



St Clare's College  
Waverley

# Form A-1 Application for Extended Leave Including travel

**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. Information provided in this form will be used in accordance with the College Privacy Policy

**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	YEAR & H/R	SRN
		/ /			
		/ /			
		/ /			

## DETAILS OF PRIOR EXEMPTIONS/EXTENDED LEAVE

Start Date	End date	No of Days			
			YES	NO	

## PARENT/CAREGIVER DETAILS

Correspondence in response to this request for leave will be sent to your nominated email address

Surname:	Given Name:
Relationship to student:	
Email address:	

## AMOUNT OF LEAVE

Less than 10 Days leave <input type="checkbox"/>	More than 10 days Leave <input type="checkbox"/>
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## A.1 APPLICATION FOR EXTENDED LEAVE - (Including 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.

Dates of exemption applied for: <b>from</b> / / <b>to</b> / /
Number of school days:
Reason for Travel ( Including why this travel is occurring during school time)
<b>Please provide details about the reason for the Application for Exemption</b> (attach any relevant documentation to this application, e.g. correspondence from carnival organisers, travel documents etc.)

**Please turn over**

**IMPORTANT INFORMATION****SUBMISSION OF FORM**

A request for exemption from attendance should be submitted to the Principal at least 2 weeks in advance of the proposed leave, except in \*exceptional circumstances. (\*At the discretion of the Principal.)

**ASSESSMENT TASKS**

When the proposed exemption from attendance coincides with assessment task(s) the applicant must adhere to the College Assessment Policy. Students will need to inform their teachers via the **Student Leave Assessment Form**.

**EXPECTATIONS**

As outlined in the College Enrolment Form - *Punctuality and regular attendance at the College and all lessons are essential. Attendance at times prescribed by the College is expected.*

**PROCEDURE FOR DECISION**

A review of a girl's attendance record, participation in College events, progress in her studies, and fee account status (where leave for a holiday is involved), will be undertaken by the Principal prior to any decision on the exemption from attendance request.

**DECLARATION / SIGNATURE**

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 my daughter's supervision during the period of extended leave. The provided period of extended leave is limited to the period indicated. Further, the provided period of extended leave is subject to the conditions listed on the *Certificate of Extended 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 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/Caregiver: \_\_\_\_\_ Date:     /     /

**Please return the completed form to your daughter's House Dean.  
Once your application has been considered a response will be sent via email. A Certificate will be issued by post.**

**OFFICE USE ONLY***Please tick appropriate box***HOUSE DEAN**

House Dean Name:

Signature:

Has similar leave been taken since enrolment? *If yes, specify below in Comments.*

YES

NO

Comment:

Have you checked event / itinerary details to confirm minimal time away from school?  
(eg: flight times, event start times)

YES

NO

Has the Assessment Calendar been checked for tasks/events?

YES

NO

Leave recommended?

YES

NO

Comment required:

**OFFICE CONFIRMATION****Attendance History**

CHECKED

Comment:

**Fee Account** - Comment:

CHECKED

**PRINCIPAL'S SIGNATURE**

Date:

Leave approved - Comment

YES

NO