

## Exemption Certificate Information for Parents/Carers.

The *ACT Education Act 2004* legislates that all children, living in the ACT of compulsory school age (6-17), are enrolled and attending school fulltime or registered for Home Education, except in exceptional circumstances when an approved Exemption Certificate is in place.

The *ACT Education Act 2004* applies to all children and young people living in the ACT and to all schools in the ACT – Public, Catholic and Independent.

An Exemption Certificate is required when:

- a child or young person of compulsory school age is not attending school full-time or registered for Home Education for a period of 5 or more weeks (25 school days – whole or part days).

Exemptions are required for all children and young people living in the ACT who:

- are not attending school fulltime
- are not enrolled in a school
- are not registered for Home Education
- have not completed year 10 & are undertaking employment or alternative training opportunities
- are not yet 17 & are seeking exemption on exceptional circumstance eg: health/well being

Exemption Certificate applications are completed by parents, signed by child's school, with supporting evidence attached relevant to the reason (see over page for further information).

Applications are required as soon as it is apparent the child or young person will have an extended period of absence or is having a regular whole or part day absence eg: to attend weekly/fortnightly therapy appointments

An Exemption Certificate may be approved as fulltime or partial, and for a maximum of six months.

Applications for students turning six will be considered in the month prior to the child's sixth birthday.

An Exemption is not required for family travel/holiday, overseas posting, student exchange, sporting or Arts opportunities, school supported work experience or ASbA

Students who have completed year 10 are not yet 17 and are seeking full-time work / apprenticeship / traineeship are required to complete an Approval Statement. For further information on Approval Statements email [EDUApprovalStatements@act.gov.au](mailto:EDUApprovalStatements@act.gov.au) or call (02) 6205 3253.

Students enrolled in an ACT school and residing in NSW, are required to seek an Exemption from the NSW Department of Education. <https://education.nsw.gov.au/policy-library/policies/pd-2005-0259/exemption-from-school---procedures--pdf-1307-5-kb-> and forward to [attendance@det.nsw.edu.au](mailto:attendance@det.nsw.edu.au)

**To request an Exemption Certificate Application Form email [exemptioncertificates@act.gov.au](mailto:exemptioncertificates@act.gov.au) including the child's name, date of birth and their current school.**

**To obtain a copy of the Exemption Certificate Application Form or for further information contact [ExemptionCertificates@act.gov.au](mailto:ExemptionCertificates@act.gov.au) or (02) 6205 3695.**

### Exemption Certificate for Health and/or Wellbeing

An Exemption Certificate application is required when a child or young person:

- is unable to participate fulltime in learning due to their health/wellbeing

An Exemption Certificate will be approved for up to a maximum of six months.

An Exemption Certificate is approved on the grounds of health/wellbeing when there is evidence that the child or young person is unable to participate in any learning; that they are unable due to their health/wellbeing to:

- attend school
- complete schoolwork at home (eg: Google Classrooms or other school learning platforms)
- access Distance Education
- engage in Home Education.

When a child is completing school provided work while at home, they are considered to be participating in learning and an Exemption may not be required, dependent on their level of engagement and participation.

#### **Evidence required to support an application for an Exemption Certificate for reasons of health/wellbeing:**

Applications for an Exemption Certificate require supporting evidence from an involved professional who is independent of the child's school.

A letter of support may be provided by:

- Paediatrician
- Psychologist
- Psychiatrist
- Other Medical Specialist
- General Practitioner

The letter of support should clearly state that an Exemption Certificate is in the child's best interest for their health/wellbeing.

The letter should also include:

- that the child is unable to participate in learning
- either a fulltime or partial exemption is supported
- any recommendations for interventions/strategies to support the child's return to fulltime participation and school attendance
- any other information the involved professional deems appropriate.

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Exemption Certificate Applications 2024

## Exemption Certificate Information for Parents/Carers.

### Exemption Certificate for Employment, Apprenticeship, Traineeship or other Alternative Educational Pathway

An Exemption Certificate application is required when a young person:

- has not completed year 10 is not yet 17 and is commencing an apprenticeship, employment or other work related training

#### **Required Supporting Evidence for an Exemption Certificate to commence an Apprenticeship, Employment or other Work Related Training, including a Transition to Work program:**

- Copy of signed Apprenticeship Agreement /Training Contract
- Confirmation from employer on official business letterhead/email confirming start date, hours of employment and when applicable, a copy of the contract
- Copy of CIT or other training provider enrolment confirming start date, subjects and required attendance hours
- Email from transition to work program confirming participation.

When a young person is undertaking an apprenticeship an Exemption Certificate is generally approved through to the young person's 17<sup>th</sup> birthday.

When a young person is commencing employment (other than an apprenticeship) an Exemption Certificate will be approved for a maximum of 6 months. A further application will then be required confirming they are continuing in employment.

Parent/s and employer/training provider are required to advise the child's school and [exemptioncertificates@act.gov.au](mailto:exemptioncertificates@act.gov.au) should the young person prior to turning 17, cease employment/training or fail to meet the required participation conditions.

**Please Note: When a young person has completed year 10 is not yet 17 and is seeking full-time work / apprenticeship / traineeship they are required to complete an Approval Statement. For further information on Approval Statements email [EDUApprovalStatements@act.gov.au](mailto:EDUApprovalStatements@act.gov.au) or call (02) 6205 3253.**

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