



MODEL FARMS HIGH SCHOOL

"Achieving Personal Excellence Through Quality Teaching"

Dear Parents,

Regular attendance at school for every student is essential if students are to achieve their potential and increase their career and life options. Schools in partnership with parents are responsible for promoting the regular attendance of students at school.

As part of the Learning and Engagement Directorate 2015, family holidays without a specific purpose such as a family wedding, funeral or official family reunion are to be taken during school vacation periods. This applies to leave considered as "being domestic or international travel for the purpose of a family holiday, family business, bereavement or other reasons" (Learning and Engagement Directorate, 2015).

Under this guideline, applications for avoidable family leave during the school term are unable to be approved by the school. What this means for parents:

- Where possible, parents are expected to take family holidays with their child during school vacation periods.
- If unavoidable, parents should seek an 'Application for Extended Leave – Travel' document from the Principal. As part of this application process, educational and/or specific participation reasons should be specified with travel documentation such as travel itinerary or e-ticket attached.
- If the leave application meets departmental guidelines, a Certificate of Leave will be issued. The days absent will be counted towards your child's official attendance record; however, the days will be recorded as "justified" indicating that they have been approved by the school.
- If the leave application does not meet departmental guidelines, the leave will be declined and an official letter issued. The days absent will be counted towards your child's official record of attendance and will be recorded as "unjustified" indicating unauthorised leave from the school.

If you have any questions or would like more information regarding the attendance procedures outlined above, please contact the school's attendance office on 9624 3133.

Regards

Mrs Kerrie Kennon
(Rel. Principal)

Mr Daniel McNamara
(Rel. Head Teacher Administration)

Application for extended leave - travel

Note: Part A is to be completed by the student's parent and returned to their child's school principal. Separate applications are to be completed for each school if siblings do not attend the same school.

Part A: Student details

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

Family name	Given name	DOB	Age	Grade	SRN
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student address: Postcode:

School name

Dates of extended leave applied for: From to

Number of school days:

Reason for travel

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/extended leave – travel (if applicable)

Date of prior exemption/extended leave: From to

Number of school days:

Copy of Certificate of Exemption/Extended Leave - Travel attached: Yes No

Parent details (applicant)

Family name: Given name:

Student address: Postcode:

Phone 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/her 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

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/s: Date:

Privacy statement

The Department of Education is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used to process your child's *Application for Extended Leave - Travel* during the period indicated.

It will only be used or disclosed for the following purposes.

- General student administration relating to the education and welfare of the student
- Communication with students and parents
- 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.

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

Part B: To be completed by the principal

I accept this *Application for Extended Leave - Travel*: Yes No

Please provide more detail here (if required):

Principal's name: Phone number:

Signature of principal: Date:

Note: Please complete the Certificate of Extended Leave - Travel if requested leave is to be provided.