



RED BEND CATHOLIC COLLEGE

College Rd (PO BOX 312) FORBES NSW 2871

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www.redbendcc.nsw.edu.au

Application for Extended Leave - Travel

(Leave between 3 – 100 days)

Form

A.1

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 or in person.

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

FAMILY NAME	GIVEN NAME	DOB	AGE	YEAR
		/ /		
		/ /		
		/ /		

Student Full Address	

Details of extended Leave - Travel

Start Date		End date of leave	
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Number of School Days absent	
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Reason for Leave or Travel (Including why this Leave - Travel is occurring during school time)

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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 - TRAVEL

Start Date of leave		End date of leave	
Number of School Days absent			

Copy of prior Certificate of Exemption/Extended Leave or Travel attached (Please tick): Yes No

PARENT/GUARDIAN DETAILS:

Family Name		Given Name	
Address			
Contact Details		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/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.

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 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:

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Once you have completed and signed this application please return this form to the Student Services Office or Email: absent@redbendcc.nsw.edu.au

Principal's Decision and Signature: Application for Extended Leave - Travel		
Curriculum	<input type="checkbox"/>	Student has obtained an extension/s for any assessments that are due during this leave period. Director or Curriculum
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 - Travel
Leave to be registered	<input type="checkbox"/>	Approved
	<input type="checkbox"/>	Unjustified / Unexplained
Principal:		Date:
Signature:		