



APPLICATION FOR EXTENDED LEAVE – TRAVEL (Leave between 10-100 days)

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.

School Details

School Name:

Suburb: Tel No.:.....

Student Details

Student Name:

Address:

..... Postcode:

Date of Birth: /..... /..... Age:

Class: Enrolment Registration Number*:

** School to provide*

Extended Leave Details

Date of leave: From/...../..... to/...../..... Number of school days:

Purpose of leave (including why this leave is occurring during school time):

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Note: 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 Applications for Extended Leave - Travel

Are there any prior or current applications for leave? No Yes *Please provide details below*

Dates of prior/current applications for leave: From/...../..... to/...../.....

Number of school days:

Is a copy of prior/current Certificate for Leave from School attached? Yes No

Parent/Guardian Details

Family name: Given name(s):

Address:

..... Postcode:

Contact Telephone: Relationship to student:

Declaration/Signature

As the parent/guardian of the above mentioned student, I hereby apply for a Certificate of Extended Leave-Travel.

I understand that, if the exemption is granted:

- I am responsible for the student's supervision during the period of extended leave;
- The provided period of extended leave is limited to the period indicated above;
- The extended leave is subject to the conditions listed on the Certificate for Extended Leave;
- The provided period of extended leave may be cancelled at any time.

I declare that the information provided in this Application for Extended Leave-Travel 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 applicant/s:

Date:/...../.....

Once you have completed and signed this form please return it to the school CEO/Principal.