

**Exemption From School Application**

This Form is to be used by all Victorian schools for all students of compulsory school age where, in accordance with Ministerial Order 715, leaving school is in the child’s best interests.

**Ministerial Order 715 – Best interests**

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| **Student Name:** |  | |
| **School Name:** |  | |
| **School Location:** |  | |
| **Principal’s Name:** |  | |
| **School Contact:**  *(This should be the details of the staff member who is supporting this application)* | **Name:** | |
| **Position:** | |
| **Email:** | **Phone:** |

**Purpose**

Under the *Education and Training Reform Act 2006* schooling is compulsory for students aged 6 to 17 years. Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless an exemption is in place or if they are registered for home schooling.   Exemptions are only available in certain circumstances and must be applied for by written application, made by at least one parent/carer of the student. Students must continue attending school until an exemption is granted.

[Ministerial Order 715](https://portal.eduweb.vic.gov.au/collaboration/teams/legislationservices/Lists/Ministerial%20Orders%20Register/Attachments/1817/MO715%20signed.pdf)allows exemptions in certain circumstances **where leaving school is in the child’s best interests**. Due to the possible long-term negative impact of leaving school early, this should only be used in very exceptional circumstances (**where it is determined that an exemption under Ministerial Order 705 is not appropriate**) and must be approved by the relevant Department of Education Regional Director.

For further information on Exemptions, see [Exemption from School Attendance and Enrolment](https://www2.education.vic.gov.au/pal/exemption-school-attendance-and-enrolment/policy). This form needs to be completed by the school and must be signed by the student, parent/carer and Principal.

Once an exemption has been granted, Victorian Government schools must maintain contact with the student while they are of compulsory school age (see Section D below). Should the student’s circumstances change, the school will be the first point of contact to either re-engage the student in school or explore alternative pathway options.

**Procedure for all Victorian schools (government, Catholic and Independent)**

Applications must be submitted to the school Principal for consideration and endorsement. The Principal must then lodge the application with the Department of Education and Training (DET) Regional Office for decision.

In granting an exemption, the DET Regional Director may make the exemption limited to a specified time and/or subject to compliance with any conditions that the DET Regional Director deems necessary.

The DET Regional Director must advise the Principal, in writing, whether the exemption is approved, with or without specified time limits or subject to conditions, or not approved.

**Overview and instructions**

**This form MUST NOT be used to:**

* Un-enrol a student
* Manage [non-attendance](https://www2.education.vic.gov.au/pal/attendance/policy) or [challenging behaviour](https://www2.education.vic.gov.au/pal/behaviour-students/guidance/4-respond-challenging-behaviour) issues
* Exit a student whose [whereabouts are unknown](https://edugate.eduweb.vic.gov.au/edrms/collaboration/WHEDRSR/_layouts/15/WopiFrame.aspx?sourcedoc=/edrms/collaboration/WHEDRSR/ARP/Referral%20Form%20-%20Prins%20to%20SAO-%20Whereabouts%20of%20Student%20Unknown%20-%20updated%20May%2018.docx&action=default)
* [Transfer](https://www2.education.vic.gov.au/pal/enrolment/policy) a student to another school (including Virtual School Victoria), or register a student for [home schooling](http://www.vrqa.vic.gov.au/registration/Pages/homeschooldefault.aspx?Redirect=1).

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| **Section A - Student Details** | | | | |
| Surname: | | | | |
| First given name: | | | | |
| Second given name: | Preferred name *(if applicable):* | | | |
| Date of Birth:  \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_ | Age:  Years\_\_\_\_\_\_\_\_ Months\_\_\_\_\_\_\_\_ | | | |
| Gender:  c Male c Female c Other | VSN: | | | |
| Street Number and Name: | Suburb: | | State: | Postcode: |
| Landline or Mobile: | Email: | | | |
| Current Year Level: | Highest Year Level **Completed**: | | | |
| Country of Birth: | | | | |
| If not born in Australia, is the student an Australian Citizen or Permanent Resident? c Yes c No | | | | |
| **Parent/Carer Details**  This section must be completed by all parents/carers with legal guardianship of the student. | | | | |
| **Parent/Carer 1** | | **Parent/Carer 2** | | |
| Title: e.g. Mr, Mrs, Ms, Dr | | Title: e.g. Mr, Mrs, Ms, Dr | | |
| Surname: | | Surname: | | |
| Given names: | | Given names: | | |
| Contact phone no. business hours: | | Contact phone no. business hours: | | |
| Email: | | Email: | | |

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| **Section B: Student Context**  Please indicate whether any of the below applies to the student listed in Section A. | |
| Is the student Aboriginal or Torres Strait Islander? | c Yes c No |
| Does the student have a diagnosed disability and/or receive *Program for Student with Disabilities* funding? | c Yes c No |
| Is the student currently in Out of Home Care? | c Yes c No |
| Has the student had less than 80% attendance in the last year? | c Yes c No |
| Has the student required any additional support or interventions in relation to their behaviour? | c Yes c No |
| Has the student participated in any re-engagement programs run by your school or other organisations? | c Yes c No |
| Has a Navigator referral ever been submitted for this student? | c Yes c No |
| **Optional:** Has this student been expelled from your school, or are they in the process of being expelled? | c Yes c No |
| **Optional:** Is the student currently involved with Youth Justice, or has been involved with Youth Justice in the past 12 months? | c Yes c No |

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| **Section C: Reasons leaving school is in the student’s best interests**  To support an application for exemption under ‘best interests’, the school must attach supporting documents to this form outlining: the child’s aspirations and reason for leaving school, views of the family on the student leaving school, why it is considered in the best interests of the student to leave school, and any alternative arrangements that have been explored. | |
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| Career Action Plan attached:  Individual Education Plan attached (if applicable):  Relevant documents to support the exemption attached: | c Yes c No  c Yes c No  c Yes c No |

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| **Section D: Transition Monitoring**  All Victorian government schools are required to complete this section to ensure that the student has the appropriate supports in place, and will be actively re-engaged by their school should their circumstances change, prior to the student turning 17. | |
| **1.** Have the student and parent/carer been advisedthat contact will be made within one month, and again at three and six months, to support any change in circumstances?  Please provide details of the school staff member who will be contacting the student at these intervals:  **Contact person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | c Yes  c No |
| **2.** Have the student and parent/carer been advisedthat if their circumstances change, they are invited to seek advice and support from the above staff member at the school to re-engage with the school or consider alternative pathway options? | c Yes  c No |
| **3.** Has the student been advisedthat if they do not participate in education, training and/or employment on a full-time basis until 17 years of age, this may impact on their eligibility to receive financial support from Centrelink? | c Yes  c No |
| **Note:** Government schools receiving funding through the [Careers Education Funding (Reference 91)](https://www.education.vic.gov.au/school/teachers/management/finance/Pages/srpref091.aspx) are to comply with the relevant accountabilities, including formal interview, reporting and follow up requirements. | |

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| **Section E: Endorsement**  Note: This section is to be completed and signed by the student, parent/carer and Principal. |

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| **Student’s Name (BLOCK LETTERS):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Hand-holding-pen300**I hereby acknowledge that the information about me contained in this form is true and correct. | |
| **Signature: Date:** \_\_\_/\_\_\_/\_\_\_ | |
| **Parent/Carer’s Name(s) (BLOCK LETTERS):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(this section must be completed by person(s) who has legal guardianship of the student)*  Relationship to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **As the Parent/Carer[[1]](#footnote-2) of the abovementioned young person:**   * I request that my child be exempted from school for the reasons stipulated in this application form and that these details are true and correct. * I understand that this document will be forwarded to the appropriate Regional Office of the Department of Education and Training for the purpose of requesting an exemption from school, and/or to provide further support.   **Signature Parent/Carer 1: Date:** \_\_\_/\_\_\_/\_\_\_  **Signature Parent/Carer 2: Date:** \_\_\_/\_\_\_/\_\_\_ | |
| **Principal Name (BLOCK LETTERS):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **School Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **As the Principal of a school:** | |
| * I have determined that an exemption under Ministerial Order No. 705 is not appropriate in the circumstances. * I have considered the best interests of the student and endorse this application. * I have completed the Exemption from School Application under Ministerial Order 715 form and lodged it with the DET Regional Director for decision. * I commit that the school will actively support this student to re-engage with education, training or employment when and if appropriate. * I understand that the DET Regional Director may make the exemption time-limited and/or subject to compliance with any conditions that the Regional Director deems necessary. | |
| **Principal Signature:**  *All Victorian school principals must sign.* | **Date:** \_\_\_/\_\_\_/\_\_\_ |



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| **Section F: Details of supports and strategies**  What supports or strategies have been implemented to assist the student to remain in school? | | |
| Attendance Support |  | |
| Wellbeing |  | |
| Careers |  | |
| External Agencies |  | |
| Other (including correspondence with relevant Catholic Diocesan education office/Independent Schools Victoria) |  | |
| If applicable: | | |
| Student Support Services (SSS) Support |  | |
| CALD Support |  | |
| Out of Home Care Support |  | |
| Disability Support |  | |
| Koorie Education Support Officer |  | |
| Has the student: | | |
| * had a formal exit interview? | | c Yes c No |
| * received counselling of post-school options? | | c Yes c No |
| * been referred to appropriate external agencies?   *(e.g. Head Space, Child & Youth Mental Health Service)* | | c Yes c No c Not Applicable |
| * received a copy of their Career Action Plan? | | c Yes c No |

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| **To lodge this Exemption From School Application under Ministerial Order 715 form, please email:** | |
| **North Eastern Victoria Region:** | Email: [pathways.transitions.nev@education.vic.gov.au](mailto:pathways.transitions.nev@education.vic.gov.au) |
| **North Western Victoria Region:** | Email: [pathways.transitions.nwv@education.vic.gov.au](mailto:pathways.transitions.nwv@education.vic.gov.au) |
| **South Eastern Victoria Region:** | Email: [pathways.transitions.sev@education.vic.gov.au](mailto:pathways.transitions.sev@education.vic.gov.au) |
| **South Western Victoria Region:** | Email: [pathways.transitions.swv@education.vic.gov.au](mailto:pathways.transitions.swv@education.vic.gov.au) |

1. Parent/Carer signature is not required where a student has been legally classified as a mature minor. More information about Mature Minor status can be found at: <https://www2.education.vic.gov.au/pal/mature-minors-and-decision-making/policy>. In this instance, ‘Parent/Carer’ should be crossed out and the student should sign this section also. [↑](#footnote-ref-2)