



Application for Extended Leave – Vacation/ Travel

(Greater than 3 school days)

Parents are advised that students are required to attend school on all school days. Non term time is an appropriate time to take extended leave or vacation travel. The school recognises that in exceptional circumstances, leave may be required during term time. The school would encourage you to consult with the senior executive and the Edumate calendar prior to completing this form so an informed decision can be made.

NOTE: The form is to be **completed by the student's parent** and returned to their child's school principal at least 2 weeks before required leave.

STUDENT DETAILS

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

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE

Student address: _____

_____ Postcode: _____

School name: _____

Dates of extended leave applied for: From: ___ / ___ / ___ to ___ / ___ / ___

Number of school days: _____

Reason for travel and outline what are the educational benefits: _____

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 – VACATION/ TRAVEL (if applicable)

Date of prior exemption/extended leave: From: ____/ ____ / ____ to ____/____/ ____

Number of school days: _____

Copy of Certification of Exemption/Extended Leave – Travel attached (Please tick) Yes No

PARENT DETAILS (Applicant)

Family name: _____ Given Name: _____

Address: _____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave-Vacation/ 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:

- 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-Vacation/ Travel*
- 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- Vacation/ Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/s: _____

Date: ____ / ____ / ____