**Application for exemption for more than 110 school days for a child or young person enrolled at a Queensland 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** for a period longer than 110 school days or that would cause the total exemptions granted in a year to exceed 110 school days.

This form is applicable to students who will continue to be enrolled at a non-state school for the whole exemption period.

**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:

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| **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**, who will check all supporting material provided and forward the application to the **Manager, Office of Non-State Education**, 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.
* If the student is not continuing enrolment at a non-state school for the whole exemption period, the applicant (parent/student) will need to contact the Department’s regional office relevant to where the applicant resides.
* 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 does not recommend that an exemption be granted, a copy of this application will be forwarded to the parent or young person to allow them the opportunity to provide further information to the Department of Education decision maker to support their application.

**Application for Exemption**

***Privacy Notice***

The Department of Education 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 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 Office of Non-State Education in the first instance.

 **(*Please type or print clearly and COMPLETE ALL SECTIONS)***

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| **Part A - To be completed by the parent/carer and/or young person** |
| **Name of student in full** |       |
| **Date of birth** |       |
| **Name of school** |       |
| **Year level**  |  |
| **Name of parent/carer** |       |
| **Postal address**  |       |
|       | **Postcode** |       |
| **Home phone** |       | **Mobile phone** |       |
| **Email address** |       |
| **How many school days are you seeking an exemption for?** |       | **Period for which exemption is sought (insert dates)** | **Start:** |       |
| **End:****(this should be the date immediately prior to you/your child’s return to school or eligible option)** |       |
| **Reason/s for seeking exemption (must be completed)****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)** |       |
| **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 the school principal for consideration and recommendation prior to approval by the decision maker. Written notification of the decision regarding this application will be sent to the parent/carer and/or young person.**

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| **Part B - To be completed by the principal of the non-state school** |
| **Application for exemption from:** | [ ] Compulsory schooling[ ] Compulsory participation |
| **Student’s academic history:** | (**If relevant**, please detail academic progress and ability; attach recent report card)      |
| **Support offered by school:** | (**If relevant**, please detail support offered through re-engagement activities, alterations to student’s educational program considered, alternative education options, referrals to support programs, etc.)      |
| **Is the student continuing enrolment at the non-state school for the whole exemption period?** | [ ] Yes | [ ] NoIf “no”, provide the [information sheet](https://ppr.mpe.qed.qld.gov.au/attachment/information-sheet-exemptions-from-compulsory-schooling-and-compulsory-participation.docx) and [application form](https://ppr.mpe.qed.qld.gov.au/attachment/application-for-exemption-for-a-child-or-young-person-not-enrolled-at-any-queensland-school.docx) to the applicant (parent/student) seeking an exemption, or advise the applicant to contact the Department’s regional office relevant to where the applicant resides. |
| **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)       |
| **Attachment/s – documentary evidence to support the above if relevant (please list):** |       |
| **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 may be attached if relevant.)Reasons that conditions be imposed on the exemption or that the exemption be granted for a lesser period than requested. |
| **Principal’s name** |  |
| **Postal address of school** |  |
|  | **Postcode** |  |
| **Email address** |  | **Phone number** |  |
| Please tick 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’s signature Date** |
| **Please forward by email or post to:** |
| Manager, Office of Non-State Education, via email to OfficeOfNonStateEducation@qed.qld.gov.au or by post toPO Box 15033, City East Q 4002For any enquiries, call the Office of Non-State Education on (07) 3513 6743.In the case of any exemption, the application can also be provided to the Director-General for a decision. |