



# RED BEND CATHOLIC COLLEGE

<b>APPLICATION FOR EXTENDED LEAVE / TRAVEL</b> (Leave between 3 – 100 days)	<b>FORM A.1</b>
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From the beginning of 2015, Family holidays and travel are no longer considered under the *Exemption from School Procedures*. Travel - Leave outside of vacation period is now counted as an absence for statistical purposes.

Part A is to be completed by the Student's Parent or Caregiver and returned to their child's school Principal.

## PART A: STUDENT DETAILS

To be completed by the student's parent and returned to the school

[absent@redbendcc.nsw.edu.au](mailto:absent@redbendcc.nsw.edu.au) or in person.

Complete table below with details of all students associated with the period of leave:

FAMILY NAME	GIVEN NAME	DOB	AGE	YEAR

Student Full Address	

## Details of extended Leave

Start date		End date of leave		No. of school days absent	



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Reason for leave (including why this leave is occurring during school time)

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 or EXTENDED LEAVE

Start date		End date of leave		No. of school days absent	

Copy of prior Certificate of Exemption/Extended Leave or Travel attached:

## PARENT/GUARDIAN DETAILS

Full name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave - Travel* 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 his/her supervision during the period of extended Leave - Travel. The provided period of extended Leave - Travel is limited to the period indicated the provided period of extended Leave - Travel is subject to the conditions listed on the *Certificate of Extended Leave - Travel*.

**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.

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;



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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.

I understand that my child should submit any assessment task prior to taking the approved leave or have met with the Director of Curriculum to organise an extension.

Subject	Assessment Task/Exam	Extension Date

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Once you have completed and signed this application please return this form to the Student Services Office or email: [absent@redbendcc.nsw.edu.au](mailto:absent@redbendcc.nsw.edu.au)

To be completed by the Principal		
Curriculum	<input type="checkbox"/>	Student has obtained an extension/s for any assessments that are due during this leave period.  _____ <i>Director or Curriculum</i>
Granted	<input type="checkbox"/>	Complete Form C1 ( <i>Certificate of Approved Leave</i> )
Declined	<input type="checkbox"/>	Complete Letter Declining an Application for Extended Leave
Leave to be registered	<input type="checkbox"/>	Approved
	<input type="checkbox"/>	Unjustified / unexplained

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_