

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 and will be engaged in approved education, training or employment on a full-time basis*.

Student Name:			
School Name:	Catholic Regional College Melton		
School Location:	Melton West		
Principal's Name:	Mrs Marlene Jorgensen		
School Contact: <i>(This should be the details of the staff member who is supporting this application)</i>	Name: Kylie Perry		
	Position: Registrar		
	Email: kperry@crcmelton.com.au	Phone: 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 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 [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.

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.	Application is submitted to the Principal for approval and lodged with the Department of Education and Training (DET) Regional Office (<i>Government and independent schools</i>) or the Diocesan Director (<i>Catholic schools</i>) for review. If the exemption is approved, a copy of this form is to be provided to the student and relevant DET Regional Director (<i>Government and independent schools</i>) or Diocesan

The Department of Education and Training collects the personal information for the purposes of approval of school exemption and school exit procedures. Your personal information will only be accessed by staff involved in assessing your application. Without this information, we may be unable to approve a school exemption or support successful student transitions. A copy of this form will be provided to your parent/carer. You are able to request access to your personal details and request that it be corrected by contacting the school directly. For further information on the Child Information Sharing Scheme, see: <https://www.vic.gov.au/child-information-sharing-scheme>

			Director (<i>Catholic schools</i>) within 7 days of the exemption being granted.
			If an application is refused by the Principal, the decision must be provided to the DET Regional Director (<i>Government and independent schools</i>) or Diocesan Director (<i>Catholic schools</i>) within 7 days of the refusal.
<input type="checkbox"/>	Has not completed Year 10	To engage in approved education, training and/or employment on a full-time basis.	Application is endorsed by Principal. Application is submitted to the relevant DET Regional Director for approval. If the application is not endorsed by the Principal, the Principal should contact the MYPAT to discuss the need for future transition support.

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 DET 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

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 [challenging behaviour](#) issues
- Manage extended periods of absence due to personal or health issues
- Exit a student whose [whereabouts are 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 (<i>if applicable</i>):	
Date of Birth: ____/____/____		Age: Years ____ Months ____	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		VSN:	
Street Number and Name:		Suburb:	State: Postcode:
Landline or Mobile:		Email:	
Current Year Level:		Highest Year Level Completed :	
Country of Birth:			

The Department of Education and Training collects the personal information for the purposes of approval of school exemption and school exit procedures. Your personal information will only be accessed by staff involved in assessing your application. Without this information, we may be unable to approve a school exemption or support successful student transitions. A copy of this form will be provided to your parent/carer. You are able to request access to your personal details and request that it be corrected by contacting the school directly. For further information on the Child Information Sharing Scheme, see: <https://www.vic.gov.au/child-information-sharing-scheme>

If not born in Australia, is the student an Australian Citizen or Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> 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 Aboriginal or Torres Strait Islander?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the student have a diagnosed disability and/or receive <i>Program for Student with Disabilities</i> funding?	<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
Optional: 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
Optional: 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 <i>Exemption from School Supplementary Information Form</i> at Section G and submit it along with this <i>Exemption from School Application</i> .	

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 Section D1 and D2)

Section D1: Education and Training Details Complete all relevant sections.	
Name of Education or Training Provider:	

(e.g. XXX TAFE, XXX Registered Training Organisation)			
Contact Details: (e.g. Name and phone number)		Phone:	
		Email:	
Name and level of Qualification: (e.g. CGEA Certificate II, Certificate II in Automotive)			
Time Fraction: (Part-time is only applicable if student is undertaking a combination of education/training and employment. Section D2 must also be completed.)		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Hours per week: _____	
Start Date:	____/____/____	Finish Date or Duration:	____/____/____ OR ____ Mths/Yrs
<p>Note: written confirmation of the student's pathway is required, this is used as evidence of the student's post-school destination. A copy must be attached to this form.</p> <p><i>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).</i></p>			
<p>Section D2: Employment, Apprenticeship, Traineeship Details Complete all relevant sections.</p>			
Name and Address of Employer:		Name:	
		Address:	
Contact Details of Employment Provider: (e.g. phone number, email)		Phone:	
		Email:	
Job Title/Position offered to student:			
Is this position an Apprenticeship or Traineeship? <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	
Time Fraction: (Must be at least 25 hours per week)		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____	
Start Date:	____/____/____	Finish Date or Duration:	____/____/____ OR ____ Mths/Yrs
<p>Note: written confirmation of the student's pathway is required, this is used as evidence of the student's post-school destination.</p> <p><i>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).</i></p>			

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: Yes No
Other relevant documents to support the transition attached: Yes 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.

The Department of Education and Training collects the personal information for the purposes of approval of school exemption and school exit procedures. Your personal information will only be accessed by staff involved in assessing your application. Without this information, we may be unable to approve a school exemption or support successful student transitions. A copy of this form will be provided to your parent/carer. You are able to request access to your personal details and request that it be corrected by contacting the school directly. For further information on the Child Information Sharing Scheme, see: <https://www.vic.gov.au/child-information-sharing-scheme>

<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>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> <p>_____</p> <p>_____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>5. What transition monitoring supports or conditions have been put in place?</p> <p>_____</p> <p>_____</p>	
<p>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.</p>	

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: ___/___/___

Parent/Carer's Name(s) (BLOCK LETTERS): _____

(this section must be completed by a person(s) who has legal guardianship of the student)

Relationship to student: _____

As the Parent/Carer¹ of the abovementioned young person:

- I request that my child be exempted from school for the reasons stipulated in this application form and that these details are true and correct.
- I acknowledge that I understand my responsibilities under the Education and Training Reform Act 2006, for ensuring that my child is engaged for at least 25 hours per week in education, training, and/or paid employment until they are aged 17.
- I understand that this document will be forwarded to the appropriate Regional Office of the Department of Education and Training for the purpose of requesting an exemption from school, monitoring student pathways and/or to provide further transition support.
- I understand that information contained within this form may be used to verify and support the pathway outlined for the student.

 **Signature Parent/Carer 1:** _____

Date: ___/___/___

Signature Parent/Carer 2: _____

Date: ___/___/___

Name of TAFE / RTO / Employer: _____

Course Name: _____

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 DET 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:

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.

¹ Parent/Carer signature is not required where a student has been legally classified as a mature minor. More information about Mature Minor status can be found at: <https://www2.education.vic.gov.au/pal/mature-minors-and-decision-making/policy>. In this instance, 'Parent/Carer' should be crossed out and the student should sign this section also.

The Department of Education and Training collects the personal information for the purposes of approval of school exemption and school exit procedures. Your personal information will only be accessed by staff involved in assessing your application. Without this information, we may be unable to approve a school exemption or support successful student transitions. A copy of this form will be provided to your parent/carer. You are able to request access to your personal details and request that it be corrected by contacting the school directly. For further information on the Child Information Sharing Scheme, see: <https://www.vic.gov.au/child-information-sharing-scheme>

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 DET Regional Office seeking additional information about the circumstances and steps taken by the school.

Is the student Aboriginal or Torres Strait Islander?		<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 receive <i>Program for Student with Disabilities</i> funding?		<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 DET 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. Behaviour Support Plan, Mentor, Care Team, agency involvement, support from DET regional staff) (<i>Government schools</i>) or Diocesan staff (<i>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: ___/___/___
Optional: 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
<i>Note: Disclosure of expulsion enables the Department to ensure appropriate supports have been made available to the student</i>	
Optional: 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
<i>Note: Disclosure of involvement in Youth Justice enables the Department to ensure appropriate supports have been made available to the student</i>	
Other relevant information (including correspondence with relevant Catholic Diocesan education office/Independent Schools Victoria)	

To lodge your Exemption from School Application please email:	
North Eastern Victoria Region:	Email: pathways.transitions.nev@education.vic.gov.au
North Western Victoria Region:	Email: pathways.transitions.nwv@education.vic.gov.au
South Eastern Victoria Region:	Email: pathways.transitions.sev@education.vic.gov.au
South Western Victoria Region:	Email: pathways.transitions.swv@education.vic.gov.au