# Maximum age EXEMPTION APPLICATION

Generally, a person who is aged over 18 years must not be enrolled at or allowed to attend a Victorian government school or participate in any program or course conducted or provided by a government school unless they:

* have been granted an **exemption** from the Minister’s delegate, or
* fall within an **exception** to the maximum age requirements, such as turning 19 during the final year of VCE, VCAL or IB studies. An **exception** does not require completion of this form. See the Department of Education and Training’s [Admission](https://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx) policy, here: https://www2.education.vic.gov.au/pal/enrolment/guidance/school-age-requirements.

There are three categories of maximum age exemptions. The categories apply to different scenarios and each carries its own set of requirements. To be eligible for an exemption, a person must meet all requirements of the category.

To apply for a maximum age exemption:

1. **Section 1** must be completed by the person seeking the exemption or their parent/carer.
2. **Section 2** must be completed by the principal of the school which the person wishes to attend, and together with all supporting documents, forwarded to the Regional Director.
3. **Section 3** must be completed and signed by the Regional Director.

The person or their parent/carer should inform the school if they require assistance, including an interpreter, to support them to understand the exemption process.

Note: If a person is eligible for an exemption in more than one category, they must submit a separate application form for each exemption.

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| Exemptions | Check one | |
| **Category A – Special circumstances** | | |
| 1. A person is unable to complete year 10 before they turn 18 and will be under 20 years of age on 31 December in the year they complete year 10 and one or more of the following special circumstances exist for them:    * pregnancy;    * parental or primary carer responsibilities;    * serious illness or injury;    * a period of imprisonment. | |  |
| **Category B – English language exemptions** | | |
| 1. A person is between the ages of 18 and 21 and the Regional Director, as the Minister’s delegate, is satisfied the exemption will enable the person to transfer from an English language government school or centre into year 10 at a government school. | |  |
| 1. The Regional Director, as the Minister’s delegate, considers it in the person’s best interest to be enrolled at or attend an English language government school or centre. | |  |
| **Category C – Other** | | |
| 1. A person is between the ages of 18 and 21 and the exemption would enable the person to participate in a specific course or program approved by the Regional Director, as the Minister’s delegate. | |  |
| 1. A person is between the ages of 18 and 21 and the Regional Director, as the Minister’s delegate, is satisfied it would be unreasonable in the circumstances not to grant the exemption. | |  |

Please contact your regional office if you have any questions about eligibility for a maximum age exemption.

## Section 1 – Person or Parent/Carer to complete

Person’s details

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| **Name** |  |
| **Home address** |  |
| **Email** |  |
| **Date of birth** (DD/MM/YYYY) |  |
| **Gender** | ☐ Male ☐ Female Please specify\_\_\_\_\_\_\_ |
| **ATSI Status** | ☐ Aboriginal ☐ Torres Strait Islander |
| **Year of Intended Enrolment** |  |
|  |  |

Please **attach** proof of date of birth. Acceptable proof of birth includes one of the following:

* Birth certificate;
* Passport;
* Immicard; or
* A letter from a doctor attesting to your/the applicant’s age.

Parent/Carer contact information (where applicable)

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| --- | --- |
| **Parent/Carer 1** | |
| **Full name** |  |
| **Home address** |  |
| **Phone number** |  |
| **Email** |  |

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| **Parent/Carer 2** (where applicable) | |
| **Full name** |  |
| **Home address** |  |
| **Phone number** |  |
| **Email** |  |

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| CATEGORY A **Special circumstances** |
| Have any of the following special circumstances prevented you/the person from completing year 10 before turning 18 years of age and if the exemption is granted, will you/the person be under the age of 20 years on 31 December in the year you/the person completes year 10?:   * pregnancy; * parental or primary carer responsibilities; * serious illness or injury; * a period of imprisonment. |
| *Please provide details and attach supporting documents which:*   * *verify the special circumstance(s) in your/the person’s life (e.g. medical records, court orders)* * *provide observations and assessments of the person’s academic and social needs and details related to expected school completion and/or transition (e.g. recent school reports or other documents).* |

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| CATEGORY BEnglish language exemptions | |
| **Exemption B.1**  You/the person are/is applying for an exemption to transfer from an English language government school or centre into a year 10 at a government school. | |
| English language school name |  |
| English language school address |  |
| Date of initial enrolment at English language school  DD/MM/YYYY |  |
| English language school principal/coordinator’s name |  |
| Contact phone number |  |
| *Please* ***attach*** *a letter endorsing the transfer from the English Language School or Centre principal/coordinator and recent school reports or other documents providing observations and assessments of the person’s academic and social needs and details related to expected school completion and/or transition.* | |

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| **Exemption B.2**  You/the person are/is applying for an exemption based on it being in your/the person’s best interest to attend an English language government school or centre. | |
| English language school name |  |
| English language school address |  |
| Date of initial enrolment at English language school  DD/MM/YYYY |  |
| English language school principal/coordinator’s name |  |
| Contact phone number |  |
| *Please explain why it would be in your/the person’s best interest to enrol or attend an English language government school or centre****.*** | |
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| CATEGORY COther |
| **Exemption C.1**  You are/the person is between the ages of 18 and 21 and applying for an exemption to participate in a specific course or program approved by the Minister.  *Please provide details about the course or program* ***and*** *explain why it would be in your/the person’s best interest to attend this course or program and any circumstances which would enable a decision maker to come to a decision. Provide supporting documents (if any).* |
| **Exemption C.2**  You are/the person is between the ages of 18 and 21 and applying for an exemption because it would be unreasonable in the circumstances not to grant the exemption. |
| *If yes, please provide details about the course or program* ***and*** *explain why it would be unreasonable in the circumstances to not grant an exemption and provide detail on the circumstances which would enable a decision maker to come to a decision. Provide supporting documents (if any).* |

**Attachment checklist**

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| **All Categories** | **Attached** |
| Proof of date of birth, e.g. birth certificate, passport, Immicard, letter from Doctor attesting to young person’s age | Yes ☐ No ☐ |
| Proof of address | Yes ☐ No ☐ |
| Category A – Special circumstances | |
| Supporting documentation, e.g. medical documents, court orders, etc, which verify the special circumstance(s) in the applicant’s life. | Yes ☐ No ☐ |
| The most recent school reports or other documents providing observations and assessments of the person’s academic and social needs and details related to expected school completion and/or transition. | Yes ☐ No ☐ |
| Category B – English language | |
| If the applicant is already enrolled in an English language school or transferring from an English language school to a government school:  A letter endorsing the transfer from the English Language School or Centre principal/coordinator and recent school reports or other documents providing observations and assessments of the person’s academic and social needs and details related to expected school completion and/or transition. | Yes ☐ No ☐ |

**Personal declaration and parent/carer declaration**

*I declare that the information that I have included in this form is true and correct and that all relevant supporting documentation is attached.*

Person applying

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Date** |  |

Parent/Carer (where applicable)

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| **Signature** |  |
| **Name** |  |
| **Date** |  |

By submitting this form, you consent to the information contained within the form being shared with relevant Department of Education and Training employees for the purpose of considering your child’s application. The information collected will not be disclosed beyond the Department of Education and Training without your consent, unless such disclosure is authorised or required by law. Information will be treated in accordance with the Victorian privacy law and the Department’s Schools’ Privacy Policy. For further information, see [Schools’ Privacy Policy](https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx).

Section 2 — Principal Checklist, Endorsement, and Declaration

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| **Eligibility checklist** | |
| What age will the applicant turn during the year of the exemption?  (please attach proof of DOB) | 18 ☐  19 ☐  20 ☐ |
| **Category A – Special circumstances**  Is there evidence of special circumstances that have prevented the young person from completing year 10 prior to turning 18 years or from completing a senior secondary course prior to turning 20 years?  Supporting evidence must be attached. | Yes ☐ No ☐ |
| **Category B – English language exemptions**  Has satisfactory evidence of previous enrolment and recommendation to transfer from an English Language School or Centre been provided?  A letter recommending transfer from the principal/coordinator of an English Language School or centre must be attached. | Yes ☐ No ☐ |

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| Do you expect the young person to complete school in the exemption period based on current or proposed course information and assessment? | | Yes ☐ No ☐ |
| Please provide details and attach current course plan and recent assessment information. If not applicable, please go to the next question. | | |
| If the young person is not expected to complete school in the exemption period, is there a clear transition plan that has been agreed to with the young person (and their parent/carer if applicable)? | Yes ☐ No ☐ | |
| Please provide details and attach any related documentation such as an individual Career Action Plan etc. | | |
| Do you foresee that the young person poses no or minimal risks to other students through their attendance at school? | Yes ☐ No ☐ | |
| Please provide details and attach any relevant documentation such as a risk assessment. | | |
| Are there no other age-appropriate settings or options available for an equivalent course of study, i.e. any other age-appropriate setting within 50 kilometres of the person’s home and online study is inappropriate? | Yes ☐ No ☐ | |
| Please provide details and attach any relevant documentation such as proof of address. | | |

**Principal endorsement**

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| ☐ Endorsed  ☐ Not Endorsed |
| **Please provide reasons for your answer.** |

*Note for principals: If more information is required to make an assessment against the maximum age exemption entry requirements, new Information Sharing Schemes have expanded permissions for authorised organisations including, Victorian government and non-government schools, justice and community health services, to share information to promote the wellbeing or safety of children or to assess or manage family violence risk. See:* [*https://www2.education.vic.gov.au/pal/information-sharing-schemes/policy*](https://www2.education.vic.gov.au/pal/information-sharing-schemes/policy)

**Principal declaration**

*I declare that the information that I have provided in this form is true and correct and that all relevant supporting documentation is attached.*

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Date** | Click or tap to enter a date. |
| **School name** |  |
| **Phone number** |  |

## Section 3 — Regional Director’s decision

|  |  |
| --- | --- |
| ☐ Approved  ☐ Not Approved | |
| **Regional Director comments:** | |
| **Signature** |  |
| **Name** |  |
| **Position** |  |
| **Date** | Click or tap to enter a date. |