



Application for Extended Leave –Travel

NOTE: PARTS A, B and C are to be completed by the student’s parent and returned to their child’s school principal.

Please complete table below with details of all students at this school associated with the period of travel. Separate applications are required for each school if siblings do not attend the same school.

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 (including why this travel is occurring in school time):

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.

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

Number of school days: _____

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

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

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 -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: ___ / ___ / ___

I accept this *Application for Extended Leave - Travel* (Please tick one box

Yes No

Please provide more detail here (if required):

Principal's name (please print): _____ Telephone number: _____

Signature of principal: _____

Date: ___/ ___/ ___

Note: Please complete the *Certificate of Extended Leave – Travel* if requested leave is approved.

The original certificate is to be given to the parent, with a copy kept on the student's file.

The parents should be advised to carry the Certificate as it may be requested by government officials including Department of Immigration and Border Protection, Police, Home School Liaison Officers etc.

Certificate of Extended Leave – Travel

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

Note: 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.

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

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	Enrolment Register Number

Student address: _____

Postcode: _____

School name: **Port Macquarie Adventist School** Telephone: **(02)65822271**

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

Number of school days: _____

Reason for providing the period of extended leave:

Conditions applicable to providing the period of extended leave: d student/s that they are responsible for his/ her supervision during the period of extended leave. It has been explained to the parent that the period of extended leave is limited to the period indicated and the parent has acknowledged that the provided period of extended leave is subject to the conditions listed.

Principal name: _____ Principal signature: _____ Date: ____ / ____ / ____

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

Example letter - Declining an Application for a Certificate of Extended Leave – Travel

<Correspondence Name>
<Correspondence Address>

Dear <Correspondence Name>

You recently applied for a Certificate of Extended Leave – Travel for <Student Name> from attendance at school. Certificates of Extended Leave - Travel are provided when it has been clearly demonstrated by the applicant that the leave is necessary or desirable, and that alternatives to providing leave such as distance education, have been considered. Further, the period of extended leave must be in the student’s best interests in the short and long term.

I have carefully considered your application and I am not satisfied that the requested leave is in <Student Name>’s best interest. My reasons for declining your application are

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Please note any absences in relation to your application for extended leave will be recorded as unjustified in <Student’s First Name>’s student records and school reports.

If you wish to discuss this application further with me please contact the school on the school’s phone number to arrange an appointment.

You have the right to appeal this decision if you consider that correct procedures have not been followed or that an unfair decision has been made.

Yours sincerely,
<Principal’s Name>

Principal

<Date>