



**BANKSIA PARK SCHOOL R-7**  
Learning for Life – Pathways to Excellence

**EXEMPTION FROM SCHOOL POLICY**

**POLICY STATEMENT**

Exemptions from school are permissible in special circumstances with the school working collaboratively with families for the broader education and welfare of their child/ren.

**POLICY DETAILS**

Exemptions for less than one calendar month of term time are the responsibility of the principal. Such requests need to be in writing and given to the principal and discussed with the child's teacher. If permission is granted to exempt a child from school, the Principal will provide an exemption certificate to the parents/caregivers clearly stating the time period covered.

Exemptions for over one month and less than one year may be granted for:

- Extended family holidays
- Medical reasons

Exemptions for longer than one calendar month of term time are processed as follows:

1. Parents/caregivers complete exemption form available from the school and give to the Principal for their recommendation. Student attends school until exemption process is complete.
2. The Principal forwards their recommendation to the Student Attendance Counsellor assigned to the school.
3. The Student Attendance Counsellor investigates and makes further recommendation to the Executive Director Schools.
4. The Executive Director Schools receives the application, recommendations and exemption certificate and makes the final decision whether to exempt the student or not.
5. If approved the school will receive a copy of the certificate when the process is completed and the Student Attendance Counsellor will forward the certificate to the parents/caregivers.
6. Review dates (if any) are set at the time of exemption.
7. If not approved, the Student Attendance Counsellor will support the school as needed in informing the parent/caregiver.

**REFERENCES**

**ENDORSEMENT AND REVIEW**

**Principal.....**

**Date.....**

**Governing Council Chairperson.....**

**Date.....**

**It is recommended this policy should be Reviewed by.....**

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