



# ST PIUS X COLLEGE

## CHATSWOOD

### APPLICATION FOR LEAVE/EXEMPTION FROM ATTENDANCE AT SCHOOL

Leave can only be approved by the Principal when NESA criteria satisfied

#### Part A (to be completed by parent/caregiver)

**School Details** ST PIUS X COLLEGE CHATSWOOD Phone: 9411 4733 Fax: 9413 1860

#### Student Details

Family name: ..... Given name(s).....  
Address: ..... Postcode .....  
Date of Birth: ..... Age: ..... Year: ..... Homeroom: .....

#### Application for Exemption/Leave

Dates of exemption/leave applied for: from ..... to .....  
Number of School Days: .....

#### Reason for Application for Leave/Exemption/Leave

(please tick relevant box and attach supporting documentation)

- Exceptional domestic circumstances .....
- Other exceptional circumstances .....
- Employment in entertainment industry/participation in elite sporting event for short periods of time (ie. For one or two days and at short notice) .....

Please provide details about the reason for the Application for Leave/Exemption

.....  
.....

Please list any Assessment Tasks that will fall during the period of absence

Subject	Teacher	Type of Task (In-class/hand in etc)	Date Due

**Note:** Where the reason for Application for Leave/Exemption includes travel arrangements of more than twenty (20) school days, copies of travel documentation should be attached to this Application.

Are there any prior or current exemptions? No  Yes  Please provide details below

Dates of prior/current exemption: from ..... to: ..... Number of school days: .....

Is copy of prior/current Certificate of Exemption attached? Yes  No

**cont'd**

## Application for Leave/Exemptions from Attendance at School

### Parent / Caregiver Details

Family name: ..... Given name(s).....

Address: .....

..... Postcode .....

Contact Tel: ..... Relationship to student: .....

### Declaration / Signature

As the parent/caregiver of the abovementioned student, I hereby apply for a Certificate of Leave/Exemption from Attendance at School, under the *Education Act 1990*.

I understand that, if the leave/exemption is granted:

- I am responsible for the supervision of the student during the Period of Leave/Exemption;
- the leave/exemption is limited to the period indicated;
- The leave/exemption is subject to the conditions listed on the Certificate of Leave/Exemption;
- the leave/exemption may be cancelled at any time.

I declare that the information provided in this Application for a Certificate of Leave/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 leave/exemption may result in the exemption being revoked.

Signature: .....

Date: .....

**Once you have completed and signed Part A please return this form to the relevant Guidance Coordinator or Head of Junior School for his/her signature.**

Guidance Coordinator/Head of Junior School Signature: ..... Date: .....

**When approved by Year Coordinator/Head of Junior School please forward to Principal**

Absence Explained/Unjustified  Leave Approved

Principal .....

Date .....

### Privacy Statement

The information provided will be used to process the student's Application for Leave/Exemption from the requirement to enroll at and/or attend school. It will only be 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

If you have any concerns or complaints about the way your personal information has been collected, used or disclosed, please contact the school.

Application for Leave/Exemptions from Attendance at School

Part B (if referred to NSW CEC or Minister of Education)

**Principal's Decision and Signature**

**Application for Leave/Exemption of less than 50 days**

Granted  Complete *Certificate of Leave/Exemption from Attendance at School*  
Declined  Details: .....

Signature: ..... Date: .....

**Principal's Recommendation and Signature**

If Application is for Exemption of 50 days or more the Principal makes a recommendation and forwards it to the NSW Catholic Education Commission and onto the NSW Minister for Education.

Granted   
Declined  Details: .....

Name of Principal: ..... Contact Tel: .....

Signature: ..... Date: .....

**Investigating Officer's Recommendation and Signature (NSW Catholic Education Commission)**

**Application for Leave/Exemption of 50 days or more**

Granted   
Declined  Details: .....

Name of Officer: ..... Contact Tel: .....

Signature: ..... Date: .....

**Minister's Decision (to be completed and signed by the Delegate)**

**Application for Leave/Exemption of 50 days or more**

Granted   
Declined  Details: .....

Name of Delegate: ..... Position: .....

Signature: ..... Date: .....