



MARIST COLLEGE KOGARAH

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Application for Extended Leave – Including Travel (Leave over 10 days)

Form
A.1

Information: 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.

NOTE: This form is to be completed by the Student’s Parent/Caregiver and returned to the Principal. **Separate applications are to be completed for each school if siblings do not attend the same school.**

STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

NOTE: 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.**

Family Name	Given Name	DOB	Age	Year	SRN
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		/ /			
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Student Address		Postcode	
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Start Date of Leave		End Date of Leave	
Number of School Days Absent			
Reason for Travel (Including why this travel is occurring during school time)			

DETAILS OF PRIOR EXEMPTIONS / EXTENDED LEAVE

Start Date of Leave		End Date of Leave	
Number of School Days Absent			

Certificate of Exemption/Extended Leave-Travel attached (*Please tick*): Yes No

ASSESSMENT REQUIREMENTS

The student is to detail below any assessments that will occur during this absence. In addition, the student must consult with the Curriculum Co-ordinator regarding possible alternative arrangements.

Subject	Assessment Task	Due Date	Alternative Arrangement	Subject Co-ordinator Signature

The College Assessment Calendar has been checked and we confirm that: *(Please tick appropriate box)*

- There are no assessments due in the period of applied absence **OR**
- Assessment(s) due, but alternative completion arrangements made with Curriculum Co-ordinator.

Student Signature: Parent/Caregiver Signature:

PARENT DETAILS

Family Name		Given Name	
Address		Postcode	
Telephone Number		Relationship to Student	

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 supervision during the period of extended leave; the provided period of extended leave is limited to the period indicated; the provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave-Travel*; the period of extended leave will count towards my child's absences from school.

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.

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 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.

Signature of parent/caregiver: Date:

Once you have completed and signed this application please return this form to the Principal.