



Office Use Only

Student ID:

Exemption is for:

Compulsory schooling (Yr P – 10) []

Compulsory participation (Yr 11 & 12) []

APPLICATION FOR EXEMPTION

Part A – to be completed by applicant

Student Details:		
Student Name -		
	Year Level -	
Parent/Carer Details:		
Name -		
Exemption Details:		
What dates is the exemption sought for?	Start:	End:
Total number of school days exemption sought for:		
For what reason is the exemption sought?		
<i>Please attach any supporting evidence or comments separately</i>		
Signatures:		
Signature of Parent –		Date –
Signature of Student –		Date –
<i>(If it is inappropriate in all the circumstances for the parent to sign the consent for a student in the compulsory participation phase of education)</i>		
Additional Information		
Once this form is submitted to <i>Rockhampton Girls Grammar School</i> at least one week in advance of period of leave, the Deputy Principal - Studies will make a decision and communicate it in writing to applicant within three (3) days.		
If required, additional information may be sought from the applicant and timeframes will be extended accordingly. This will be appropriately communicated to the applicant.		



Part B – to be completed by Deputy Principal - Studies

Previous Exemption Details:		
I have previously granted the following exemptions for the applicant this year :		
1. Start:	End:	Number of School Days:
2. Start:	End:	Number of School Days:
3. Start:	End:	Number of School Days:
Total number of exemptions:		Total number of school days student exempted:
<p>Note: <i>If the period of the exemption that is the subject of this application would, if it were granted, cause the total period of exemptions granted for the student to be more than 110 school days in the current year, the Deputy Principal - Studies will not make a decision regarding this application without consultation. This may require an application to the Office of Non-State Education at the Department of Education and Training on their approval form.</i></p>		
Exemption Decision:		
<p>Granted</p> <p><input type="checkbox"/> I grant the exemption for this student as requested, to apply as follows: Start: _____ End: _____</p> <p><input type="checkbox"/> * I grant the exemption for this student for a lesser period than what was requested, being: Start: _____ End: _____</p> <p><input type="checkbox"/> * I grant the exemption with the following conditions: _____</p> <p>➤ <i>For students in the compulsory participation phase: The exemption is: Full [] Partial [] If partial, the exempt FTE is [] The exemption may apply until the end of the compulsory participation phase, or until an earlier time. Please ensure that you have indicated this clearly in the relevant section above.</i></p>		
<p><input type="checkbox"/> Not Granted</p> <p>* I do not grant the exemption for this student</p>		
Signature:		
Signature of Deputy Principal – Studies		Date –

* Please complete the appropriate letter, *ATTENDANCE EXEMPTION LETTER (RGGG-086-FRM)* to send to the applicant. For exemptions granted as requested, sending a copy of this form to the applicant is sufficient.

Once complete, this form and any supporting evidence or comments must be kept on the student's file for at least 5 years and a copy sent to the applicant.