

Application for Leave

**Form
A1**

Family holidays, travel, cultural, sporting religious events or for other reasons outside of school holiday period will be considered individually based on your child's attendance, the intention of leave and the impact on your child's participation and progress at school.

Part A: To be completed by Parent/Caregiver and returned to the school. Separate applications are to be completed for each school if siblings do not attend the same school.

School Name:	Catherine McAuley
Suburb:	Westmead

Student/s Details				
Family Name	Given Name	Date of Birth	Age	Grade/Class

Student/s Address	
Street No. and Name:	
Suburb:	
Postcode:	

Details of Extended Leave		
Start Date of Leave	End Date of Leave	Total No. of School Days
Reason for Travel		

Relevant travel documentation such as an eTicket (in the case of flight bound travel) or itinerary (in the case of non-flight bound travel within Australia only) must be attached to this application. If attending a sporting, cultural or religious event, official documentation outlining the dates of the event are to be attached.

Details of Prior Approved Extended Leave - Travel		
Are there any current or previous applications for extended leave during this current school year? (Please tick) If yes, please provide details of previous extended leave below.		Yes <input type="checkbox"/> No <input type="checkbox"/>
Previous Leave Start Date	Previous Leave End Date	No. of School Days

Parent/Caregiver Details			
Family Name	Given Name	Relationship to Student/s	
Street No. and Name:		Postcode:	
Suburb:		Phone No:	

As the parent/caregiver and the applicant for the above mentioned student/s, I hereby apply for a Certificate of Leave and understand that my child/children will be granted a period of leave upon acknowledgement by the Principal for the reason provided.

I understand that, if the application is accepted:

- o I am responsible for the supervision of the student/s during the period of extended leave
- o The accepted period of extended leave is limited to the period indicated
- o The accepted period of extended leave is subject to the conditions listed on the Certificate of Extended Leave
- o The period of extended leave will count towards my child's/children's absences from school.

I declare that 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 may result in the provided period of extended leave being cancelled.

Signature of Parent/Caregiver	Date

Privacy Statement

The information provided will be used to process the student's Application for Leave during the period indicated. It will only be disclosed for the following purposes:

- o General student administration relating to the education and welfare of the student
- o Communication with students and parents/caregivers
- o To ensure the health, safety and welfare of students, staff and visitors to the school
- o State and national reporting purposes
- o For any other purpose required by law

Once you have completed and signed this application, please return to the school office