

## Form 2: Application for exemption for a student at a non-state school

This form is to be used for students currently enrolled at a non-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 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 s/he stops being of compulsory school age (i.e. turns 16 or completes Year 10 whichever comes first) and ends when the person –

- gains a Senior Certificate, 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.

In the following table, each of the options listed is an eligible option and the entity stated opposite is the provider of the option:

<u>Eligible option</u>	<u>Provider</u>
an educational program provided under the <i>Education (General Provisions) Act 2006</i>	a State school
an educational program provided under the <i>Education (Accreditation of Non-State Schools) Act 2001</i>	a non-state school
a higher education course under the <i>Higher Education (General Provisions) Act 2008</i>	a university or non-university provider
a course of vocational education and training provided under the <i>Vocational Education, Training and Employment Act 2000 (VETE Act)</i>	a TAFE institute or registered training organisation
an apprenticeship or traineeship under the VETE Act	a registered training organisation
a departmental employment skills development program under the VETE Act	the VETE chief executive

### 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 all the circumstances to require the signed consent of the parent (i.e. the young person is living independently of his or her parents)**. All supporting material should be attached to the application for consideration.
- Part B is to be **completed by the Principal**, who will check all supporting material provided and forward the application to the **Manager, Office of Non-State Education**, for consideration.

### Please note:

- An exemption from compulsory schooling is not required if the student is enrolled in the Preparatory Year.
- No exemption is required from compulsory schooling if the student will be undertaking an apprenticeship or traineeship. However, the parents are required to advise the governing body of the school of the change in enrolment.
- If the Principal declines to recommend the application, a copy will be forwarded to the parent or young person to allow them the opportunity to provide further information to support their application.

### Privacy Notice

The Department of Education and Training is collecting the information on Part A of 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 s.186 and s.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.

## Application for Exemption *(Please type or print clearly)*

### Part A - To be completed by the parent and/or young person

1. Name of student in full			
2. Date of birth			
3. Name of school			
4. Year level		<input type="checkbox"/> Compulsory schooling	<input type="checkbox"/> Compulsory participation
5. Title and name of parent/s or carer/s			
6. Postal address and postcode			
7. Home phone			8. Mobile phone
9. Period for which exemption is sought (insert dates)		From	To
10. Number of school days absent		<p><b>*Please note:</b> An exemption is only required if the absence is for <b>more than</b> 10 consecutive school days. This period excludes school holidays and public holidays.</p>	
11. Reason/s for seeking exemption (please tick)		<input type="checkbox"/> Illness <input type="checkbox"/> Cultural or religious reasons <input type="checkbox"/> Extended travel <input type="checkbox"/> Family reasons (please list here) ..... <input type="checkbox"/> Other reason/s (please list here) .....	
12. Details of reason/s exemption is requested: Please attach documentary evidence to support this application (e.g. statement from medical practitioner; etc.)			
..... Signature of parent		..... Date	
..... Signature of young person (only if it is inappropriate for the parent to sign the consent)		..... Date	

**Application for Exemption** *(Please type or print clearly)*

**Part B - To be completed by the principal of the non-state school**

<b>Student's academic history:</b>	(Please detail academic progress and ability; attach recent report card if relevant)
<b>Support offered by school:</b>	(Please detail support offered through re-engagement activities, alterations to student's educational program considered, alternative education options, referrals to support programs, etc)
<b>Queensland Studies Authority (QSA) Account:</b> Where school or region is required to open student account with QSA prior to exemption being granted	<input type="checkbox"/> QSA Account Number ..... has been opened <input type="checkbox"/> QSA Account will be opened for this student in the year prior to entering compulsory participation phase
<b>Attachment/s – documentary evidence to support the above (please list):</b>	

**Additional comments supporting the application (where applicable):**  
 Please outline why it is in the student's best interest to receive this exemption. (Further statements of support for this case from **Guidance Officers** or other specialist personnel should be attached to this form on submission.)

Reasons that conditions be imposed on the exemption or that the exemption be granted for a lesser period than requested.

<b>Principal's name</b>	
<b>Postal address and postcode of School</b>	

<b>Telephone number</b>	<b>Fax number</b>
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Please tick and circle whichever is appropriate:

I recommend that an exemption is granted for this student as requested.

I do not recommend that an exemption is granted for this student.

I recommend that an exemption for this student is granted with the following conditions:

- 
- 

I recommend that an exemption for this student is granted with the following changes to what has been requested:

- 
- 

.....

Principal Date

**Please forward by email, post or fax to:**

Manager, Office of Non-State Education, via email to [OfficeOfNonStateEducation@deta.qld.gov.au](mailto:OfficeOfNonStateEducation@deta.qld.gov.au); by post to PO Box 15033, City East Q 4002; or fax to (07) 3235 4472.

For any enquiries, call the Office of Non-State Education on (07) 3224 5536.

In the case of any exemption, the forms can also be provided to the Director-General for a decision.