



Application for school exemption for work in the entertainment industry

To be completed by parent or guardian

Full name of child: _____

Date of birth: _____ Age: ___ years ___ months Year level: _____
(proof of age will be required)

Full name of parent or guardian: _____

Address: _____

Contact phone number: _____

Reason for requesting exemption from attendance at school: _____

Dates of proposed employment: _____ to _____

If this work is through a Blanket Child Employment Permit*, the dates from when the employment can occur are:

from _____ to _____

Nature and scope of proposed employment: _____

Employer's name and trading name (if any): _____

Address: _____

Contact person at Employer: _____

Signed by parent or guardian (*print and sign name*): _____

Date: _____

Note:

Parents or guardians are also required to attach the signed *Parental Consent to Employment of Child* form (issued by Workforce Victoria) to this application for school exemption for the principal to view. This form will be provided to you from the employer.

* a Blanket Child Employment Permit is for a Workforce Victoria permit over a period of time (up to 12 months) where the student will be employed on more than one occasion and where dates are not known at the time of application.



To be completed by principal

Number of days absent in current and previous term: _____

General comments about the student's academic performance and wellbeing any adverse impacts an exemption may have:

Strategies to be implemented to minimise impacts on the student's academic performance and wellbeing:

I **grant** this application for short-term exemption

I **do not grant** this application for short-term exemption

Reasons for granting or not granting exemption:

Specific individual learning needs, tutoring requirements and/or conditions, including the number of hours of tutoring and the subjects to be taught:

Note:

Under the *Mandatory Code of Practice for Children in the Entertainment Industry*, employers with students who have a school exemption granted with tutoring conditions must meet the conditions as specified. Employers with students who have a school exemption granted but no tutoring conditions specified, are required to have two hours of tutoring a day after nine days of school have been missed in a term.

Signature of principal

Date



To be completed by principal

Note:

A review of the decision by the Principal to exempt a student from attendance at school can be requested by the parent or guardian of a student within fourteen days of the exemption being granted. Requests for review can be directed to the local Regional Director of the Department of Education and Early Childhood Development (government and independent schools) or the local Diocesan Director of the Catholic Education Commission of Victoria (Catholic schools). The request must be in writing and state the grounds on which the review is requested. You can seek to review this decision by contacting:

DEECD Regional Director or
CECV Diocesan Director (name)

Address

Email

Next steps

Create three or four copies of *Application for school exemption for work in the entertainment industry* (depending whether the exemption is granted):

1. Keep original copy at the school in the student's file.
2. Provide a copy to the parent or guardian of the child seeking exemption.
3. Provide a copy to the local Department of Education and Early Childhood Development Regional Director (government or independent schools) or the local Catholic Education Commission of Victoria Diocesan Director (Catholic schools).
4. Provide a copy to Workforce Victoria **only if** your decision is to refuse the school exemption. If that is the case, please send a copy of this form to:

Child Employment Office
Workforce Victoria
GPO Box 4509
MELBOURNE 3001