

Application for Extended Leave –Travel

PARTS A, B and C are to be completed by the student’s parent for travel of 5 days or greater and returned to the principal.

PART A: STUDENT DETAILS

Please complete table with details of all students at this school associated with the period of travel.

FAMILY NAME	GIVEN NAME	AGE	YEAR

NOTE: *Apply early and speak with the class / subject teacher to obtain curriculum material that will be missed while the student is away.*

Student address: _____

_____ Postcode: _____

Dates of extended leave applied for: ____ / ____ / ____ to ____ / ____ / ____

Number of school days: _____

Reason for travel (including why this travel is occurring in 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.

PART B: DETAILS OF PRIOR EXEMPTIONS/ EXTENDED LEAVE – TRAVEL (if applicable)

Have you applied for Extended Leave – Travel this year? (Please tick): Yes No

Number of school days: _____

PART C: PARENT DETAILS

Family name: _____

Given Name: _____

Address: _____

Telephone number: _____

Relationship to child(ren): _____

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 **(please tick)**:

- 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.
- The period of extended leave will count towards my child’s absences from school.
- I have spoken to the relevant Deputy Principal / Pastoral Care Coordinator about the leave during school term.
- If required, I will access the Flexible Learning Guide, or other curriculum material provided, to assist my child(ren) to remain up to date with class work.

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/s: _____ Date: ____ / ____ / ____

Office Use Only			
Application for Extended Leave – Travel approved:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Certificate prepared:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: ____ / ____ / ____
Edumate noted:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: ____ / ____ / ____
Teachers emailed:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: ____ / ____ / ____