

# Exemption from School Application

This form is to be used by all Victorian schools for all students of compulsory school age who are seeking to leave school before completing Year 12.

**Ministerial Order 705** - where the student has not completed Year 12 or an equivalent qualification and will be engaged in approved education, training or employment on a full-time basis\*.

<b>Student Name:</b>		
<b>School Name:</b>	St Francis Catholic College	
<b>School Location:</b>	Melton West	
<b>Principal's Name:</b>	Marlene Jorgensen	
<b>School Contact:</b> (This should be the details of the staff member who is supporting this application)	<b>Name:</b> Kylie Perry	
	<b>Position:</b> Registrar	
	<b>Email:</b> kperry@sfcc.vic.edu.au	<b>Phone:</b> 8099 6000

## Purpose

Under the *Education and Training Reform Act 2006* schooling is compulsory for students aged 6 to 17 years. Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless an exemption is in place or if they are registered for home schooling. Exemptions are only available in certain circumstances and must be applied for by written application, made by at least one parent/carer of the student. Students must continue attending school until an exemption is granted.

Exemptions are approved by different authorities depending on whether the student has completed Year 10.

Please refer to the table below for an outline of the possible exemptions that can be granted in accordance with **Ministerial Order 705** where the student has not completed Year 12 or an equivalent qualification and will be engaged in approved education, training or employment on a full-time basis\*. Please refer to the [Exemption](#) section of the Policy and Advisory Library for information on the appropriate process for applying for an exemption.

*\*In this Form, 'full-time basis' means a course of education or training with an average of at least 25 hours per week; or considered to be full-time by the provider of the education or training.*

## Privacy Notice

The Department of Education uses and collects personal information for the purposes of approval of school exemption and school exit procedures and to support and monitor the student's pathway after they leave school. This form collects personal information about the student (contact details i.e. full name, phone number, and email and sensitive and health information) and contact details of parents/carers who submit the application (full name, phone number, email). It also collects information on whether the student identifies as Aboriginal or Torres Strait Islander, and/or has a disability ('Student Context'). Your personal information will be accessed by school and department staff involved in collating and assessing your application and enabling transition support. Without this information, the principal or Regional Director may be unable to approve a school exemption and the department may be unable to fully support successful student transitions.

A copy of this form will be provided to all signatories once a final decision has been made. Students can request access to their personal details and ask that it be corrected by contacting their school directly.

For more information about how schools and the department handle personal information, see <https://www.vic.gov.au/schools-privacy-policy>. For further information on the Child Information Sharing Scheme, see: <https://www.vic.gov.au/child-information-sharing-scheme>.

**Table 1 – Exemption Authorities**

Select one	The student is of compulsory school age and:	The student is seeking an exemption from attending school prior to completing Year 12:	Procedure for all Victorian schools.
<input type="checkbox"/>	Has completed Year 10	To engage in approved education, training and/or employment on a full-time basis.	<p>Application is submitted to the Principal for approval and lodged with the Department of Education's Regional Office (Government and independent schools) or the Diocesan Director (Catholic schools) for review.</p> <p>If the exemption is approved, a copy of this form is to be provided to the student and relevant Department of Education's Regional Director (Government and independent schools) or Diocesan Director (Catholic schools) within 7 days of the exemption being granted.</p> <p>If an application is refused by the Principal, the decision must be provided to the Department of Education's Regional Director (Government and independent schools) or Diocesan Director (Catholic schools) within 7 days of the refusal.</p>
<input type="checkbox"/>	Has not completed Year 10	To engage in approved education, training and/or employment on a full-time basis.	<p>Application is endorsed by Principal.</p> <p>Application is submitted to the relevant Department of Education's Regional Director for approval.</p> <p>If the application is not endorsed by the Principal, the Principal should contact the MYPAT to discuss the need for future transition support.</p>

## Overview and instructions

All Victorian schools are required to submit an Exemption from School Application (ESA) for all compulsory school aged students who are seeking to leave school prior to completing Year 12.

### Prior to the student transitioning from school, the following should occur

- A copy of the ESA and all relevant supporting documentation including the Career Action Plan must be sent to the relevant Department of Education's Regional Office (Government schools) or the Diocesan Director (Catholic schools)
- Original copies of the completed ESA and Career Action Plan must be retained in the student's file at the school
- Copies of the completed ESA and Career Action Plan must be provided to the student and their parent/carer
- A referral may be made to the dedicated Victorian Early Leaver Connection Initiative Career Advice Service, delivered by Skills and Jobs Centres.

Once an exemption has been granted, Victorian Government schools must maintain contact with the student while they are of compulsory school age. If the student's chosen pathway is unsuccessful, the school will be

the first point of contact to either re-engage the student in school or explore an alternative pathway. This responsibility remains with the school while the student is of compulsory school age.

**This form MUST NOT be used to:**

- Un-enrol a student
- Manage non-attendance or respond to challenging behaviours
- Manage long absences due to personal or health issues
- Exit a student whose whereabouts is unknown
- Transfer a student to another school (including Virtual School Victoria), or register a student for home schooling.

### Section A - Student Details

Surname:

First given name:

Second given name:

Preferred name (if applicable):

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Age: Years \_\_\_\_ Months \_\_\_\_

Gender: ☐ Male ☐ Female ☐ Other

VSN:

Street Number and Name:

Suburb:

State:

Postcode:

Landline or Mobile:

Email:

Current Year Level:

Highest Year Level **Completed**:

Country of Birth:

If not born in Australia, is the student an Australian Citizen or Permanent Resident? ☐ Yes ☐ No

### Parent/Carer Details

This section must be completed by all parents/carers with legal guardianship of the student.

**Parent/Carer 1**

**Parent/Carer 2**

Title: e.g. Mr, Mrs, Ms, Dr

Title: e.g. Mr, Mrs, Ms, Dr

Surname:

Surname:

Given names:

Given names:

Contact phone no. business hours:	Contact phone no. business hours:
Email:	Email:

### Section B: Student Context

Please indicate whether any of the below applies to the student listed in Section A.

Is the student of Aboriginal or Torres Strait Islander descent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student have a diagnosed disability and/or does the school receive individualised funding for this student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the student currently in Out of Home Care?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student had less than 80% attendance in the last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student required any additional support or interventions in relation to their behaviour?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student participated in any re-engagement programs run by your school or other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a Navigator referral ever been submitted for this student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Optional:</b> Has this student been expelled from your school, or are they in the process of being expelled?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Optional:</b> Is the student currently involved with Youth Justice, or has been involved with Youth Justice in the past 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If answered Yes to any of the above, please complete the *Exemption from School Supplementary Information Form* at Section G and submit it along with this *Exemption from School Application*.

### Section C: Student Pathway

Note: Tick one.

<input type="checkbox"/>	Student will participate in full-time approved education or training (Complete Section D1)
<input type="checkbox"/>	Student has a full-time job, apprenticeship or traineeship (Complete Section D2)
<input type="checkbox"/>	Student will participate in a combination of approved education, training and/or employment (Complete Sections D1 and D2)

### Section D1: Education and Training Details

Complete all relevant sections.

<b>Name of Education or Training Provider:</b> <i>(e.g. XXX TAFE, XXX Registered Training Organisation)</i>			
<b>Contact Details:</b> <i>(e.g. Name and phone number)</i>	Phone:  Email:		
<b>Name and level of Qualification:</b> <i>(e.g. CGEA Certificate II, Certificate II in Automotive)</i>			
<b>Time Fraction:</b> <i>(Part-time is only applicable if student is undertaking a combination of education/ training and employment. Section D2 must also be completed.)</i>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time      Hours per week: _____		
<b>Start Date:</b>	____/____/____	<b>Finish Date or Duration:</b>	____/____/____ OR _____ Mths/Yrs

**Note:** formal written confirmation of the student's pathway is required as evidence of the student's post-school destination. A copy **must** be attached to this form.

*Examples of written confirmation could include: letter of offer (on letterhead) or email from the education, training or employment provider confirming the above information (with signature block).*

### Section D2: Employment, Apprenticeship, Traineeship Details

Complete all relevant sections.

<b>Name and Address of Employer:</b>	Name:  Address:
<b>Contact Details of Employment Provider:</b> <i>(e.g. phone number, email)</i>	Phone:  Email:
<b>Job Title/Position offered to student:</b>	

<b>Is this position an Apprenticeship or Traineeship?</b> <i>If Yes, please list the Registered Training Organisation that is delivering the off the job training in Section D1 (above).</i>		<input type="checkbox"/> Yes – Apprenticeship <input type="checkbox"/> Yes – Traineeship <input type="checkbox"/> No – Neither	
<b>Time Fraction:</b> <i>(Must be at least 25 hours per week)</i>		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <b>Hours per week:</b> _____	
<b>Start Date:</b>	____ / ____ / ____	<b>Finish Date or Duration:</b>	____ / ____ / ____ OR _____ Mths/Yrs

**Note:** formal written confirmation of the student's pathway is required as evidence of the student's post-school destination.

*Examples of written confirmation could include: letter of offer (on letterhead) or email from the education, training or employment provider confirming the above information (with signature block).*

### Section E1: Support and Engagement Details

The Department along with Catholic Education and Independent Schools Victoria, commits to improving the transition from school by strengthening school responsibility for monitoring young people's pathways while they are still of compulsory school age (six to 17 years of age).

Schools are required to consider the following factors in assessing a student's suitability to receive an exemption from school, as outlined in Ministerial Order 705:

- ☐ determine that the student meets the requirements for exemption
- ☐ consider the wellbeing and development needs of the student, taking into account –
  - the student's aspirations and reasons for wanting to leave school
  - the view of the student and the student's family
- ☐ assess the likelihood that the student will complete the education or training or stay with the employer while of compulsory school age
- ☐ consider if there are possible alternate arrangements to exemption
- ☐ consider the best interests of the student.

Detail any supports or strategies\* implemented to assist the student, and any challenges identified which have impacted the student's continued engagement at school.

*\*Supports and strategies could include modified timetables, education needs assessment, engagement with Student Support Services, work experience, Student Support Group meetings.*

Explain how it has been determined that this pathway is the most appropriate way to support the student to remain engaged in education, training and/or employment and the view of the parent/carer and student.

Career Action Plan attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other relevant documents to support the transition attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Section E2: Transition Monitoring

All Victorian government schools are required to complete this section to ensure that the student has the appropriate supports in place to transition successfully to their chosen pathway, and to be supported by their school should this pathway not be successful or concludes prior to the student turning 17. Schools receiving Career Education Funding should comply with the relevant accountabilities, including formal exit interview and follow up requirements.

<p>1. Has the student (and parent/carer) been advised that contact will be made within one month, and again at three and six months, to ensure a successful transition has occurred?</p> <p>Please provide details of the school staff member who will be contacting the student at these intervals:</p> <p>Contact person: _____ Phone: _____</p> <p>Position: _____</p> <p>Email: _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. Has the student (and parent/carer) been advised that if the pathway concludes or is discontinued prior to the student turning 17, they are invited to seek advice and support from the above staff member at the school to consider alternative pathway options, which may include a return to school?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. Has the student been advised that if they do not participate in education, training and/or employment on a full-time basis until 17 years of age, this may impact on their eligibility to receive financial support from Centrelink?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>4. Would the student benefit from additional support while undertaking their pathway? (e.g. learning, wellbeing, disability) How will the training provider and/or employer be made aware of these additional support needs?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

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5. What transition monitoring supports or conditions have been put in place?

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**Note:** Government schools receiving funding through the Careers Education Funding (Reference 91) are to comply with the relevant accountabilities, including formal interview, reporting and follow up requirements.

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### Section F: Endorsement

Note: This section is to be completed and signed by the student, parent/carer and Principal.

**Student's Name (BLOCK LETTERS):** \_\_\_\_\_

I hereby acknowledge that the information about me contained in this form is true and correct.



**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Parent/Carer's Name(s) (BLOCK LETTERS):** \_\_\_\_\_

*(this section must be completed by a person(s) who is a parent or guardian or otherwise has parental responsibility for the student)*

Relationship to student: \_\_\_\_\_

**By signing this document, I acknowledge:**

- I am the student's parent or guardian, or otherwise have parental responsibility for the student.
- I am making an application for my child who is of compulsory school age to be exempted from enrolment and attendance from school for the purposes of participating in full-time education/training, or employment, or a combination of education/training and employment.
- To the best of my knowledge, the information contained in this form is true and correct.
- I understand my responsibilities under the exemption and Education and Training Reform Act 2006 (Vic) for ensuring that my child complies with the terms of the exemption until they are aged 17. I understand that failing to do so may impact on their eligibility to receive financial support from Centrelink. I understand that if my child does not comply with the exemption granted, it is my duty to ensure they attend school until they are aged 17.
- I understand this document will be forwarded to the appropriate principal and Regional Office of the Department of Education for the purpose of requesting an exemption from school, monitoring compliance with my child's exemption and/or to provide further transition support.
- I understand the information in this form may be used to verify and support my child's exemption pathway.
- Unless/until an exemption is granted, I am required to ensure that my child attends school.
- Depending on the type of exemption application made, the school principal or the Regional Director will determine the outcome of the application.
- If granted, the school principal or the Regional Director will determine whether the exemption will be limited to a time period or whether it will be subject to compliance with certain conditions. This may include a condition of transition monitoring for my child, where contact will be made with us by the relevant school contact person within 1, 3 and 6 months, and every 6 months thereafter, until my child turns 17 to ensure that a successful transition has occurred. A condition may also be placed on the



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exemption requiring my child who remains of compulsory school age to return to school obtain a new exemption if their circumstances change or their exemption expires.

- I understand that the school and Department of Education will provide additional pathways and careers support if required. This includes sharing student and parent/carer contact details (i.e. full name, phone number, email) with a local Skills and Jobs Centre or community provider for the purpose of connecting my child with free, specialised, and optional transition support services. Participation in these services is free and voluntary. My child and I may be contacted to offer this support. For further information refer to the following website: [www.vic.gov.au/victorian-early-leaver-connection-initiative](http://www.vic.gov.au/victorian-early-leaver-connection-initiative).



**Signature Parent/Carer 1:**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Signature Parent/Carer 2:**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name of TAFE / RTO / Employer:**

**Course Name:**

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**Principal Name (BLOCK LETTERS):** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**Tick ONE only:**

- ☐ I authorise an exemption from school; the student **has completed Year 10** and is transitioning to a pathway that meets the requirements of **Ministerial Order 705**. Written confirmation of this is attached.
- ☐ I recommend the Department of Education's Regional Director authorises an exemption from school; the pathway meets the requirements of the **Ministerial Order 705**. Written confirmation of this is attached.
- ☐ I DO NOT recommend an exemption from school for the following reasons:

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**As the Principal of a school:**

I commit that the school will actively support this student to continue education, training or employment while they are of compulsory school age and will contact the student within ten working days in the event that:

- the exemption destination/pathway does not satisfactorily meet the needs of the student; or
- the exemption is no longer valid.



**Principal Signature:**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

*All Victorian school principals must sign.*

### Section G: Exemption from School– Supplementary Information form

For students identified in Section B, the Supplementary Information form is required to be completed alongside the Exemption from School Application. This is to ensure that the student has been offered appropriate supports by the school prior to transitioning to other education, training and/or employment, and to ensure that the pathway identified in Section D is the most appropriate for the student and will be able to meet their needs. For applications of students who are members of these cohorts or who have had attendance, behavioural, health or wellbeing issues, Section G **must** be completed and may require the Department of Education's Regional Office seeking additional information about the circumstances and steps taken by the school.

Is the student of Aboriginal or Torres Strait Islander descent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detail any Koorie Engagement Support the student has received	
Does the student have a diagnosed disability and/or does the school receive individualised funding for this student?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detail any disability support the student has received.	Disability: Category: Level of funding:
Is the student currently in Out of Home Care?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detail any out of home care support the student has received. (e.g. Lookout, Individual Education Plan).	
Has the student had less than 80% attendance in the last year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detail any support the student has received in relation to their attendance. (e.g. Attendance Improvement Plan, modified timetables, return to school plan etc). Please also include details of any attendance referrals made to the relevant Department Of Education's Regional Office ( <i>Government schools</i> ) or Diocesan Office ( <i>Catholic schools</i> ) about this student.	Date student last attended school: Term:                      Date: ____/____/____
Has the student required any additional support or interventions in relation to their behaviour?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Detail these supports. (e.g. <i>Behaviour Support Plan, Mentor, Care Team, agency involvement, support from Department of Education's regional staff (Government schools) or Diocesan staff (Catholic schools)</i> )	
Has the student participated in any re-engagement programs run by your school or other organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detail these programs and when the student participated, and any outcomes.	
Has the student ever been referred to the Navigator Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Detail when the Navigator referral was made, and details of any engagement or outcomes.	Date of referral: ____/____/____
<b>Optional:</b> Has this student been expelled from your school, or are they in the process of being expelled?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Note: Disclosure of expulsion enables the Department to ensure appropriate supports have been made available to the student*

<b>Optional:</b> Is the student currently involved with Youth Justice, or has been involved with Youth Justice in the past 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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*Note: Disclosure of involvement in Youth Justice enables the Department to ensure appropriate supports have been made available to the student*

**Other relevant information**

*(including correspondence with relevant Catholic Diocesan education office/Independent Schools Victoria)*

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<b>To lodge your Exemption from School Application please email:</b>
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North Eastern Victoria Region:	Email: <a href="mailto:pathways.transitions.nev@education.vic.gov.au">pathways.transitions.nev@education.vic.gov.au</a>
North Western	Email: <a href="mailto:pathways.transitions.nwv@education.vic.gov.au">pathways.transitions.nwv@education.vic.gov.au</a>

Victoria Region:	
South Eastern Victoria Region:	Email: <a href="mailto:pathways.transitions.sev@education.vic.gov.au">pathways.transitions.sev@education.vic.gov.au</a>
South Western Victoria Region:	Email: <a href="mailto:pathways.transitions.swv@education.vic.gov.au">pathways.transitions.swv@education.vic.gov.au</a>