



# Application for Exemption from Attendance

(Please use this form for absences of 4 days or longer)

Application for Exemption from Attendance covers:

- Employment in the entertainment industry – Refer to Section B
- Participating in elite art or elite sports events – Refer to Section C
- Exceptional circumstances (e.g., health) - Refer to Section D.

Please return completed forms to the NAC Administration Office or email [attendance@sras.nsw.edu.au](mailto:attendance@sras.nsw.edu.au)

## Section A: Student Details (to be completed by Parent/Carer)

Please complete the table below with the details of all students associated with the period of travel.

FAMILY NAME	GIVEN NAME	DOB	AGE	YEAR LEVEL

**Student Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**School name:** Nowra Anglican College

**Dates of Travel:**

From \_\_\_ / \_\_\_ / \_\_\_ to: \_\_\_ / \_\_\_ / \_\_\_ (inclusive)

Number of school days: \_\_\_\_\_

**Please provide further details about the reason for the application for exemption here:**

- Relevant travel documentation, such as an e-ticket or itinerary (for non-flight-bound travel within Australia only), must be attached to this application.
- If you are applying for the Elite Sport exemption, please supply evidence of participation in your

team/organisation with this application.

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**Assessment Requirements: (To be completed by the student)**

*(Please copy this page if more than one student has applied for Extended Leave)*

Students are to detail below any assessments that will occur during this absence. In addition, students must consult with the Head of Studies regarding possible alternative arrangements.

Student Name: \_\_\_\_\_

Year: \_\_\_\_\_

Subject	Assessment Task	Due Date	Alternative Arrangement	Signed by Head of Department	Signed by Head of Studies

The School Assessment Calendar has been checked, and we confirm that:

*(Please tick the appropriate box)*

There are no assessments due in the period of applied absence    OR

In-class assessment task(s) due, but alternative completion arrangements have been made with the Head of Studies.

**Notice regarding hand-in assessment tasks**

It is critically important that students identify all NESAs (Official RoSA, Preliminary and HSC) Assessment Tasks that are due during the period of leave. Due dates for hand-in assessment tasks remain as stated in the Assessment Booklet. Extenuating circumstances may be considered.

**Catch-up Learning**

It is the responsibility of the student to make arrangements with their class teachers to ensure that they are able to catch up on any learning missed.

Student Signature: \_\_\_\_\_ Parent/Caregiver Signature: \_\_\_\_\_

## Section B: Employment in the Entertainment Industry

Code M

Please provide more detail about the reason for the Application for Exemption for employment in the entertainment industry, including the name of the industry performance/activity:

\_\_\_\_\_

Hours of programme participation (for part day only): \_\_\_\_\_ hours

**Please note: A schedule of participation from the employer, company or corporation must be attached with contact names and numbers**

NOTE:

- Employer's Declaration to be completed
- Where the reason for application for exemption includes long-term travel arrangements of more than 20 school days, copies of travel documentation should be included with the application.

### EMPLOYER DETAILS - to be completed by the employer

Name of company/corporation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

(Please attach and tick ):

1. Detailed itinerary/work schedule for the period of exemption sought:  Yes  No

2. Evidence of tutor's teaching qualifications (supplied by employer):  Yes  No

Employer's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please go to Section E to complete this form**

## Section C: Participating in Elite Arts or Elite Sports Events

Code M

Reason for application for exemption: Please tick one of the following:

- Participation in elite sporting event including for short periods of time i.e., for one or two days, and at short notice
- Participation in an elite arts program

Name of elite arts or elite sports program: \_\_\_\_\_

**Reason for the application for exemption** (Please provide more detail about the reason for the application for exemption here)

**NOTE:** Where the reason for application for exemption includes travel arrangements, copies of travel documentation should be included with the application as the school requires evidence of the student's travel.

**Please go to Section E to complete this form**

## Section D: Exceptional Circumstances (health of the student where sick leave or alternative enrolment is not applicable)

Code M

Please provide more details about the reason for the application for exemption here:

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Please attach any additional evidence, e.g., health care plan, medical advice etc.

**Please go to Section E to complete this form**



## Section E: Parent Details / Acknowledgement

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Telephone number: \_\_\_\_\_

Relationship to student/(s): \_\_\_\_\_

As the parent of the above-mentioned student/(s), I hereby apply for a Certification of Exemption from Attendance and understand my child will be granted a period of leave upon acceptance by the relevant Heads of Schools / Headmaster for the reasons provided.

I understand that if the exemption/leave is granted:

- I am responsible for his/her supervision during the period of exemption
- The exemption from attendance is limited to the period indicated
- The exemption from attendance is subject to the conditions listed on the Certificate of Exemption
- The period of extended leave will count towards my child's absences from school

I declare the information provided in this application is, to the best of my knowledge and belief, accurate and complete. I recognise that should statements within this application later prove to be false or misleading, any decision as a result of this application may be revised.

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

**Signature of Parent/Carer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Carers:** Once you have completed and signed this form, please return it to the NAC Administration Office or email [attendance@sras.nsw.edu.au](mailto:attendance@sras.nsw.edu.au).

Your application will be considered, and a response will be sent to you via email. If approved, a Certificate will be issued and attached to the email.



## Section F: To Be Completed By The Principal

I accept this Application for:

- Exemption for attending employment in the entertainment industry  Yes  No
- Exemption for participating in elite art or elite sports events  Yes  No
- Exemption due to exceptional circumstances  Yes  No

**Head of School / Principal Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### COLLEGE NOTES – To be completed by Attendance Administrator (once approved by Principal)

- Notified Deputies, Head of School, Pastoral Coordinator, Year Coordinator, Class/Homeroom Teacher
- Entered into Edumate on the absentee reason register
- Complete the Exemption from Attendance Certificate
- The original certificate is to be given to the Parent/Carer, with a copy kept in the student's Edumate file
- Parents/Carers should be advised to carry the Certificate as it may be requested by government officials, including the Department of Immigration and Border Protection, Police, etc