



# APPLICATION FOR LEAVE FROM SCHOOL

Information provided in this form will be used in accordance with the Sydney Catholic Schools Privacy Policy

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.

## STUDENT DETAILS

Surname:	Given Name:	H/R:
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## PARENT/CAREGIVERS DETAILS

Surname:	Given Name:
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Relationship to student:

Email Address:

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

## APPLICATION FOR LEAVE

Dates of leave applied for:      from      /      /      /      to      /      /      /

Number of school days:      1-9 Days       10 or more Days

## Reason for Application for Leave

Please provide details about the reason for the Application for Leave  
(attach any relevant documentation to this application. E.g. travel documents etc.)

## IMPORTANT INFORMATION

### SUBMISSION OF FORM

A request for leave from school should be submitted to the principal at least two weeks in advance of the proposed leave, except in \*exceptional circumstances.

### ASSESSMENT TASKS

When the proposed leave from school coincides with assessment task(s) the applicant must adhere to the College Assessment Policy.

### 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 boy's attendance record, participation in College events, progress in his studies, and a fee account status (*where leave for a holiday is involved*), will be undertaken by the Principal prior to any decision on the leave from school request.

\*At the discretion of the Principal.

*Please turn over*

**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 his supervision and learning during the period of extended leave. Lesson material will not be provided by the College. The provided period of extended leave is limited to the period indicated and 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 because 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 son's Year Coordinator.  
Once your application has been considered a response will be sent via email.**

**OFFICE USE ONLY****YEAR COORDINATOR**

Year Coordinator Name:

Signature:

Has similar leave been taken since enrolment? *If yes, specify below in Comments section.*YES NO Have you checked event/itinerary details to confirm minimal time away from school?  
(e.g. Flight times, event start times)YES NO 

Have you checked the assessment calendar for tasks?

YES NO 

Leave conditionally recommended?

YES NO 

Comment required:

**OFFICE CONFIRMATION**

Attendance History

CHECKED 

Comment:

Fee Account

CHECKED 

Comment:

**ASSISTANT PRINCIPAL APPROVAL**

Leave approved

YES NO 

Signature:

Date:

Comment:

{Certificate of Extended Leave} /  
{Application Declined Letter} issued:YES NO 

Date: