Director, Principal Advisor Education Services, Principal Advisor Regional Services, Director Regional Services, of the Department of Education region in which the child resides.

Applying for an exemption

You are encouraged to discuss with the school or region whether an application for exemption is a suitable option. The school or region can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application. When a decision about the exemption has been made, you will be informed in writing whether or not the exemption has been granted and if any conditions have been imposed. If you are not satisfied with the decision made, you can make a submission for the decision to be reviewed.

Exemptions from compulsory schooling and compulsory participation

Circumstances where an exemption may be granted

An exemption may be appropriate in the following circumstances:

- diagnosis of terminal medical condition
- illness or hospitalisation (including recovery period at home) for a period greater than 10 consecutive school days
- 'carer' responsibilities
- diagnosed mental health condition
- temporary interstate or overseas relocation where the family intends to return to Queensland.

Circumstances where an exemption may not be granted

Exemptions may not be granted where the absence is recognised as a reasonable excuse in accordance with the Roll marking in state schools procedure. For example:

- illness or hospitalisation for a period of less than 10 consecutive school days
- cultural or religious reasons including Sorry Business, or participation in religious observance events
- attendance at funerals.

In such circumstances, the student is to be marked as absent from school using the appropriate absence reason code.

An exemption may also not be appropriate, and should not be granted, for the following circumstances:

- difficulty with school curriculum
- reluctance to attend school
- response to incidents at school such as bullying
- employment (for compulsory school-aged child) or desire to seek employment
- desire to become an apprentice or trainee but without an established training contract with an employer or Registered Training Organisation.

Circumstances where an exemption is not required

An exemption is not required where the child or young person is:

- undertaking activities under Commonwealth law
- provisionally registered, or registered, for home education
- suspended from school
- excluded from all state schools
- excluded from a state school or certain state schools, during the time reasonably required to enrol the student in another state school (which is not affected by the exclusion) or non-state school, or to provisionally register or register for home education
- prevented from attending because they are subject to a direction given, or declaration, order or requirement made, under an Act or other law about an infectious or contagious disease or condition
- waiting for a decision on an enrolment application that is pending at a school
- an apprentice or trainee under the *Further Education and Training Act 2014* (Qld)
- engaged in paid employment (25 hours per week or more) (*for young people in the compulsory participation phase only*)
- enrolled in and attending a non-departmental employment skills program (*for young people in the compulsory participation phase only)*
- in a youth detention centre or attending a hospital school.

Application for exemption for a child or young person enrolled in a Queensland state school

This form is to be used for a child/young person who is currently enrolled in a Queensland state school to apply for an exemption from **compulsory schooling** or from the **compulsory participation phase**.

Compulsory schooling commences when a child is at least 6 years and 6 months old and ends when they turn 16 or complete Year 10, whichever is sooner.

A young person's **compulsory participation phase** starts when they stop being of compulsory school age (i.e. turns 16 or completes Year 10 whichever comes first) and ends when the person:

- gains a Certificate of Achievement, Senior Statement, Certificate III or Certificate IV; or
- has participated in eligible options for 2 years after the person stopped being of compulsory school age; or
- turns 17.

The following table lists eligible options and their provider:

Eligible option	Provider
an educational program provided under the *Education (General Provisions) Act 2006* (Qld)	a state school
an educational program provided under the *Education (Accreditation of Non-State Schools) Act 2001* (Qld)	a non-state school
a course of study under the *Tertiary Education Quality and Standards Agency Act 2011* (Cwlth)	a registered higher education provider
a course of vocational education and training provided under the *National Vocational Education and Training Regulatory Act 2011* (Cwlth)	a registered training organisation
an apprenticeship or traineeship under the *Further Education and Training Act 2014* (Qld)	a registered training organisation
a departmental employment skills development program under the *Further Education and Training Act 2014* (Qld)	the chief executive administering the *Further Education and Training Act 2014*

How to complete this form:

- Part A is to be **completed and signed by the parent, or by the young person if it would be inappropriate in the circumstances to require the signed consent of the parent (i.e. the young person is living independently of their parents)**. All supporting material should be attached to the application for consideration.
- Part B is to be **completed by the principal, head of campus, or head of school of the state school** for consideration and approval.

Please note:

- An exemption from compulsory schooling is not required if the student is enrolled in the Preparatory Year and they are not yet of compulsory schooling age.
- No exemption is required from compulsory schooling if the student will be undertaking an apprenticeship or traineeship.
- If the principal, head of campus, or head of school declines to approve the application, an information notice outlining the decision, reasons for the decision and information about seeking a review of this decision will be given.

Application for Exemption

Teaching staff are not required to supply school work to students taking leave during the school term.

** EXEMPTIONS STRICTLY *11 PLUS CONSECUTIVE SCHOOL DAYS* ONLY **

Privacy Notice The Department of Education is collecting the information on this form to determine if a student is entitled to an exemption from compulsory schooling or an exemption from compulsory participation. This collection is authorised by ss.186 and 245 of the *Education (General Provisions) Act 2006*. Information from this form may also be disclosed to third parties as required or authorised by law. If you have concerns about the handling of your personal information, please contact the school principal in the first instance.

(Please type or print clearly and COMPLETE ALL SECTIONS)

Part A - To be completed by the parent/carer and/or young person				
Name of student in full				
Date of birth				
Name of school	Palm Beach Currumbin State High School			
Year level	Select			
Name of parent/carer				
Postal address				
		Postcode		
Home phone		**Mobile phone**		
Email address				
How many school days are you seeking an exemption for? Minimum 11 School Days		**Period for which exemption is sought (insert dates)**	**Start (First School Day) :**	
			End: (this should be the date immediately prior to you/your child's return to school or eligible option)	
Reason/s for seeking exemption Why you/your child cannot attend school, or why it would be unreasonable in all the circumstances to require you/your child to attend school? (please provide details or attach supporting documentation)	Select If Holiday option is selected above, Travel Itinerary/Confirmed Flight document/s must be provided/attached. Document/s must contain student name and dates of travel that cover application dates.			
Signature of parent/carer		**Date**		
Signature of student (only if in the compulsory participation phase)		**Date**		

Please forward the completed application form and any attachments to absences@pbc-shs.eq.edu.au for consideration and approval by the principal, head of campus, or head of school. Written notification of the decision regarding this application will be sent to the parent/carer.

Part B - To be completed by the state school delegate (internal purposes only)

Application for exemption from:	☐ Compulsory schooling ☐ Compulsory participation	
Is the student in Year 10 or 15 years of age? If 'Yes', a Queensland Curriculum and Assessment Authority student learning account should be established, if it has not already been done so, prior to an exemption being granted	☐ Yes ☐ No	☐ QCAA Learning Unique Identifier (LUI)

Decision (please tick whichever is appropriate)

☐ I **grant an exemption** for this student and the parent/carer and/or young person has been advised.

_____
Signature of state school delegate Date

Name of state school delegate

☐ I **do not grant an exemption** for this student.

☐ I **grant an exemption with the following condition/s:**

☐ I **grant an exemption with the following change/s to what has been requested**:

☐ I **grant a partial exemption** *(for students in the compulsory participation phase only)*

NOTE: My decision, materials considered, findings of fact and reasons for my decision are set out in an information notice, which has been sent to the young person and/or parent/carer, as required by the *Education (General Provisions) Act 2006*.

_____
Signature of state school delegate Date

Name of state school delegate

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Holiday/Vacation Applications must have an Itinerary OR Flight Details/Information Attached.

Document/s must contain student name and dates of travel that cover the application dates.