

Application for Leave

Form
A.1

Information: From the beginning of 2015, 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 table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	SRN
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		/ /			
		/ /			
		/ /			

Student Address		Postcode:	
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School Name:	AQUINAS CATHOLIC COLLEGE ANZAC ROAD MENAI NSW 2234
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Details of leave:

Start Date of leave		End date of leave	
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Number of School Days absent:	
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Reason for Travel (Including why this travel is occurring during school time)	
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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/ LEAVE

Start Date of leave		End date of leave	
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Number of School Days absent:	
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Certificate of previous Exemption/Extended Leave-Travel attached (Please tick): Yes No

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 Leave* and understand my child will be granted a period of 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 leave. The provided period of leave is limited to the period indicated the provided period of leave is subject to the conditions listed on the *Certificate of Leave*.

For leave greater than 50 days (10 weeks of a school term): When travel / leave period exceeds 10 weeks access to Distance Education or enrolment in another school must be considered.

Leave-Travel

The period of 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 Leave* may result in the provided period of leave being cancelled.

Signature of parent/caregiver: _____ **Date:** _____

Once you have completed and signed this application please return this form to the school Principal