

## APPENDIX 3



# Catholic Schools Office *Diocese of Armidale*

## APPLICATION FOR LEAVE

**Note:** 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:** Part A is to be completed by the Student's Parent/Caregiver 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 the table below with details of all students associated with the period of Extended Leave:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE/CLASS	SRN
		/ /			
		/ /			
Student Home Address & Postcode					

School Name	
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### Details of Extended Leave

Start Date of leave		End date of leave	
Number of School Days to be absent			

Reason for Leave (if travel, including why this travel is occurring during school time)	
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Relevant documentation such as a medical certificate from a health professional, 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

Start Date of leave		End date of leave	
Number of School Days previously absent			

Certificate of Previous Exemption/Extended Leave attached (Please tick):

☐ Yes ☐ No

#### PART B: PARENT DETAILS

Family Name		Given Name	
Address		Post Code	
Telephone Number		Relationship to Student	

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave* 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 period of extended leave is limited to the period indicated.
- The period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave*.
- The period of extended leave will count towards my child's absences from school.

For leave greater than 50 days enrolment application to Distance Education must be completed.

I declare the information provided in this application is to the best of my knowledge and belief, to be 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* may result in the provided period of extended leave being cancelled.

Signature of parent/caregiver		Date:	
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**Once you have completed and signed this application please return this form to the school Principal**