



# ST FINBAR'S PRIMARY SCHOOL

## Application for Extended Leave (L) – Travel (Leave between 10 and 100 days)

Form A.1

This part is to be completed by the parent or caregiver of the student/s for leave of more than 10 days for the purpose of travel within Australia and/or overseas.

<b>School Name:</b>	ST FINBARS PRIMARY SCHOOL
<b>Suburb:</b>	LEVY STREET, GLENBROOK NSW 2773

### Student/s Details

Family Name	Given Name	Date of Birth	Age	Grade/Class

### Student/s Address

<b>Street No. and Name:</b>	
<b>Suburb:</b>	
<b>Postcode:</b>	

### Details of Extended Leave

Start Date of Leave	End Date of Leave	Total No. of School Days

### Reason for Travel

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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.



# ST FINBAR'S PRIMARY SCHOOL

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.		<b>Yes</b> <input type="checkbox"/> <b>No</b> <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 Extended Leave – Travel and understand that my child/children will be granted a period of extended leave upon acceptance by the Principal for the reason provided.

I understand that, if the application is accepted:

- I am responsible for the supervision of the student/s during the period of extended leave
- The accepted period of extended leave is limited to the period indicated
- The accepted period of extended leave is subject to the conditions listed on the Certificate of Extended Leave
- 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 Extended Leave – Travel during the period indicated. It will only be disclosed for the following purposes:

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

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



# ST FINBAR'S PRIMARY SCHOOL

<b>Certificate for Extended Leave (L) - Travel (Leave between 10 and 100 Days)</b>	<b>Form C.1</b>
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<b>School Name:</b>	ST FINBARS PRIMARY SCHOOL
<b>Suburb:</b>	LEVY STREET, GLENBROOK NSW 2773

Family Name	Start Date of Leave	End Date of Leave	Total No. of School Days

I accept the Application for Extended Leave (L) – Travel for the above mentioned students and for the period of time stated above.

<b>Reason for approving the period of extended leave:</b>

<b>Conditions applicable to the approved period of extended leave:</b>

It has been explained to the parent/caregiver that they are responsible for the student/s supervision during the approved period of extended leave. The parent/caregiver understands that the period of extended leave is limited to the period indicated and acknowledges that the period of extended leave is subject to the conditions listed above.

<b>Principal's Name</b>	<b>Principal's Signature</b>	<b>Date</b>

<b>Please attach the Application for Extended Leave (L) – Travel to this Certificate. The parent/caregiver is to receive the original with a signed copy being retained by the school</b>
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