

MATER DEI STUDENT EXTENDED LEAVE (Travel or holiday) POLICY

SOURCE OF OBLIGATION

The CEO/Principal may approve leave for students of compulsory school age who have provided an explanation of the absence which has been accepted by the CEO/Principal (Attendance Register Code 'L').

Acceptable explanations for leave may include:

- misadventure or unforeseen event
- participation in special events not related to the school
- domestic necessity such as serious illness of an immediate family member
- travel in Australia and overseas
- attendance at funerals
- recognised religious festivals or ceremonial occasions.

PROCEDURES FOR APPLICATIONS FOR EXTENDED LEAVE (Travel or holiday)

Parents/guardians wishing to make application to the CEO/Principal for a student to be absent from attending school for reason of travel or holiday (domestic or overseas) must do so by completing a Mater Dei Application for Extended Leave – Travel (10-100 days).

Travel is considered to be domestic or interstate for the purpose of a family holiday, family business, bereavement or other reasons.

The CEO/Principal will at his/her discretion grant or decline the request.

A Certificate of Extended Leave – Travel should not be issued where the CEO/Principal is aware that the student has been the subject of contact with the Child Wellbeing Unit or a Community Services (Family and Community Services) report and for whom unresolved issues concerning a risk of harm remain.

The CEO/Principal should not accept a reason for travel during school term if it is not in the best interests of the students' educational and social needs.

If the request for leave is granted a Certificate for Extended Leave - Travel will be forwarded to the parent/guardian. The original Certificate for Extended leave - Travel will be provided to parents/guardians, and a copy attached to the student's record.

If the request for leave is declined the parent/guardian will receive a Letter of Decline for Extended Leave from the School.

Certificates for leave granted by the CEO/Principal will:

- include the specific conditions that apply to the leave; and
- specify a period for which the leave has been granted.

MAINTENANCE OF ATTENDANCE REGISTER

Extended Leave from School – (Travel or holiday) granted by the CEO/Principal must be indicated in the attendance register with the code L.

RELATED POLICIES/STATEMENTS/DOCUMENTS

Mater Dei Student Exemption from Attending School Policy

ACARA National Standards for Student Attendance Data Reporting

Compulsory School Attendance – NSW Dept of Education and Communities

Procedures for Student Attendance NSW Catholic Systemic Schools – CEO Sydney

School Attendance Legal Action Guidelines – CEO Sydney

Guidelines for Exemption from Attendance NSW Catholic Systemic Schools – CEO Sydney

NSW Education Act 1990

NSW Attendance Register Codes

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

Mater Dei Certificate for Extended Leave - Travel (10-100 days)

Mater Dei Letter of Decline for Extended Leave from School

Approved at Leadership Team YES / NO / NA	Signed	Date
Approved at Board YES / NO / NA	Signed	Date
Staff Briefed YES / NO	Signed	Date
Review Date May 2018		