

PART D: DELEGATE'S RECOMMENDATION

To be completed by:

- **The principal (where the period requested is less than 100 days)**
- **The Deputy Secretary, Department of Education (where the period requested is 100 days or more).**

Following consideration of this application, I am/am not (delete whichever does not apply) satisfied that conditions exist that make it necessary and/or desirable for _____ (name of student) be exempt from attendance at school.

I recommend that a Certificate of Exemption be (Please tick one box):

Granted

Not granted

Name and position of delegate: _____

Signature of delegate: _____

Date: ___ / ___ / ___

Notification to applicant : ___ / ___ / ___

Note: The delegate is requested to provide a Certificate of Exemption if exemption is granted.

Certificate for Exemption from Attendance at School under Section 25 of the Education Act 1990

The student whose details appear below has been granted an exemption from attendance for the period indicated.

STUDENT DETAILS

Family name: _____ Given name(s): _____

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

Address: _____

_____ Postcode: _____

School name: _____ School's telephone number: _____

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

Reason for the exemption:

Conditions of the exemption (note: for a part day exemption the hours of program participation must be specified, including the plan to have the student attend school full time).

As the parent of the above mentioned student, I am responsible for his/her supervision during the period of exemption. I understand that this exemption is limited to the period indicated. I understand that this exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

Name of parent: _____ Signature of parent: _____

Name and position of delegate: _____

Signature of delegate: _____ Date: ____/____/____

**This certificate has been issued without alteration and must be produced
when requested by police or other authorised attendance officers**

**Example Letter –
Declining an Application for a Certificate of Exemption from school attendance**

<Correspondence Name>
<Correspondence Address>

Dear <Correspondence Name>

You recently applied for a Certificate of Exemption for <Student Name> from attendance at school. Certificates of Exemption may be granted when it has been clearly demonstrated by the applicant that an exemption is necessary or desirable and that alternatives to exemption have been considered. Further, the exemption must be in the student's best interests in the short and long term.

I have carefully considered your application and I am not satisfied that an exemption from attendance is in <Student Name's> best interest. My reasons for declining your application are: <.....>

If you need further advice on this matter or would like to discuss my decision, please contact the school on <office telephone number> to make an appointment.

You have the right to appeal this decision if you consider that correct procedures have not been followed or that an unfair decision has been made.

Yours sincerely,

<Delegate Name>
<Position Title>
<Insert date>