

Exemption from Particular Classes Policy 2016

I. Aims

- A. For all students to achieve all planned educational outcomes
- B. For students to be part of the school community and to form cohesive class groups
- C. To respect beliefs of individual families
- D. To cater for individual capabilities and interests

II. Principles

- A. As much as possible we wish all students to participate in the activities of the school. Therefore, if a request for exemption is made, we will look at the reasons behind the request and all reasonable efforts will be made to modify aspects of the current program and/or address problems the student or parent may have with the program, without exempting the student altogether.
- B. However, we respect the beliefs of families and the individuality of students and will consider exempting a student from a class on the grounds of:
 - 1. religious beliefs or personal family beliefs and values
 - 2. physical or intellectual ability or inability
 - 3. other reasonable grounds as determined by the Coordinator.
- C. Teachers will provide adequate information to parents about a program, if requested, to assist the parent make an informed decision about the participation of their child in that program.
- D. Personal preference or interest is not considered grounds for exemption, however if it can be shown that an alternative individual program would be in the best interests of the student and could be achieved without undue hardship to the teacher and the class, it will be considered.

This is particularly relevant for extension work.
- E. Exemptions may be granted with conditions. It will not always be within the power of the school to provide an alternate activity or supervision for the student. For example, the parents may be required to provide supervision at school or keep their child home from

school, eg, if all other students are going swimming. Or the parent may be required to undertake a project or course of study out of school hours to address particular outcomes. If conditions are not met, an exemption may be revoked.

- F. For whole school excursions and camps, no formal exemption is required, however the school strongly recommends all students attend.

III. Procedure

- A. A parent who wishes their child to be exempted from a particular class will approach the child's teacher or the Coordinator.
- B. A discussion will take place to determine the reasons for the requested exemption, ways to address these issues within the current program, and the feasibility of an alternate program being provided by the school if the issues cannot be resolved.
- C. Parents and teachers will keep in mind both the needs of the student and the needs of the group.
- D. If still sought, a written request for exemption from a particular class will be completed by the parent, with input from the teacher (see Attachment A).
- E. The request will be submitted to the Coordinator, who may grant it, grant with condition/s or refuse to request. The exemption will be active before the next relevant class if possible.
 - 1. The Coordinator will notify the parent and teacher of the decision.
- F. A record of requests for exemption will be kept by the school.
- G. If a teacher notices a trend in non-attendance by a student, which may be seen as sporadic or non-attendance of a particular class, they will approach the family and discuss the situation in the context of this policy.

IV. Responsibilities

A. Coordinator

- 1. Consider requests for exemption from a particular class. In particular:
 - a. the reasons for the request and whether they may be addressed without exempting the student from the class
 - b. how to achieve the planned outcomes in an alternate way

- c. alternative supervision if required.
2. Oversee and advise on various options for alternative curriculum if required
3. Follow up on non-attendance

B. Teachers

1. Be understanding and creative about ways to achieve outcomes for particular students, while keeping firmly in mind the needs of the group and extra demands upon teaching staff.
2. Liaise with coordinator, parents and students if alternative curriculum experiences are decided as the best course of action
3. Document and provide alternate programs to achieve outcomes for an exempted student if required and within reason.
4. Approach the family in the case of a student not attending a particular class regularly.

C. Parents

1. Formally request, in writing, exemption from a particular class for their child, giving reasons and offering possible alternatives for achieving the relevant outcomes and options for supervision.

D. Students

1. Participate in school activities, except when exemption has been granted by the Coordinator.

v. Attachments

- A. Request for exemption from a particular class

VI. Related Legislation

- A. School Education Act, 1999

VII. Reference

- A. Department of Education. *Exemption from Particular Classes Guidelines*. (2011). Retrieved from <http://www.det.wa.edu.au/policies/detcms/policy-planning-and->

VIII. Related Kerry Street Policies

- A. Values and Philosophy
- B. Curriculum Policy
- C. Assessment and Reporting Policy
- D. Duty of Care policy

IX. Authorisation and Review

- A. This policy was read, discussed and authorised by the Kerry Street Community School Council on 12/1/05
- B. Policy reviewed by meeting of staff and council on 13/1/06.
- C. Reviewed by Coordinator and Council, Accepted May 17th 2016
- D. To be reviewed May 2022.

Helen Sugars Duff

Request for Exemption from a Particular Class

To be completed by the parent in conjunction with their child's teacher or the Coordinator, then given to the Coordinator for approval, then filed.

| | |
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| Date | |
| Student's Name | |
| Parent's Name | |
| Class exemption is requested for | |
| Reasons for request (list all reasons) | |
| In what ways could these issues be addressed without exempting the student from the class completely? | |
| What practical alternatives are there for achieving the outcomes of the class? | |
| What am I (the parent) prepared to do to assist in achieving these outcomes? | |
| If no alternatives are available, I am aware my child's achievement may be adversely affected. | <i>(Please sign)</i> |
| If the student was exempted, would supervision be a problem? How will this be addressed? | |
| What would the student do during the actual class time? | |
| Teacher's recommendations | |
| Student's comments | |
| Coordinator's remarks, decision and any conditions, including time the exemption applies for | |
| Signed by parent, teacher, student and Coordinator | |