Sydney Catholic Schools

Application for Extended Leave, including Travel Leave of 5 days or greater	**A1**

Information 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.

NOTE: Part A is to be completed by the Student's Parent/Caregiver and returned to their child's school Principal. Separate applications are to be completed for each school if siblings do not attend the same school.

PART A: Student Details

Please complete the table below with details of all students associated with the period of leave

School	
Student Address	

Family Name	Given Name	Date of Birth	Age	Year

Details of extended leave

Start Date of leave		End date of leave	
Number of school days absent			
Reason for leave (Including why travel is occurring during school time)			

Relevant travel documentation such as an e-ticket or itinerary (in the case of non-flight travel within Australia only) **must be attached to this application.** A completed copy of the **Missed Work Form** must also be provided.

Details of prior exemptions/extended leave

Start Date		End date		Number of days	
Start Date		End date		Number of days	
Start Date		End date		Number of days	
Certificate of previous Exemption/Extended Leave-Travel attached			☐Yes ☐No		

Parent/Caregiver Details

Family Name		Given Name	
Address:			
Telephone Number		Relationship to Student	

As the parent/Caregiver 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.
- 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.*

For leave greater than 50 days (10 weeks of a school term): When the leave period exceeds 10 weeks, access to Distance Education or enrolment in another school must be considered.

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* may result in the provided period of extended leave being cancelled.

Parent/Caregiver Signature		Date	

Once you have completed and signed this application please return it to the school Principal