

Family holidays and travel outside of school holiday period will be considered individually based on your child's attendance, the intention of the extended leave, and the impact on your child's participation and progress at school.

Part A				
To be completed by Parent/Caregiver and returned to the school				
Student/s Details				
Family Name	Given Name	Date of Birth	Age	Year Level
Student Address				
Street No. and Name				
Suburb				
Postcode				
Details of Extended Leave				
Start Date of Leave	End Date of Leave	Total 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.

Parent/Caregiver Details		
Family Name	Given Name	Relationship to Student/s
Parent Address		
Street No. and Name		
Suburb		
Postcode		
Phone Number		

As the parent/caregiver and the applicant for the above-mentioned student/s, I hereby apply for a *Certificate of Extended Leave – Travel* and understand my child/ren 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 the supervision of the student/s 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/ren’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/Caregiver	Date

Privacy statement

The information provided will be used to process the student’s *Application for Extended Leave – Travel* during the period indicated. It will only be disclosed for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students and parents/caregivers
- 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