

Why are Exemption Certificates required?

Under section 11C of the *Education Act 2004* (the Act) ACT resident children between the ages of six and 17 years of age must be enrolled in and fully attending a school or registered for home education or exempted from these requirements.

When is an Exemption Certificate required?

An Exemption Certificate is required to permit a student to undertake:

- an apprenticeship/traineeship (full-time)
- study at Canberra Institute of Technology or a Registered Training Organisation (full-time)
- part-time training/part-time work
- part-time education/part-time work
- full-time employment
- part-time attendance at school due to vocational training
- a graduated return to school, for example, after a suspension or long illness.

An Exemption Certificate is also required where physical or mental health issues prevent full-time attendance at school for 25 or more school days.

Who applies for the Exemption Certificate?

Parents/carers apply for an Exemption Certificate.

How is the application for exemption made?

An application for exemption is made on an Exemption Certificate application form. It is accompanied by appropriate supporting documentation. The application form requires the signature of the principal of the school where the child is enrolled. The Exemption Certificate application form is available on the Policies section of the Directorate's website: www.det.act.gov.au

When is an Exemption Certificate NOT required?

Absences for less than 25 school days and absences for travel and student exchanges do not require an exemption certificate as these are approved by principals.

The following students do not require an Exemption Certificate:

- ACT public school students who are participating in an approved course under section 31 of the Act - these students require the approval of the Director-General. This approval has been delegated to, amongst others, School Network Leaders.
- students who have completed year 10 and wish to leave school for training or employment - these students should apply for an Approval Statement by emailing ACTYouthCommitment@act.gov.au or telephone (02) 6205 6759).

Where can I get further information about Exemption Certificates?

Further information is available from the Liaison Unit, ACT Education and Training Directorate (ETD):
Email: ExemptionCerts@act.gov.au Telephone: (02) 6207 7459