

### What is this form for?

This form is used to record an agreement between parents/guardians and an Early Childhood Service for an exemption to the absence rules.

- If a child is absent from an early childhood service on a day they are enrolled to attend, the Ministry of Education still pays the service a subsidy for that child to ensure they receive stable funding (this covers, for example, childhood sickness)
- The Absence Rules set limits on this funding – if a child is absent for longer than three weeks or shows a pattern of frequent absences, funding to cover their absences will cease. See the Early Childhood Funding Handbook for details about the Absence Rules.
- Children with special needs or health problems may be exempted from the absence rules. You may claim funding for absences of children whom are exempt from the Absence Rules for a longer period, provided this form (EC12) has been completed and the correct supporting documentation attached.
- This agreement must be supported by documentation, which is to be attached to the completed form. See the “Documents Attached” section for details about suitable documentation.

### Who should fill in the form?

The form should be filled in by the service that is applying for the exemption, and signed by the child’s parent or guardian.

### What to do with the form once it is signed?

The form and its attachments must be held on file at the service, and be made available for audit purposes.

Service Details			
Name of Early Childhood Service	<input type="text"/>		
Service Number	<input type="text"/>		
Child Details			
Last Name / Family Name	<input type="text"/>		
First Name / Given Name	<input type="text"/>		
Date of Birth	<input type="text"/>		
Child’s Usual Enrolment			
	From	To	Notes / explanation (e.g. every 2nd Monday)
Monday	<input type="text"/> am/pm	<input type="text"/> am/pm	<input type="text"/>
Tuesday	<input type="text"/> am/pm	<input type="text"/> am/pm	
Wednesday	<input type="text"/> am/pm	<input type="text"/> am/pm	
Thursday	<input type="text"/> am/pm	<input type="text"/> am/pm	
Friday	<input type="text"/> am/pm	<input type="text"/> am/pm	
Saturday	<input type="text"/> am/pm	<input type="text"/> am/pm	
Sunday	<input type="text"/> am/pm	<input type="text"/> am/pm	
<b>Brief details about why the child may not be able to attend according to this enrolment:</b>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

## Documents Attached

(tick one only)

- Individual Development Programme
- Medical Certificate (use EC13 form)
- Child Disability Allowance
- Other documentation (please give details)

(approved by)
(date)
(date)

## Privacy Statement (Privacy Act 2020)

The personal information on this form and on its attachments is held by the early childhood service to which this application applies. It is held for the purpose of applying for continued funding for extended absence or irregular attendance on the grounds of special needs or for health reasons. Completed application forms may be provided to the Ministry of Education as required for audit and monitoring purposes.

## Declaration

I certify that, to the best of my knowledge, the information contained on this form is true and correct in every particular.

By signing this declaration, I am confirming that that this attendance rule exemption agreement is made in

Parent / Guardian	Signature <b>X</b>	Name (block letters)	Date / /
Service Management	Signature <b>X</b>	Name (block letters)	Date / /

## For Ministry of Education use only

For Audit use	Date audited / /	Approved
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