

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: