For Students Year 10 or above
Written Parent/Carer consent confirming Student's intentions

Note: No students in Year 7, 8, 9 are able to leave school to enter the workforce.

Under 17 & Yr 10 Completed
- Transfer to another school
- TAFE
- Apprenticeship
- Home schooling
- Full time work

Under 17 & Yr 10 Incomplete (Not achieved RoSA)
- Transfer to another school
- TAFE
- Apprenticeship/Traineeship
- Home schooling

Over 17

Working
Letter from employer on company letterhead (including ABN and signed). Must state hours of employment (minimum 25 per week)

TAFE
Copy of acceptance letter including the receipt of course hours (minimum 25 per week). School to provide a Letter of Intention to be provided to TAFE

Apprenticeship/Traineeship
Copy of Apprenticeship/Traineeship paperwork and training plan. If year 10 not complete, Deputy to complete Exemption paperwork which needs to be signed by a parent and approved by the Principal.

Home Schooling
Deputy will discuss with the parent and make sure the correct paperwork & Certificate of Home Schooling is provided to the school.

Transfer to another school
Confirmation from new school with arrival date.

Clearance Required
Students to obtain all relevant teacher signatures confirming all school resources have been returned. All unreturned resources will be invoiced to the Parent/Carer

Financial Clearance Check
All outstanding school fees and payments will be invoiced to the Parent/Carer via email

Principal Sign Off

Leave Finalised