

## APPLICATION FOR EXTENDED LEAVE – TRAVEL LEAVE LESS THAN 100 DAYS

Family holidays and travel are no longer considered under the *Exemption from School - Procedures*. Travel outside of the normal school holiday period is now counted as an explained absence for statistical purposes.

NOTE: This form is to be completed by the Student's Parent/Guardian and returned to the Principal.

### PART A: STUDENT DETAILS

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

SURNAME	GIVEN NAME	DOB	AGE	YEAR LEVEL

STUDENT ADDRESS		POSTCODE	
-----------------	--	----------	--

### Details of extended leave:

START DATE OF LEAVE		END DATE OF LEAVE	
---------------------	--	-------------------	--

NUMBER OF SCHOOL DAYS ABSENT:	
-------------------------------	--

☐

I have checked the assessment calendar and acknowledge that any tasks due during this leave will be submitted prior to departing.

**Reason for Travel – including why this travel is occurring during school time:**

--

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 IF APPLICABLE**

START DATE OF LEAVE		END DATE OF LEAVE	
------------------------	--	----------------------	--

NUMBER OF SCHOOL DAYS ABSENT:

Certificate of Exemption/Extended Leave-Travel attached (Please tick): Yes ☐ No ☐**PARENT DETAILS:**

SURNAME		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 Leave – Travel*.

**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/guardian:****Date: / /**

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