



# A Guide to Applying for Leave

Principals do not grant leave during the term lightly. The focus of the *School and Education Act, 1990*, is on maximising a student's opportunities to become a successful learner. The importance of students being in class and participating in the full range of class activities cannot be over emphasised.

When considering whether to request leave during the school term, it is important for parents/carers to weigh up the opportunity for learning versus the cost to learning associated with taking time out of school.

Apply early – give yourself as much time as possible to complete the application process properly and speak with your class teachers and buddy-up with a student in your class to obtain that will be missed while you are away (see back page)

Please note that when travel exceeds one school term, access to Distance Education must be applied for:

- Step 1:** Complete this form outlining information regarding your school commitments during the proposed absence. Check the School Calendar, Year 11 and Year 12 students must check the Assessment Schedule and Years 7-10 need to ask their teachers about coming assessment tasks.
- Step 2:** complete the attached Application for Extended Leave – Travel Form
- Step 3:** Once approved collect Extended Leave – Travel Certificate from the Office. You must carry this with you on travel.

Student Name: \_\_\_\_\_ Year: \_\_\_\_\_

Parent daytime contact No: \_\_\_\_\_

Leave dates applied for: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Assessment tasks / School events occurring during the proposed absence:

**Subject / Event:** \_\_\_\_\_

Task: \_\_\_\_\_

**Subject / Event:** \_\_\_\_\_

Task: \_\_\_\_\_

**Subject / Event:** \_\_\_\_\_

Task: \_\_\_\_\_

Name of parent checking: \_\_\_\_\_ Signature: \_\_\_\_\_



## INDEPENDENT LEARNING CONTRACT

For students on an Attendance Exemption/Leave Request

Student Name: \_\_\_\_\_ Year: \_\_\_\_\_

Leave Request Dates: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Number of days: \_\_\_\_

Attendance This Year: \_\_\_\_\_% (information available from the Office or Dep. Principal)

**Choose a buddy or buddies to collect class information for you in your absence.**

<i>Subject</i>	<i>Teacher's Signature</i>	<i>Buddy Name</i>	<i>Course Requirements/Assessments due/Work to be completed</i>
ENGLISH			

- I acknowledge it is my responsibility to complete all tasks and any missed work during my absence.
  
- I will contact my buddy to organise the exchange of notes etc. I also understand that due dates and extensions on assessment tasks/assignments will need to be negotiated with my teacher – for Year 11 and 12 students this must be through the Illness/Misadventure form as indicated in the Assessment Booklets. These booklets are available on the school website or from the Deputy Principal.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Carer Signature \_\_\_\_\_ Date \_\_\_\_\_

Deputy Principal \_\_\_\_\_ Date \_\_\_\_\_

# Application for extended leave - travel

Note: Part A is to be completed by the student's parent 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 table below with details of all students associated with the period of travel:

Family name	Given name	DOB	Age	Grade	SRN

Student address:

Postcode:

School name

Dates of extended leave applied for: From \_\_\_\_\_ to \_\_\_\_\_

Number of school days:

Reason for travel

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 (if applicable)

Date of prior exemption/extended leave: From \_\_\_\_\_ to \_\_\_\_\_

Number of school days:

Copy of Certificate of Exemption/Extended Leave - Travel attached: Yes  No

## Parent details (applicant)

Family name:

Given name:

Student address:

Postcode:

Phone number:

Relationship to student:

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

Signature of parent/s:

Date:

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## Privacy statement

The Department of Education is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used to process your child's *Application for Extended Leave - Travel* during the period indicated.

It will only be used or disclosed for the following purposes.

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and National reporting purposes
- For any other purpose required by law.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

## Part B: To be completed by the principal

I accept this *Application for Extended Leave - Travel*: Yes      No

Please provide more detail here (if required):

Principal's name:

Phone number:

Signature of principal:

Date:

**Note: Please complete the Certificate of Extended Leave - Travel if requested leave is to be provided.**

# Certificate of extended leave – travel

The student/s whose details appear below has been provided a period as indicated, of extended leave from school for the purpose of travel.

Where an application is made by a parent with more than one child a separate copy of this Certificate should be placed in each student's file.

## 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:

School name

Dates of extended leave applied for: From \_\_\_\_\_ to \_\_\_\_\_

Reason for providing the period of extended leave:

Conditions applicable to providing the period of extended leave:

It has been explained to the parent of the above mentioned student/s that they are responsible for his/her supervision during the provided period of extended leave.

The parent understands that the period of extended leave is limited to the period indicated and acknowledges that the provided period of extended leave is subject to the conditions listed.

Principal's name:

Signature of principal:

Date:

**This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.**

