



Application for Extended Leave – Vacation/ Travel

NOTE: This form is to be **completed by the student's parent** for 4 or more school days and returned to their child's school principal – **please allow a minimum of 2 weeks for processing and approval.**

STUDENT DETAILS

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

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE

Student address: _____

_____ Postcode: _____

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

Number of school days: _____

Reason for travel: _____

Relevant travel documentation, such as an e-ticket (for flights) or itinerary (in the case of non-flight 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: _____ Parent 1 Name: _____

Family Name: _____ Parent 2 Name: _____

Email Address Parent 1: _____

Email Address Parent 2: _____

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 on form
- 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: _____