

Application for Extended Leave - Travel

(Leave between 11 – 100 days)

**Form
A.1**

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 the School Office for approval by the Principal **PRIOR** to taking leave.

School Name: **ST JOHN BOSCO COLLEGE, ENGADINE**

PART A: STUDENT DETAILS

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

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	SRN
		/ /			
		/ /			
		/ /			

Student Address		Postcode:	
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Details of extended leave:

Start Date of leave		End date of leave	
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Number of School Days absent: _____

Reason for Travel (including why this travel is occurring during school time):

Relevant travel documentation such as an Eticket or itinerary (in the case of non-flight bound travel within Australia only) must be attached to this application.

DETAILS OF ANY PRIOR EXEMPTIONS/EXTENDED LEAVE – TRAVEL

Start Date of leave		End date of leave	
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Number of School Days absent: _____

Certificate of Exemption/Extended Leave-Travel attached (Please tick): Yes No

PARENT DETAILS

Family Name:		Given Name:	
Address:			
Telephone No.		Relationship to Student	

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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, 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; the approved period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave - Travel*.

- I understand that taking leave during the school term is not encouraged by the College, Sydney Catholic Schools nor the Department of Education. I understand it is my responsibility as a parent/guardian to ensure that my child attends school every day.
- I understand that the Principal will approve the leave only if he feels that it is in the child's best interests.
- I understand the period of extended leave will count towards my child's absences.
- I understand that if there is an assessment task that is due for submission during this period of leave, it is my child's responsibility to discuss this absence with his/her classroom teacher. He/she should submit any due task **PRIOR** to leaving or have organised an extension with his/her teacher prior to the leave. The form below should be signed by either the Subject Teacher or KLA Coordinator of each subject, regardless if a task is due during the period of absence.
- I understand that my child should also consult with the Curriculum Coordinator **PRIOR** to leaving, if any exams are scheduled to take place during the period of absence.

Any student who does not have approval for leave and misses an assessment task (including an exam) will receive a zero mark.

This section is COMPULSORY and must be completed for each subject

Subject	Assessment Task / Exam (if applicable)	Revised Due Date (if applicable)	Subject Teacher / KLA Coordinator
English			
Mathematics			
Religion			
Subject 1 -			
Subject 2 -			
Subject 3 -			
Subject 4 -			
Subject 5 -			

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.

I declare the information provided in this application is, to the best of my knowledge and belief, accurate and complete. I recognise that should any 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 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 office