# APPLICATION FORM: SCHOOL ATTENDANCE EXEMPTION FOR EMPLOYMENT IN THE ENTERTAINMENT INDUSTRY

This form must be used for any student attending a Victorian school (Government, Independent or Catholic) to be considered for an exemption under *Ministerial Order 714* from compulsory school attendance for the purpose of short-term employment in the entertainment industry. Parents/carers must complete relevant sections and submit this form to the Principal of their child’s school. This form can only be approved by the school Principal.

School stamp here

All fields must be completed, and it is the **responsibility of the parents/carers to keep records of past applications, exemptions, and details.**

Before completing this form, parents/carers should read the [Information for Parents/Carers: School Exemption – Employment in the Entertainment Industry](https://www.education.vic.gov.au/PAL/information-parents-carers-on-exemptions-for-entertainment-industry.docx). Principals should refer to the *Guidance for Victorian Schools: Exempting Students from School Attendance for Employment* in the Entertainment Industryfor assistance in completing this form.

Student name: ………………………………………………………………………….………….

Dates or time period of proposed employment to be covered by this exemption:

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| **Parent/carer Checklist *(please tick when completed and fill in the date)*** | **Principal Checklist *(please tick)*** |
| Section 1: Student details  Section 2: Details of employment  Provided a proposed work schedule (where possible)  Section 3: Parent/carer declaration and signature **(must be a parent/carer, guardian, or another person with parental responsibility)**  Application submitted to the school Principal on date: …. /……./…… | School stamp on pages 1 and 6 or 7  Section 4: Principal’s consideration  Section 5: Principal decision  Retain a copy of the completed form for school records.  Provide a copy of the decision to the student/parent/carer within 7 days.  Provide a copy of the decision to the Regional Director/Diocesan Director within 7 days.  Discuss with the parent/carer the development of a Student Absence Learning Plan or Individual Education Plan (if deemed necessary) |

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| **Section 1 – Student details (t*o be completed by the parent/carer)*** | | | | | |
| Full name: | | | |
| School: | | Year level: | |
| Date of birth | | Student’s age Years: Months: | |
| **Parent/carer details** | | | | | |
| Full name |  | | | |
| Relationship to student |  | | | |
| Address |  | | | |
| Contact number |  | | | |
| Email |  | | | |
| **Past exemptions** | | | | | |
| Number of applications for exemption for employment in the entertainment industry *submitted* for student this school year | Total: | Number granted: | Number refused: |
| Number of absences in the past 12 months due to employment in the entertainment industry *(expressed as full days and/or part days, e.g., 3 full days & 5 part days).* **Refer to past exemption Application forms or speak to school for this information** | Term 1: Term 2:  Term 3: Term 4: | | | |
| How much tutoring has been provided to the student over the past 12 months as part of past exemptions for employment in the entertainment industry?  **Refer to past exemption Application forms.** | ………….. hours in ……………….……….. (subject/s) | | | |

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| Section 2 – Details of Employment *(To be completed by the parent/carer)* |
| **Employer details** |
| Employer name: |
| Trading name: |
| Child employment licence number: |
| Address: |
| Contact person: |
| Contact number: |
| Email: |
| **Employment Details** |
| Nature of proposed employment *(E.g., acting in a film, modelling):* |
| Is this a:  one-off exemption  request for multiple absences |
| Date/s or time period of proposed employment *(Provide as much detail as possible and/or attach a proposed work schedule. Parents/carers request this from prospective employer):*  Will the student be required to be absent (*please select relevant option):*  Every day or most days during this period?  A few times per week during this period?  Occasionally during this period? |
| **Impact of Exemption on the Student’s Education** |
| Please describe why the employment can only be undertaken during school hours *(Parents/carers discuss this with the prospective employer):* |
| Optional question: please provide details of any supports and/or strategies you believe may promote your child’s education while undertaking the employment (*e.g., tutoring, Individual Education Plan, Student Absence Learning Plan*): |

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| **Section 3 – Parent/carer declaration and signature** |
| I, ………………………………………………………………………… (*parent/carer name*)  am making an application for my child  …………………………………………………………………………… *(child’s name)*  who attends  …………………………………...................................................................... *(school name)* to be exempted from attendance from school for the purpose of employment in the entertainment industry (as described above).  I declare that:   * I am the student’s parent, guardian or otherwise have parental responsibility for the student. * To the best of my knowledge, the child’s other parent, guardian, or another person with parental responsibility **does/does not** object to this application (*please circle*).   I understand that:   * unless/until an exemption is granted, I am required by law to ensure my child attends school, and they may not engage in employment in the entertainment industry during school hours. * the school Principal will determine the outcome of the application, taking into consideration whether the exemption would adversely affect the child’s education. Compliance with any educational requirements (such as tutoring) or other conditions may be applied by the principal to any exemption granted. * this form and any attachments will be shared with the Department of Education Regional Office (government and independent schools) or Diocesan Catholic Education Office (Catholic schools). They may be shared with Wage Inspectorate Victoria.   Signature: ……………………………………………………………  Date: ………………………………………… |

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| **Section 4 – Principal’s consideration *(To be completed by the Principal)***  *In considering whether to grant or refuse a school exemption for the purpose of employment in the entertainment industry, Principals MUST: consider if there are possible alternate arrangements to exemption and; assess whether the exemption would adversely affect the child’s education, taking into account (a) the short and long term benefits to the child, (b) the child’s educational needs, attitudes and employment prospects and, (c) the views of the child’s family.* | |
| Total days the student has been absent (for any reason): | This term:  Year to date: |
| Total days the student has been absent for employment in the entertainment industry: | This term:  Year to date: |
| I have considered possible alternative arrangements to an exemption (e.g., whether work could be undertaken during school holidays or after school or as a part day around school hours) | Yes |
| I have considered whether this exemption would adversely affect the child’s education, considering (a) the short- and long-term benefits to the child, (b) the child’s educational needs, attitudes, and employment prospects and (c) the views of the child’s family | Yes |
| ***Please note, Principals:***   * ***must make the exemption limited to specified dates or a specified time period of no more than 12 months.*** * ***may make exemptions subject to compliance with any educational requirements (such as tutoring) or other conditions they deem necessary (see section 5)*** | |

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| **Section 5 - Principal decision and conditions *(To be completed by the Principal)*** |
| **DECISION to GRANT or REFUSE (Complete appropriate section)**  *Made pursuant to Ministerial Order 714*  ☐ **Exemption granted**  School stamp here  I have GRANTED the exemption for:  Name of student:  Employer:  Nature of employment:  Limited to the following dates OR specified time period (complete whichever option is appropriate)**:**  Dates of employment: ………………………………………………  Time period of employment (no more than 12 months): ……………………………….  **CONDITIONS (complete appropriate section/s)**  I have deemed the following educational requirements or conditions as necessary and grant this exemption subject to compliance with them:    *Specify the amount and subject of education to be provided by a tutor:*  ☐ The total period of education through tutoring that the student requires is  ……………………………………………………………………………………..…..  in the following subjects: ……………………………………………………………………  OR  ☐ No period of education through tutoring stipulated  *Note: Please be aware that* *if the child is under 15 years and no period of education through tutoring is stipulated by you, as the Principal, the**Mandatory Code of Practice for the Employment of Children in the Victorian Entertainment Industry (2014) sets minimum education requirements, namely: that once a student is absent from school for the equivalent of 9 days for employment with the same employer, the employer must engage a tutor to provide at least 2 hours of education on each school day for the remainder of the employment (or an average of 10 hours of tutoring per week over a 4 week period).*  **Other educational requirements or conditions**  Student Absence Learning Plan or Individual Education Plan to be developed:  ☐ Yes ☐ No  ☐ Other educational requirements or conditions (e.g., strategies to support the education and wellbeing of the student, sitting exams, completing assignments, completing work provided by the school, attending virtual learning, attending specified school functions/classes):  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  ………………………………………………………………………………………………………  **-------------------------------------------- SIGNATURE -----------------------------------------**  *This form may only be approved by the school principal.*  ……………………………………………………………………………. (*Principal signature*)  …………………………………………..………………………………... (*date*)  ……………………………………………………………………..…….. (*Principal’s name*)  -------------------------------------------- **OR** --------------------------------------------------  School stamp here  ☐ **Exemption refused**  I have REFUSED the exemption for the following reasons:  …………………………………………………………………………...  ……………………………………………………………………………  ……………………………………………………………………………  ……………………………………………………………………………………………………  ………………………………………………………………………………………………………  ***Note:***  *Principals are to provide a copy of the refused application to their Regional Department of Education Office (or Diocesan Catholic Education Office for Catholic schools) prior to the proposed commencement date of employment.*  *A decision to refuse an exemption is subject to review and final determination by the Regional Director (or Diocesan Director for Catholic schools) within 14 days of the Regional/Diocesan Director receiving the Principal’s decision.*  *Parents/carers may seek a review by emailing their Department of Education Regional Office (or Diocesan Catholic Education Office for Catholic schools) to ask for a review.* *For more information about requesting a review and Regional/Diocesan Office contact details, see* [*Information for Parents/Carers: School Exemption – Employment in the Entertainment Industry*](https://www.education.vic.gov.au/PAL/information-parents-carers-on-exemptions-for-entertainment-industry.docx)*.*  **-------------------------------------------- SIGNATURE -----------------------------------------**  ………………………………………………………………….…………. (*Principal signature*)  …………...………………………………………………………………… (*date*)  ……………………………………………………………………………… (*Principal’s name*) |

*Schools, Department of Education Regions and Diocesan Catholic Education Offices are responsible for securely storing and retaining the completed School Exemption from Attendance for Employment in the Entertainment Industry form and attachments. Third-party software such as Compass or Xuno is* ***not*** *an appropriate secure platform to store this form. The completed form and any attachments must be retained in line with the Department’s* [*Record Management Policy*](https://www2.education.vic.gov.au/pal/records-management/policy) *for at least one year (it is suggested that schools retain the completed form and any attachments for seven years).*