

Dear Parent/Caregiver

EXTENDED STUDENT ABSENCE DURING COLLEGE TERM

At Nazareth we believe that a student's development for life beyond school will be enhanced through the promotion of the common courtesies of punctuality, attendance, work completion and meeting personal responsibilities. It is important therefore that we ask families who choose to have their son/daughter stay away from the College for a period of one week or more to write to the Principal outlining the reason for the student's extended absence.

From time to time families inform us that their son/daughter will be absent from the College for an extended period of time. Reasons for extended absence often relate to interstate or overseas holidays, family reasons or involvement in sporting competitions (State/National Representation).

Issues arise from these extended absences which are varied and dependent on the length of time missed, the year level of the student and the nature of the subject in the learning program. Whilst the College understands that there are many reasons why parents/caregivers would take their children out during term time, it is important to note that in some situations this may have a significant impact on the child's learning.

Our experience clearly shows us that from the moment a student stays away from the College for extended periods, there will be increasing problems with that student's ability to cope with the demands of their studies. This is especially the case at Year 12.

The impact of missing work has the potential for negative consequences to the continuity of the learning program offered and may lead to essential assessment items missing for grading and reporting purposes. At Year 11 and 12, parents/caregivers need to be aware that missed work may affect SACE outcomes, in particular where assessment components require a satisfactory achievement standard.

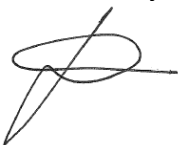
The College recommends that in these circumstances of extended absence parents/caregivers must initiate contact with the College and advise the length of absence and the impact on the students' learning program. It is appropriate for parents/caregivers to do one or more of the following:

- Make written contact with the Principal
- Make contact with their son's/daughter's Mentor teacher
- Inform the relevant House Leader
- Email subject teachers to determine the impact of the absence in terms of missed work.

In all situations of extended absence, the student should:

- Inform their subject teachers of the absence
- Ensure they are aware of the topics/concepts they are missing in any summative assessments
- Where possible complete work to keep up to date with the learning plan
- Negotiate any extension for summative assessment if necessary through the correct protocols.

Yours faithfully



Mr Jeff Sochacki
R-12 Deputy Principal



EXTENDED ABSENCE FORM

Name: **Mentor Group:**

Reason:

Absence Date(s):

Parent / Caregiver Signature:

PARENT / CAREGIVER CHECKLIST

Parents / Caregivers are required to ensure that the following people at Nazareth College have been notified of their child's extended absence.

Principal (notified in writing)	<input type="checkbox"/>	House Leader	<input type="checkbox"/>
Mentor Teacher	<input type="checkbox"/>	Year Level Coordinator (Year 11-12)	<input type="checkbox"/>
Student Services	<input type="checkbox"/>	Subject Teachers	<input type="checkbox"/>

Students are required to notify all of their subject teachers and determine the required work that is to be completed. A copy of this form must be retained by the student and a copy must be provided to the students House Coordinator.

SUBJECT	TEACHER	WORK TO BE COMPLETED	TEACHER SIGNATURE	DATE

It is the responsibility of the student to ensure this form is completed and all work missed is caught up.

Student's Signature:



**APPLICATION FOR EXEMPTION FROM SCHOOL ENROLMENT/ATTENDANCE
AND EDUCATION ENROLMENT/PARTICIPATION
FOR ALL STUDENTS 17 YEARS AND UNDER**

SECTION 1 Details

The student must attend school regularly until exemption is approved.
Information provided is protected by the Government of South Australia Information Privacy Principles.
For information regarding the exemption process see - www.decd.sa.gov.au/educationage

Name of Student (in full)

School/Provider

Parent/Guardian Address

Parent/Guardian Phone Postcode

Student's Date of Birth Age Gender Year Level

Name of Parent/Guardian Signature

SECTION 2 Reason (please tick)

Note: 16 year old students do not require an exemption to participate in vocational training such as TAFE, Apprenticeships or Traineeships

Permanent

- Full Time Employment (Greater than 30hr per/w for 15 year old and 25hr per/w for 16 year olds) Letter of offer from the employer required to be attached.
- Traineeship > Copy of contract of training or a letter of offer from the employer required to be attached
- TAFE / Other Course > TAFE enrolment form or letter from TAFE must be attached
- Apprenticeship > Copy of Contract of training or a letter of offer from the employer required to be attached

Temporary

- Family Travel / Holiday (over 12 months)
- Ongoing Medical Condition > Letter from medical practitioner required
Note: An exemption is not required unless a child is unable attend/participate long-term due to an ongoing medical condition
- Other / Conditional > please indicate / if conditional exemption > Form B required

SECTION 3 Period

Period of Exemption Requested (beginning and end dates) to

SECTION 4 Employer Details (if exemption is for Full Time Employment, Traineeship or Apprenticeship)

Employer's Name Business Name

Address

Phone Start Date

SECTION 5 Recommendations (for school use only)

Principal approval: For Temporary exemptions less than one month or for Family Travel/Holiday up to 12 months

Principal recommendation: For all Permanent exemptions and Temporary exemptions for more than one month

PRINCIPAL - APPROVED / NOT APPROVED
(please circle)

Signature _____ Date ____/____/____

OR

PRINCIPAL - RECOMMENDED / NOT RECOMMENDED
(please circle)

Signature _____ Date ____/____/____

SECTION 6 Approval (for Central Delegate use only)

APPROVED / NOT APPROVED – include period of exemption if different to period requested and whether the exemption is from enrolment and/or participation.
(please circle)

If Central Delegate approval is required send to:

SIGNATURE: DATE:

**CENTRAL DELEGATE
DECD**

Central Delegate
Exemptions Processing
Office for Schools
Level 6 Education Building
31 Flinders Street
ADELAIDE SA 5000

Fact sheet for Exemption from School Enrolment / Attendance and Education Enrolment / Participation (ED175)

Things to consider when applying for an exemption

Is the current form been used - As of January 2013 a revised new exemption form (ED175) was developed.

What is the proposed start date for the Exemption - Students must attend school regularly until an exemption is approved. After submitting a complete application, schools should allow up to 2 working weeks for an approval.

Is the Exemption Temporary – Principals have the authority to approve Temporary exemptions (*Medical, Other/Conditional*) for less than 1 month or for (*Family Travel / Holiday*) up to and including 12 months only. Principals must not approve more than two 1 month exemptions per student. Exemptions must not be approved consecutively. Any additional exemptions for a student who has reached this limit will require approval from the Central Delegate.

Is the Exemption Permanent – All Permanent exemptions (*Full Time Employment, TAFE / Other Course, Traineeship, Apprenticeship*) regardless of duration require an exemption form (ED175) to be completed and lodged for approval with the Central Delegate.

If the Exemption is Permanent is the student under 15 years of age - It is the Department of Education and Child Development policy not to approve exemptions from attendance for students under the age of 15 for the reasons of Full Time Employment, Traineeship, Apprenticeship, TAFE or other course unless there is a special circumstance. Strong recommendations must come from the school and regional office with supporting documents before such applications will be considered.

Has the appropriate evidence been submitted - It is the Parent / Guardian responsibility to submit evidence to the school when required. Supporting evidence is required for the reasons of Full Time Employment, TAFE / Other Course, Traineeship, Apprenticeship, Medical and Other / Conditional when applying for an exemption. Applications without supporting evidence may be delayed or not approved.

Has the form been fully completed – it is the schools responsibility to ensure the form has been completed before lodging with the Central Delegate for approval.

- **SECTION 1 Details** - This section is for the Parent / Guardian to fill in the student's details and sign.
- **SECTION 2 Reason** - This section is for the Parent / Guardian to indicate the reason why they would like to apply for the exemption. Reasons include:

Permanent

- **Full Time Employment** - Students of compulsory school age and compulsory education age (6 to 17 years of age) require an exemption to undertake employment under the following conditions:
 - Students of compulsory school age (under 16) must be employed in 30hrs or more per week employment.
 - Students of compulsory education age (16 to 17) must be employed in 25hrs or more per week employment.Evidence is required, such as a letter from the employer which indicates that the above conditions are met.
- **TAFE or other course / Traineeship / Apprenticeship** - Students of compulsory school age (under 16) require an exemption from school to undertake a traineeship / apprenticeship / TAFE or other course. Students of compulsory education age (16 to 17) do not need to apply for an exemption but they will be required to submit appropriate evidence to the school before they can leave. Suitable evidence includes a copy of the contract of training, letter of offer from the employer, letter of acceptance from TAFE.

Temporary

- **Family Travel / Holiday** - Students of compulsory school age and compulsory education age (6 to 17 years of age) require an exemption if they wish to travel or go on a family holiday during school time.
- **Ongoing Medical Condition** - Students of compulsory school age and compulsory education age (6 to 17 years of age) require an exemption if they have a medical condition that prevents them from attending school. Evidence is required such as a letter from a medical practitioner stating the reasons why they deem the student unable to attend school. For students with a medical condition that may only allow them to attend school part time – see Other / Conditional Exemptions.
- **Other / Conditional** - For all other reasons including Conditional exemptions and home education. Principals can grant less than one month exemption for home schooling after a home education application has been lodged with Office for Schools. For Conditional Exemptions see: <http://www.decd.sa.gov.au/speced2/pages/default/29640/>
- **SECTION 3 Period** - This section is for the Parent / Guardian to fill in for the requested period of the exemption. Note that students who are applying for a Permanent exemption (*Full Time employment, Traineeship, Apprenticeship, TAFE / Other Course*) will only need to indicate a start date. The end date will automatically calculated to either their 16 or 17 birthday as required by the compulsory school age (16) or compulsory education age (17).
- **SECTION 4 Employer Details** - Required only if the reason is for Full Time Employment, Traineeship or an Apprenticeship.
- **SECTION 5 Recommendations** – Temporary Exemptions (*Family Travel / Holiday, Medical and Other*) for less than one month can be approved by the principal and kept by the school for their records. Temporary Exemptions for less than one month are not required to be lodged with the Central Delegate for approval. Exemption certificates are not issued for principal approved exemptions. Permanent exemptions (*Employment, TAFE, Traineeship, Apprenticeship*) and Temporary exemptions more than one month are required to be recommended by the principal and lodged with the Central Delegate for approval.
- **SECTION 6 Approval** – If the form requires approval from the Central Delegate, DECD it can be mailed to: Central Delegate, Exemptions Processing, Office for Schools, Level 6 Education Building, 31 Flinders Street, ADELAIDE SA 5000, Courier R11/46.

For more information about the:

Exemption process see:

<http://www.sa.gov.au/subject/Education,+skills+and+learning/Schools/School+life/Exemption+from+attending+school>

Compulsory Education Age see: <http://www.decd.sa.gov.au/educationage/>

Compulsory School Age see: <http://www.decd.sa.gov.au/speced2/pages/attendance/attendancelInfo/Compulsory/>

Or contact Child Student Wellbeing on 8226 1062

Home Education see: <http://www.decd.sa.gov.au/speced2/pages/default/homeeducation/>

Or contact the Home Education Project Officer on 8226 1327

EDSAS coding see: <https://ssonet.central.sa.edu.au/>

Or contact Data Management on 8226 3269