APPLICATION
FOR EXTENDED LEAVE

APPLICATION FOR EXTENDED LEAVE – TRAVEL (FIVE OR MORE DAYS)

Forms must be submitted at least two weeks prior to departure

A strong pattern of attendance is not only a legal requirement under the Education Act but research suggests that maximising student attendance is closely linked with successful academic outcomes.

Family Holidays and travel outside the student vacation period should be avoided. Any request for leave during the school term will be considered based on your child's pattern of attendance, the intention of the leave and the impact on your child's participation and progress at school.

The College has a policy of approving a maximum of five days leave as 'Principals Approved Leave' per year. Periods of leave beyond five days will be recorded as 'Explained – Unjustified'.

Part A: To be completed by Parent/Caregiver and returned to the school. Separate applications are to be completed for each school if siblings do not attend the same school.

PART A

STUDENT/S DETAILS				
Family Name	Given Name	Date of Birth	Age	Grade/Class

Student/s Address	
Street No. and Name:	
Suburb:	
Postcode:	

Details of Extended Leave		
Start Date of Leave	End Date of Leave	Total No. of School Days

Reason for Travel

Relevant travel documentation such as an eTicket (in the case of flight bound travel) or itinerary (in the case of non- flight bound travel within Australia only) must be attached to this application.

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PART A CONTINUED

Details of Prior Approved Extended Leave - Travel	
Are there any current or previous applications for extended leave during this current school year? (Please tick) If yes, please provide details of previous extended leave below.	Yes ☐ No ☐

Previous Leave Start Date	Previous Leave End Date	No. of School Days

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

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 that my child/children will be granted a period of extended leave upon acceptance by the Principal for 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 accepted period of extended leave is limited to the period indicated
- The accepted 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/children's absences from school.

I declare that 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 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

Once you have completed and signed this application, please return to info@stdominics.nsw.edu.au

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PART B

EXTENDED LEAVE – TRAVELLING OVERSEAS

Forms must be submitted at least two weeks prior to departure

If travelling overseas, please identify the country/countries you will be visiting, including the date of travel and all stop over countries in the form below.

The College uses 'geo blocking' technology to increase our cyber security. We can turn this off allowing access to our learning management system if you provide these details.

This will allow us to unlock the learning management system, which is directly blocked, to allow student access whilst travelling overseas.

Student Full Name	
Country of Travel 1 (inc. all stopovers)	
Country 1 – Dates of Travel	
Country of Travel 2 (inc. all stopovers)	
Country 2 – Dates of Travel	
Country of Travel 3 (inc. all stopovers)	
Country 3 – Dates of Travel	

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PART C

CERTIFICATE FOR EXTENDED LEAVE (L) – INCLUDING TRAVEL /HOLIDAYS APPLICATION FOR LEAVE

Please attach the Application to this Certificate. Parent receives a PDF copy of application via email and a copy is kept in the student's file.

I accept/decline this Application for Extended leave.

Reason for accepting or declining the period of extended leave:

_____

_____

_____

_____

Conditions applicable to providing the period of extended leave:

_____

_____

_____

_____

It has been explained to the parent of the above-mentioned student/s that they are responsible for his/her supervision during the provided period of extended leave.

The parent understands that the period of extended leave is limited to the period indicated and acknowledges that the provided period of extended leave is subject to the conditions listed.

College Principal Ms Natalie Devenish

Principal's Signature _____

Date _____

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

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IF YOUR SON/S WILL BE ABSENT FROM THE COLLEGE FOR MORE THAN 5 DAYS, PLEASE FOLLOW THE INSTRUCTIONS LISTED BELOW:

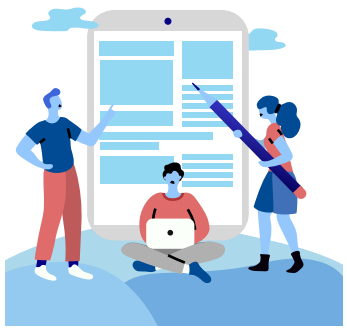
1 LOG ON TO MYSDC

VISIT
www.stdominics.nsw.edu.au/my-sdc/ to commence your application process

2 SELECT 'APPLICATION FOR EXTENDED LEAVE'

SELECT
the online 'Application for Extended Leave Form.

3 COMPLETE APPLICATION FORM



COMPLETE
the form either electronically or download, print and fill out.

4 PROVIDE RELEVANT TRAVEL FORMS

PROVIDE
Relevant travel documentation such as an eTicket or itinerary must be attached to your application.

5 RETURN APPLICATION TO COLLEGE

RETURN
your application electronically to info@stdominics.nsw.edu.au or in person to the College Office.

6 PRINCIPAL APPROVE/DENY REQUEST

APPROVAL PROCESS
College Principal will confirm the status of your application in writing.

PLEASE NOTE:

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.