

Notification of Extended Leave – Travel/Other

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| Notification of Extended Leave – Travel/Other (Greater than 10 Days) | Form A4 |
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Extended leave during school time for travel or family holidays is not considered exemption from attendance and therefore, as a general rule, principals should not approve leave for this purpose. An absence in this case is recorded as Code A Unjustified Leave and counted accordingly for statistical purposes. In exceptional circumstances the care giver may complete an *A1 Form Application for Extended Leave* for consideration by the school explaining why an absence for extended leave is in the best educational interest of the student (s).

For leave greater than 50 days (10 weeks of a school term) access to distance education or enrolment in another school must be considered.

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| PART A (to be completed by caregiver) | |
| Student details | |
| School Name | |

Please complete table below with details of all student(s) associated with this notification.

| Family name | Given name | Date of Birth | Age | Grade |
|-----------------|------------|---------------|-----|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Student address | | | | |
| Student Town | | Postcode | | |

| | | | |
|---|--------------------------|------------------------------|--|
| Details of Extended Leave | | | |
| Start date of leave | | End date of leave | |
| Number of school days absent | | | |
| Type of Leave | | | |
| Travel | <input type="checkbox"/> | | |
| Other | <input type="checkbox"/> | Please specify type of leave | |
| Reason for travel (including why this travel is occurring during school time) | | | |
| | | | |

Please list and attach any relevant documentation, if appropriate, to support the notification of leave e.g. e-ticket, additional information or itinerary.

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Please list any previous extended leave applications below if applicable.

| Student Name | Leave Type | Number of School Days |
|--------------|------------|-----------------------|
| | | |
| | | |
| | | |
| | | |

Parent/Caregiver details

| | | | |
|------------------|--|-------------------------|--|
| Family name | | | |
| Given name | | | |
| Street address | | | |
| Town | | Postcode | |
| Telephone number | | Relationship to student | |
| Email Address | | | |

Parent/Caregiver Declaration

As the parent/caregiver of the above mentioned student(s), I declare that the information provided above and in any attached documents is to the best of my knowledge and belief, accurate and complete.

I understand that I am responsible for supervision of the student (s) during the period of extended leave.

I understand that the period of extended leave will count towards the student (s) absences for school and that those absences will be marked as Code A Unjustified Leave.

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|

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

PART B (to be completed by School Principal)

Principal Acknowledgement and Signature

I acknowledge receipt of this Notification of Extended Leave.

| | | | |
|----------------|--|------|--|
| Principal Name | | | |
| Signature | | Date | |