

Appendix A:

Application for Extended Leave - Travel (Leave between 10 – 100 days)

**Form
A.1**

Information: From the beginning of 2015, Family holidays and travel are no longer considered under the *Exemption from School-Procedures*. Travel outside of vacation period is now counted as an absence for statistical purposes.

NOTE: Part A is to be completed by the Student's Parent/Caregiver and returned to their child's school principal. Separate applications are to be completed for each school if siblings do not attend the same school

PART A: STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	SRN
		/ /			
		/ /			
		/ /			
		/ /			

Student Address		Postcode:	
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School Name:	
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Details of extended leave:

Start Date of leave		End date of leave	
Number of School Days absent:			

Reason for Travel (Including why this travel is occurring during school time)	
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Relevant travel documentation such as an e ticket or itinerary (in the case of non-flight bound travel within Australia only) must be attached to this application.

DETAILS OF PRIOR EXEMPTIONS/EXTENDED LEAVE – TRAVEL

Start Date of leave		End date of leave	
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Number of School Days absent:	
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Certificate of Extended Leave-Travel attached (Please tick): Yes No

PARENT DETAILS:

Family Name		Given Name	
Address:		Post code:	
Telephone Number		Relationship to Student	

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave-Travel* and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided. I understand that if the application is accepted: I am responsible for his/her supervision during the period of extended leave. The provided period of extended leave is limited to the period indicated the provided period of extended leave is subject to the conditions listed on the *Certificate of Extended*.

For leave greater than 50 days (10 weeks of a school term): When travel / leave period exceeds 10 weeks access to Distance Education or enrolment in another school must be considered.

Leave-Travel

The period of extended leave will count towards my child's absences from school I declare the information provided in this application is to the best of my knowledge and belief; accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the *Application for Extended Leave-Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/caregiver:

Date: / /

Once you have completed and signed this application please return this form to the school Principal

Appendix B:

Certificate for Extended Leave (L) – Travel

APPLICATION FOR LEAVE ACCEPTED.

Please attach the Application to this Certificate. Parent receives the original and a copy is kept in the student's file

I accept this Application for Extended leave – Travel

Reason for providing the period of extended leave:

Conditions applicable to providing the period of extended leave:

It has been explained to the parent of the above mentioned student/s that they are responsible for his/her supervision during the provided period of extended leave.

The parent understands that the period of extended leave is limited to the period indicated and acknowledges that the provided period of extended leave is subject to the conditions listed.

Principal name: _____ Principal signature: _____ Date: __/__/__

This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.