



Enrolling an exempt child (family circumstances)

Exemption Eligibility Form

The Exemption Eligibility Form is a resource for persons in charge of child care services, pre-kindergarten and kindergarten programs to determine a child's eligibility for enrolment as an exempt child because of a particular family circumstance.

An **exempt child** is any child who, at the time of enrolment, meets the description of a class of children prescribed in regulation 10AB of the *Public Health Regulations 2017*.

When to use the Exemption Eligibility Form

This form should only be used in a situation where:

- a child is applying to enrol into a long day care, family day care, pre-kindergarten or kindergarten, and
- the child's immunisation status is not up-to-date according to their AIR immunisation history statement, and
- the child is not following an approved catch-up schedule according to their AIR immunisation history statement, and
- the child does not have an immunisation certificate issued or declared by the Chief Health Officer.

Persons in charge should be aware that some of the questions on this form:

- may have already been asked on other enrolment documentation, and if this is the case, this form may not be necessary, and
- may raise sensitive issues about a family's circumstances, and therefore these matters should be handled with appropriate care.

Advice for parents/guardians

Staff may be required to explain to a parent/guardian why additional information about the child is being requested. The following may need to be discussed:

- Information may be needed to determine whether the child is an exempt child.
- This determination permits the child care service, kindergarten or school to enrol the child despite the child not:
 - having an up-to-date AIR immunisation history statement, dated no more than two months old

- being on an approved catch-up schedule as indicated by the child's AIR immunisation history statement dated no more than two months old and with a catch-up schedule that is active at enrolment, or
 - having a valid immunisation certificate issued by or declared by the Chief Health Officer.
- The Department of Health intends to contact the families of exempt children to provide support in accessing local immunisation services to get the child caught up on overdue vaccinations.
 - This exemption is only for the current enrolment. Future enrolments at other child care services, pre-kindergarten and kindergarten programs will require a new assessment.

How to assess eligibility

The Exemption Eligibility Form provides examples of supporting evidence which a parent/guardian may provide at enrolment in order to satisfy the person in charge that their child is an exempt child. An exempt child may be permitted to enrol.

For more information, refer to the *WA Immunisation Requirements – Guidelines*, Section 3.2: Exempt children because of particular family circumstances and suggested supporting evidence. Available at: health.wa.gov.au/immunisationenrolment

Penalty \$10,000, for the provision of false or misleading information or documentation in relation to a child's immunisation status or circumstances.

Mandatory reporting to the Chief Health Officer

Under regulation 10C of the *Public Health Regulations 2017*, the Chief Health Officer may direct the relevant person in relation to a school or the person in charge of a child care service or community kindergarten to provide a report to the Chief Health Officer in respect of children enrolled with an immunisation status that is not up-to-date. This will include any child enrolled as an exempt child. For more information, refer to the *WA Immunisation Requirements – Guidelines*, Section 4: Report under-vaccinated children. Available at: health.wa.gov.au/immunisationenrolment

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Name of child:	Date of birth:	
Enrolment type (circle): child care / pre-kindergarten / kindergarten	Date:	
Questions and suggested supporting evidence	Yes	No
Is your child Aboriginal or Torres Strait Islander? <i>Verbal response.</i>		
Is the child in the care of the CEO of the Department of Communities? <i>Documentation e.g. child protection order, s.35 warrant (provisional protection and care) issued by a magistrate, letter from Department of Communities advising child is under provisional protection and care under s.37.</i>		
Are you and your child living in crisis or emergency accommodation due to family violence, risk of family violence or homelessness? <i>Documentation confirming this from the Department of Communities, Housing Authority or a relevant not for profit service.</i>		
Are you and your child currently evacuated from your home due to an emergency such as a flood or bushfire? <i>Verbal response or documentation confirming state of emergency in the child's residential area.</i>		
Is your child in the care of an adult who is not the child's parent or guardian due to exceptional circumstances such as parental illness or incapacity? <i>Documentation confirming this arrangement e.g. letter from the parent/guardian's medical practitioner, social worker or another third party who has regular interactions with the family and can independently verify the family's circumstances.</i>		
Do you hold a health care card? <i>Sight a copy of the card.</i>		
Do you hold a pensioner concession card? <i>Sight a copy of the card.</i>		
Do you hold a Veterans' Affairs White or Gold card? <i>Sight a copy of the card.</i>		
Have you or your child arrived in Australia less than 6 months before the time of enrolment and hold a refugee or humanitarian visa? <i>Sight the relevant refugee, humanitarian or protection visa held by the child or parent, or other documentation from the Department of Home Affairs or the WA Humanitarian Entrant Health Service. Acceptable visas only: 200, 201, 202, 203, 204, 785, 790, and 866.</i>		
I understand that my child will be reported to the Chief Health Officer, and I will be contacted about their overdue vaccinations.		
Name of parent/guardian:	Signature:	
Assessment and reporting	Yes	No
Is the child eligible for enrolment as an exempt child?		
If yes, the date the exempt child will first attend the child care service, kindergarten or school:		
I note that this exempt child needs to be reported to the Chief Health Officer. See <i>WA Immunisation Requirements – Guidelines</i> , Section 4: Report under-vaccinated children.		
Name of person in charge:	Signature:	

If used, a copy of this completed form should be kept with the child's enrolment records.