



**Application for Extended Leave – Travel**

Application for Extended Leave - Travel (Leave between 10 – 100 days)	Form A1
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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: This form 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.*

**STUDENT DETAILS**

Please complete table below with details of all student(s) associated with the period of travel

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE

Student address	Postcode
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School name
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Details of extended leave

State date of leave	End date of leave
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Number of school days absent
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Reason for travel (including why this travel is occurring during school time)	
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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 EXEMPTIONS/EXTENDED LEAVE – TRAVEL**

Start date of leave		End date of leave	
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Number of school days absent	
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Certificate of Exemption/Extended Leave-Travel attached (*please tick*):    Yes     No

**PARENT/CAREGIVER DETAILS**

Family name			
Given name			

Street address			
Town		Postcode	

Telephone number		Relationship to student	
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As the parent/caregiver and applicant, I hereby apply for a *Certificate of Extended Leave - Travel* and understand my child will be granted a period of extended leave by the principal upon acceptance 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 approved period of extended leave is limited to the period indicated and is subject to the conditions listed on the *Certificate of Extended Leave – Travel*.

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 accurate and complete to the best of my knowledge and belief. 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 *Certificate for Extended Leave – Travel* may result in the approved period of extended leave being cancelled.

Signature of parent/caregiver \_\_\_\_\_ Date \_\_\_\_\_

*Once you have completed and signed this application please return this form to the school principal*