



Application for Extended Leave

(10 days and over)

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.

Student Details:

Family Name	Given Name	PC Class

Details of Extended Leave:

Start date of leave	End date of leave

Number of school days absent

Reason for travel (Including why this 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.

Assessment Task(s) Due

Subject	Teacher	Hand-In/In-Class	Due Date

Parent Details

Family Name		Given Name	
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As the parent and applicant, I hereby apply for a *Certificate of Extended Leave* 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.
- I understand that missing assessment tasks may impact on his/her school report.
- The provided period of extended leave is limited to the period indicated above and subject to the conditions listed on the *Certificate of Extended Leave*.

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 school Principal