



**Form A4 Notification Extended Leave Travel**

Information: From the beginning of 2015, family holidays and travel are no longer considered under the Exemption from School – Procedures and therefore, as a general rule, principals should not approve leave for this purpose. An absence in this case will be recorded using the code 'A' (Unjustified Leave). Travel outside of vacation period is now counted as an absence for statistical purposes. In exceptional circumstances parents may complete a Form A1 Application for Extended Leave-Travel for consideration explaining why an absence for extended leave is in the best educational interest of the student.

For leave greater than 50 days (10 weeks of a school term) access to distance education or enrolment in another school must be considered.

**PART A (Parent/Caregiver to complete)**

School name	
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Please complete table below with details of all student(s) associated with the period of travel.

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE

Student address		Postcode	
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Start date of leave		End date of leave	
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Number of school days absent	
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Reason for travel (including why this travel is occurring during school time)	
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Relevant travel documentation such as an e-ticket or itinerary must be attached to this application.

**DETAILS OF PRIOR EXTENDED LEAVE NOTIFICATIONS OR APPLICATIONS FOR EXTENDED LEAVE**

Start date of leave		End date of leave	
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**PARENT/CAREGIVER DETAILS**

Family name	
Given name	

Street address			
Town		Postcode	

Telephone number		Relationship to student	
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**DECLARATION/SIGNATURE**

As the parent/caregiver of the above mentioned student(s), I declare that the information provided in the attached form is to the best of my knowledge and belief, accurate and complete.

I understand that I am responsible for his/her (their) supervision during the period of extended leave.

I understand that the period of extended leave will count towards my child/children's absences from school and that those absences will be marked as code 'A' (Unjustified Leave).

Signature of parent/caregiver \_\_\_\_\_ Date \_\_\_\_\_

**PART B (School to complete)**

I acknowledge receipt of this Notification of Extended Leave Travel.

Principal's name \_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_