

**Burren Junction
Public School**

Exemption From School Procedures

Reviewed November, 2020

NSW Department of Education

Burren Junction Public School

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Exemption from School for Wet Weather Procedures

This policy and associated documents are located on Burren Junction Public School Server, www.burrenjunc-p.schools.nsw.edu.au/policies. Teachers may seek paper copies from the office. All completed documents are filed in the office. The policy is also available on the school website.

Rationale:

School Attendance Policy 2015-02-03

Reference No.: PD/2005/0259/V07

The School Attendance Policy sets out the requirements for the attendance of students in NSW government schools.

1. Exemption from School

1.1. Introduction

- 1.1.1. A Certificate of Exemption must only be granted when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term.

1.2. Authority to grant exemptions

- 1.2.1. Under Section 25 of the Education Act, 1990, the Minister may grant a Certificate of Exemption. This power is delegated, subject to these Procedures, to:

The secretary, Department of Education and Communities, deputy Secretary, Education and Communities with the responsibilities for Schools, Executive director (Schools), director (Schools) and principals provided certain conditions are met.

<https://detwww.det.nsw.edu.au/adminserv/adminpopl/delegate/index.htm>

Burren Junction Public School Exemption From School in Wet Weather Guidelines
Developed by School Council September 2016 in line with the DoE Exemption from Attendance Guidelines

Burren Junction Public School Attendance Policy –Issues for BJPS with the policy were in relation to:

School Attendance Policy 1.2 – *All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.*

School Attendance Policy 4.2.1 – *Principals must provide clear information to students and parents regarding attendance requirement and the consequences of unsatisfactory attendance.*

School Attendance Policy 4.2.8 – *Principals must ensure that any matter relating to school attendance where **safety**, welfare or wellbeing concerns arise for a student.*

After reviewing this policy, BJPS now have the following guidelines in accordance with the School Attendance Policy –
Exemption from School Procedures.

To grant an exemption, the following conditions should be met:

Educational Program -1) *An appropriate educational program must be provided by the student’s school. The Principal, in consultation with School Council and staff, is responsible for ensuring that an appropriate educational program is provided for the student.*

- Teachers may send home work in advance if possible. It is not always able to be done at the last minute as they have a class to teach.
- Parents have students complete educational activities such as: story writing, online programs to which the school subscribes or other educational activities found by parents. These are then to be completed and logged.

Educational Program (if the Principal elects to set tuition requirements as a condition of absence from school) –

1) Appropriate, regular and efficient instruction must be provide for all approved applicants.

Parents must agree to support the students learning at home.

Periods of Instruction – 1) Sufficient hours of instruction must be provided to ensure that the requirements of the teaching/ learning program are being met. In general, there should be a minimum of 2 hours and **an average of 4 hours** instruction each school day.

Records – 1) The tutor must complete a register of daily activities. It will include details of:

- Instruction taken from the educational program
- The days on which instruction occurred

- The length of the instruction periods.

School Council moved to add a register of daily activities on our exemption form, to be signed by student, parent and teacher and approved by the principal.

Where a student is unable to attend school due to black soil and impassable roads the following should be completed for an exemption to be granted.

If a child is not completing school work from home, they will be marked as (Leave) on the rolls.

B: Application for Wet Weather Exemption

Student Name:		Year Level			DOB	BURREN JUNCTION PUBLIC SCHOOL
Please complete all sections						
Date	Activity- Please provide detail of the activities completed	Time started	Time Finished	Completed by: Student to sign	Supervised and assisted by: Parent to sign and comment if necessary	Work returned and teacher is satisfied that exemption criteria <i>including average of 4 hours instruction</i> have been met: Class Teacher to sign and comment

PART C DELEGATE'S RECOMMENDATION: To be completed for ALL applications

Following consideration of this application I am / am not satisfied that conditions exist that make it necessary or desirable that _____ (name of student) be exempt from attendance/enrolment at school

Name and position of delegate: *Suzanne Galvin (Principal)*

Signature of delegate: _____ Date: / / Notification to applicant if not accepted: / /

Note: Please complete the Certificate of Exemption from Attendance/Enrolment at School if exemption is granted (Appendix C).

B: Application for Wet Weather Exemption

Student Name:		Year Level			DOB	BURREN JUNCTION PUBLIC SCHOOL
Please complete all sections						
Date	Activity- Please provide detail of the activities completed	Time started	Time Finished	Completed by: Student to sign	Supervised and assisted by: Parent to sign and comment if necessary	Work returned and teacher is satisfied that exemption criteria <i>including average of 4 hours instruction</i> have been met: Class Teacher to sign and comment

PART C DELEGATE'S RECOMMENDATION: To be completed for ALL applications

Following consideration of this application I am / am not satisfied that conditions exist that make it necessary or desirable that _____ . (name of student) be exempt from attendance/enrolment at school

Name and position of delegate: Suzanne Galvin (Principal)

Signature of delegate: _____ Date: / / Notification to applicant if not accepted: / /

Note: Please complete the Certificate of Exemption from Attendance/Enrolment at School if exemption is granted (Appendix C).

A: APPLICATION FOR EXEMPTION FROM ATTENDANCE/ENROLMENT AT SCHOOL



Education & Communities

Public Schools NSW

NOTE: PART A is to be completed by the student's parent and returned to their child's school principal.

If exemption is sought for more than one student, separate applications must be made for each student.

PART A STUDENT DETAILS

Family name: _____ Given name(s): _____

Age: _____ Date of birth: ____ (dd) / ____ (mm) / _____ (year)

Student Registration Number (SRN): _____

Student's address: _____

Postcode: _____

School name: _____

Dates of exemption applied for: ____ / ____ / ____ to ____ / ____ / ____

Number of School Days: _____

REASON FOR APPLICATION FOR EXEMPTION (Please tick one)

FROM ATTENDANCE

- Exceptional circumstance
- Employment in entertainment industry
- Participation in elite sporting event including for short periods of time i.e. for one or two days, and at short notice.
- Participation in elite arts program

FROM ENROLMENT

- Enrolment at school
 - Age, where a child turns six years in October or later in a school year and is engaged in full time preschool education at an accredited preschool for the remainder of the school year
 - Participation in full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child's sixth birthday
 - The health, learning or social needs or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday
 - Participation in a full time apprenticeship or traineeship.

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

DETAILS OF PRIOR/CURRENT EXEMPTIONS (If applicable)

Date of prior/current exemption from: ____ / ____ / ____ to: ____ / ____ / ____

Number of school days: _____

Copy of Certificate of Exemption attached (Please tick): Yes No

PARENT DETAILS

Family name: _____ 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 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 exemption is subject to the conditions listed on the Certificate of Exemption
- 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: ____ / ____ / ____

PRIVACY STATEMENT

The Department of Education and Communities is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used to process your child's application for an exemption from the requirement to enrol at and/or attend school.

It will only be used or disclosed for the following purposes.

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.