



## College Operation Guidelines

### Student Exit Procedure

The *School Education Act 1999* requires parents to send their children for instruction every day the school is open, unless there is a good reason for them not to attend.

In Western Australia, Secondary School attendance is compulsory until the end of the year in which the child reaches 17 years 6 months, or until the student reaches the age of 18, whichever happens first. Parents/Guardians of students who wish to pursue an alternative option to full-time schooling – usually a combination of education, training or employment such as an apprenticeship must apply for an exemption.

#### **Procedure**

- Parents are required to give the College one terms written notice prior to exit. Failure to do so will incur a fee equivalent to one school term.
- Written notice is to be provided to the Principal and in turn a Student Exit Form must be completed.
- The Student Exit Form is to be signed by all parents/guardians who signed the student's original Enrolment Form and returned to the College Registrar.
- All outstanding fees must be finalised prior to student departure.

#### **Leaving for TAFE/Apprenticeship/Full time Work**

##### Year 7-10

Parents/Guardians are to notify the child's Head of Year. A meeting will be arranged with the Deputy Principal (Pastoral Care) to meet and provide the Notice of Arrangement and Exemption from Education paperwork for completion.

##### Year 11 – 12

**Student will not be exited and removed from the College system until a Notice of Arrangement approval, Exemption from Education approval or transfer note has been received.**