

## Form A4 Notification Extended Leave Travel

Information
<p>From the beginning of 2015, family holidays and travel are no longer considered under the <i>Exemption from School – Procedures</i> and therefore, as a general rule, principals should not approve leave for this purpose. An absence in this case will be recorded using the code 'A' (Unjustified Leave). Travel outside of vacation period is now counted as an absence for statistical purposes. In exceptional circumstances parents may complete a <i>Form A1 Application for Extended Leave-Travel</i> for consideration explaining why an absence for extended leave is in the best educational interest of the student. The principal may accept or decline this application.</p> <p>For leave greater than 50 days (10 weeks of a school term) access to distance education or enrolment in another school must be considered.</p>

### PART A (Parent/Caregiver to complete)

School	
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Please complete table below with details for all student(s) associated with the period of travel.

Family Name	Given Name	DOB	AGE	GRADE

Address		Postcode	
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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)

Relevant travel documentation such as an e-ticket or itinerary must be attached.

Details of prior extended leave notifications or applications for extended leave

Start date of leave		End date of leave	
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Start date of leave		End date of leave	
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Parent/Caregiver Details

Family name			
Given name			

Street address		Postcode	
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Telephone Number		Relationship to child	
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Declaration / Signature

As the parent/caregiver of the above mentioned student(s), I declare that the information provided in the attached form is to the best of my knowledge and belief, accurate and complete.

I understand that I am responsible for his/her (their) supervision during the period of extended leave.

I understand that the period of extended leave will count towards my child/children's absences from school and that those absences will be marked as code 'A' (Unjustified Leave).

Parent / Caregiver's Signature..... Date.....

**PART B** (School to complete)

Principal's Name.....

Principal's Signature..... Date.....