**Transition from School Form**

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| **School Name** | **Catholic Regional College Melton** |
| **Principal’s name** | **Mrs Marlene Jorgensen** |
| **School contact person** | **Ms Kerrie-Ann Matthews** |
| **School contact details** | **Catholic Regional College Melton**  **enrolments@crcmelton.com.au** |

**Purpose**

Under the *Education and Training Reform Act 2006* schooling is compulsory for students aged from 6 until they turn 17. Students of compulsory age are only permitted to leave school if an exemption is in place. Exemptions are only available in certain circumstances (see page 2).

**The Transition from School Form is to be used by all Victorian schools for all students of compulsory school age who are seeking to leave school before completing Year 12.**

**Overview and instructions**

This form needs to be completed by the school and must be signed by the student, parent/carer and Principal.

Victorian Government schools should also complete the CASES21 Exit Form when exiting a student.

This form must not be used to:

* manage non-attendance issues OR
* exit a student whose whereabouts are unknown.

See: Procedures to Manage Student Attendance:

<http://www.education.vic.gov.au/school/principals/participation/Pages/managingabsence.aspx>

This form is not required where a student is transferring to attend another school.

The student’s Career Action Plan/MIPs Plan must also be attached to this form.

Upon student exit, this form and the Career Action Plan/MIPs Plan must be provided as follows:

* Original copies of both must be retained in the student’s file at the school
* Copies of both must be provided to the student
* Copies of both must be provided to the student’s parent/carer
* A copy of this form must be sent to the Regional Office (Att: Regional Director).

**This form must not be modified.**

**SCHOOL EXEMPTIONS**

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| Schooling is compulsory for students aged from 6 until they turn 17. Students of compulsory age are only permitted to leave school if an exemption is in place or if they are registered for home schooling.  Ministerial Order 705 allows exemptions in certain circumstances where a child will be engaged in at least 25 hours of approved education, training or employment.  Ministerial Order 715 allows exemptions in certain circumstances where leaving school is in the child’s best interests.  Please refer to the Exemption section in the School Policy and Advisory Guide for information on the appropriate process for applying for exemption see: <http://www.education.vic.gov.au/school/principals/spag/participation/Pages/attendanceexemption.aspx> |

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| **Section A: Student Details** | | |
| Surname: | | Address: |
| Given names: | |  |
| Date of birth: ……/……/…… Age:\_\_\_ yrs\_\_\_mths | | Suburb: |
| Gender: ⬜ Male ⬜ Female | | State: Postcode: |
| Aboriginal & Torres Strait Islander?  ⬜ Yes ⬜ No | | Phone: |
| VSN: | | Mobile: |
| Country of Birth: | | Email: |
| If not born in Australia, is the student an Australian  Citizen or Permanent Resident? ⬜ Yes ⬜ No | | Enrolment year level at exit: \_\_\_\_\_  Highest year level completed: \_\_\_\_\_ |
| Parent / Carer Details | Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Given name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact phone no. business hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **SECTION B**  **WHY IS THE STUDENT EXITING?** (Tick all that apply) |
| □ Student will participate in approved education or training (Complete section C1) |
| □ Student has an apprenticeship or traineeship (Complete section C2) |
| □ Student has a full time job (Complete section C2) |
| □ Student will participate in a combination of education/training and employment (Complete sections C1 and C2) |
| □ Other reasons and leaving school is in their best interests (Complete section C3) |
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| **Section C1: Education and Training Details**  **Note: Schools should have confirmation of the student’s destination before exiting the student, including the Title and Level of Qualification to be undertaken.** | | | | |
| **Name of Education or Training provider**  *(e.g. XXX TAFE, XXX ACE Provider)* | |  | | |
| **Contact details:**  *(e.g. Name and phone number)* | |  | | |
| **Title and level of qualification:**  *eg CGEA Certificate II, Cert II in Automotive* | |  | | |
| **Time fraction:** | | Hours per week: | | |
| Start date: | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ | | Finish Date (if time limited) | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ |
| Letter of offer attached? ⬜ Yes ⬜ No  If a letter of offer is not attached, how was confirmation received that the student is entering into the above pathway? | | | | |

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| **Section C2: Employment Details (Complete all relevant areas)**  **Note: Schools should have confirmation of the employment, apprenticeship or traineeship before exiting the student.** | | | | |
| **Name and address of Employer:** | |  | | |
| **Contact details of Employment Provider:** *(phone number/email)* | |  | | |
| **Name of Position:** | |  | | |
| **Is this position an Apprenticeship or Traineeship?**  ***If Yes, please list the Registered Training Organisation that is delivering the off the job training to the student (if known)*** | | ⬜ Yes – Apprenticeship  ⬜ Yes – Traineeship  ⬜ No – neither | | |
| **Time fraction** Hours to be worked per week: | | ⬜ Full-time ⬜ Part-time ⬜ Casual | | |
| Start date: | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ | | Finish Date (if time limited) | \_\_\_\_/\_\_\_\_/\_\_\_\_\_ |
| Letter of offer attached? ⬜ Yes ⬜ No  If a letter of offer is not attached, how was confirmation received that the student is entering into the above pathway? | | | | |

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| **SECTION C3:**  **Other reasons and leaving school is in best interests  Complete this section where the student does not have a confirmed destination, and is exiting due to Illness or poor health, personal or social reasons or other reasons.**  ***In exceptional circumstances the Regional Director can approve an exemption from school on the basis that 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 reason for leaving school, views of the family on the student leaving school, why it is in the best interests of the student to leave school, and any alternative arrangements that have been explored.*** |
| **Please describe intended destination:** |

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| **SECTION D: TRANSITION DETAILS** |
| The Department of Education and Training commits to improving the transition from school by strengthening school responsibility for monitoring young people’s pathways until they complete Year 12 or equivalent. Schools receiving funding through the [Managed Individual Pathways (MIPs) Initiative](http://www.education.vic.gov.au/school/teachers/support/Pages/mips.aspx) should comply with the relevant accountabilities, including formal exit interview and follow up requirements. |
| **What supports or strategies have been implemented to assist the student to remain in school? Please include details below.**  Attendance Support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Wellbeing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Careers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  MIPS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  External Agencies \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  CALD Support (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Out of Home Care Support (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Disability Support (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Koorie Education Support Officer (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * Has the student had a formal exit interview? ⬜ Yes ⬜ No * Does the student’s exit destination meet the National Youth Participation Requirement? (*All young people must participate in schooling or an approved equivalent to Year 10, and then participate full-time in education, training or employment, or a combination of these, until age 17.)*   ⬜ Yes ⬜ No   * Has the student received counselling of post school options? ⬜ Yes ⬜ No * Has the student been referred to relevant education or training institutions or employment including apprenticeships and traineeships?   ⬜ Yes ⬜ No ⬜ N/A   * Has the student been referred to appropriate transition support programs or agencies eg: Youth Connections?   ⬜ Yes ⬜ No ⬜ N/A   * Has the student been advised that if they do not participate in education, training and/or employment on a full-time basis, this may impact on their eligibility to receive to receive financial support from Youth Allowance/Family Tax Benefit?   ⬜ Yes ⬜ No ⬜ N/A |
| Does the student have a copy of their current Career Action Plan/MIPs plan? ⬜ Yes ⬜ No |
| Has the student been provided with other relevant documentation to support their transition, e.g. results transcripts, resumes, references? ⬜ Yes ⬜ No |
| Please detailtransition support**/**MIPs follow up arrangements which have been made with the student (i.e. phone, email, visits, name of staff member to undertake and timing of follow up).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **SECTION E**  **TO BE SIGNED BY ALL PARTIES** | |
| **Student name (write clearly):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hand-holding-pen300I hereby acknowledge that the information about me contained in this form is true and correct. | |
| **Signature:** | Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ |
| **Parent/Carer name (write clearly):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  As the Parent/Carer[[1]](#footnote-1) of the abovementioned young person:   * I acknowledge that I understand my responsibilities under the Education and Training Reform Act 2006, for ensuring that my child is engaged for at least 25 hours per week in education, training, and/or paid employment from age 6 until he/she turns 17. * 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 monitoring student pathways. * **Hand-holding-pen300**I understand that information from this document may also be forwarded to an appropriate regional support agency in order to monitor the transition and provide further transition support for my son/daughter if required. | |
| **Signature:** | Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ |
| **Principal’s name (write clearly):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  If it is not possible to obtain student and/or parent/carer signatures[[2]](#footnote-2), please explain the situation: | |
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| Tick ONE only  ⬜ I authorise an exemption from school enrolment (the student has completed Year 10 and he/she is transitioning to full time education, training or employment of 25 hours per week)  ⬜ I recommend the Regional Director authorises an exemption from school enrolment (the student has not completed Year 10 and he/she is transitioning to full time education, training or employment of 25 hours per week)  ⬜ I recommend the Regional Director authorises an exemption from school enrolment (neither of the above apply but leaving school is in the best interests of the child)  ⬜ I DO NOT recommend the Regional Director authorises an exemption from school enrolment  If the exemption is approved and the destination does not satisfactorily meet the needs of the student, I commit that the school will either accept the student back into its mainstream program or assist the student to find an alternative placement. | |
| **Hand-holding-pen300Signature:** | Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ |

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| **Section F: Form Checklist**  **Please confirm the following before sending the form to regional office** |
| □ The school has consulted with the student and parent/guardian about the student’s:   * goals, aspirations, issues and reasons for wanting to leave school * planned destination * alternatives to leaving school     □ Transition discussions have established how the transition will be monitored, including 6 monthly tracking by the school  □ An agreement is in place about what will happen if the transition is not successful  □ All sections of the form are complete  □ Relevant supporting documentation is attached  □ The school principal has signed the form  The original Transition from School Form should be kept on the student’s file, and a copy of it sent to the Regional Office.  **DATE SENT TO REGIONAL OFFICE:** |

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| **REGIONAL OFFICE USE ONLY** |  |
| **DET Regional Office (name):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Request for exemption**  ⬜ Approved  ⬜ Not approved (please indicate reason): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Conditions on exemption (eg details of time limit):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Regional Director (write clearly):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Hand-holding-pen300  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: : \_\_\_\_/\_\_\_\_/\_\_\_\_\_ | |

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| **DATE OF STUDENT EXIT:** |

1. Parent/Carer signature is not required where a student is 15 years of age or older, and living independently. Instead ‘Parent/Carer’ should be crossed out and the student should sign this section also. [↑](#footnote-ref-1)
2. More than one parent may need to sign – see enrolment details, e.g Court Orders. [↑](#footnote-ref-2)