

# Application for Exemption from Enrolment at School

for a student in Year 10 who wishes to participate in a full-time apprenticeship or traineeship

Form  
A.5

## INFORMATION

- A student under the age of 17 who has not completed Year 10 must remain at school unless he/she has been granted an exemption from attending school.
- Under Section 21B of the Education Act, Secondary Principals and the Executive Director of Schools may grant exemptions from schooling for the purpose of completing a full-time apprenticeship or traineeship.
- While the Minister has allowed the category of full-time apprenticeship or traineeship to be considered as a special circumstance, the use of this category was agreed to be rare.
- Eligible students must have completed Year 9. The minimum age of 15 for TAFE may not apply to apprentices and trainees, depending on TAFE approval to waive the requirement.
- Approval depends on the student holding a registered apprenticeship or traineeship employment contract. The student approval process for apprentices and trainees involves a collaborative process between school principal, employer, RTO staff, students, parents/caregivers and the Commissioner for Vocational Training.

<i>Checklist for Approval</i>	<i>Yes/No</i>
1. The student has completed Year 9 and has been offered a full-time apprenticeship or traineeship.	
2. The student and parent/caregiver complete, sign and submit this form (Form A.5) along with a completed Training Plan or Training Plan Proposal.	
3. The school provides counselling and advice to the student and parent/caregiver. For integration-funded students with a disability, schools will liaise with the CEO Sydney Transition Officer.	
4. The school contacts the Catholic Education Office (CEO) Sydney Regional Vocational Learning Adviser (VLA) for advice.	
5. The principal considers that, in all the circumstances, the student is a suitable candidate to complete his/her education through an apprenticeship or traineeship.	
6. The principal has recorded the sighting of a full-time apprenticeship or traineeship contract signed by the employer and a training plan authorised by the Registered Training Organisation (eg a photocopy placed in the student's file).	
7. The principal advises the parent and student that the apprenticeship or traineeship must subsequently be approved by State Training Services as suitable for the young person and that the training contract must attain a <i>registered</i> status following the probationary period.	
8. The principal advises the parent and student that if the apprenticeship or traineeship is not approved, or for any reason ceases before the student turns 17, he or she will not have completed Year 10 and will be legally required to do so under another pathway of the Act (for example, returning to school or full-time enrolment at TAFE).	
9. The employer agrees to notify the principal in writing if the apprenticeship or traineeship is abandoned or cancelled before the student's 17 <sup>th</sup> birthday.	
10. The principal issues a <i>Certificate of Exemption from Enrolment</i> (Form C.3). (The Minister of Education has delegated the power to principals to issue a certificate of exemption from enrolment at school. This power must not be delegated to anyone else.)	
11. The principal forwards the completed forms (Form A.5, Training Plan or Training Plan Proposal and Form C.3) to the CEO Sydney Head: Vocational Learning who maintains a register of approvals.	
12. The school keeps a copy of the Certificate of Exemption and all forms on file and forwards the original Certificate of Exemption to the parents. Copies of this completed and signed form (A.5) are distributed to all parties.	
13. The student's destination is entered into the Enrolment Register (SAS 2000) and the student is removed from the school roll.	



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

*Note: A completed and signed Training Plan or Training Plan Proposal is to be attached to this application. The Training Contract must also be forwarded to the school principal when completed.*

### School Details

School name ..... Suburb .....

Contact Person .....

Phone ..... Fax..... Email.....

### Student Details

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

Address ..... Postcode .....

Date of Birth: \_\_\_ / \_\_\_ / \_\_\_ Age: ..... Enrolment Registration Number \* .....

*\* School to provide*

### Parent/Caregiver Details

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

Address ..... Postcode .....

Relationship to student ..... Contact Telephone .....

### Declaration / Signature

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

I understand that, if the exemption is granted:

- I am responsible for the supervision of the student during the period of exemption;
- If the arrangement with the employer ceases, the above named student must satisfy compulsory schooling requirements (ie. complete Year 10 at school or at TAFE);
- the exemption is limited to the period indicated;
- the exemption is subject to the conditions listed on the *Certificate of Exemption*.

I declare that 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 revoked.

I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Parent/Caregiver's Signature ..... Date .....

Student's Signature ..... Date .....



**PART B** (to be completed by employer)

**Employer Details and Signature**

Name of Organisation .....

Address .....

Commencement Date .....

I, the employer of the applicant, agree to notify the principal in writing if the apprenticeship or traineeship is abandoned or cancelled before the student's 17th birthday.

Employer Name *(please print)*..... Position .....

Employer Signature ..... Date .....

**Privacy Statement**

The information provided will be used to process the student's Application for an Exemption from the requirement to enrol at 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 by contacting the school. If you have any concerns or complaints about the way your personal information has been collected, used or disclosed, please contact the school.

**PART D**

**School use only**

**Principal's Decision and Signature**

Following consideration of this application, I am satisfied that conditions exist / do not exist *(please circle)* making it necessary and/or desirable for the above mentioned student to be exempt from enrolment at school.

**Exemption from enrolment is granted**  **declined**

Specific reasons for decision to grant / to decline a certificate of exemption:

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Any conditions applying to the granting of a certificate of exemption:

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Principal's Name .....

Principal's Signature ..... Date.....

