



James Sheahan Catholic High School Orange

PO Box 146 ORANGE NSW 2800

Telephone: (02) 6362 1422 Facsimile: (02) 6362 0776

School Website: www.jschs.nsw.edu.au E-mail: jschs@bth.catholic.edu.au

Application for Extended Leave - Travel (Leave between 10 – 100 days)

Form A.1

Travel outside of set holiday periods is determined as an absence for statistical purposes.

This form is to be completed by the Student's Parent/Caregiver and returned to the Assistant Principal, Mr. Peter Meers. Separate applications are to be completed for each school if siblings do not attend the same school. This application should be submitted a minimum of three weeks before the intended absence.

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	SCHOOL YEAR
		/ /		
		/ /		
		/ /		
		/ /		
Student Address			Postcode:	

Details of extended leave:

Start Date of Leave	/ /	End date of Leave	/ /
Number of School Days absent:			

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 (in the case of non-flight bound travel within Australia only) must be attached to this application.

DETAILS OF PRIOR EXEMPTIONS/EXTENDED LEAVE – TRAVEL

Start Date of leave		End date of leave	
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Number of School Days absent:	
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PARENT DETAILS:

Family Name		Given Name	
Address:		Post code:	
Telephone 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 or his delegate of the reason provided. Travel includes holidays and family reunions.

I understand that if the application is accepted: I am responsible for my child’s supervision during the period of extended leave and that the school is not responsible for providing work or assessment tasks under these circumstances. 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 for Extended Leave*.

For leave greater than 50 days (10 school weeks) for the purpose of travel or holidaying, including family reunions, 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.

Signature of parent/caregiver: _____ **Date:** _____

Once you have completed and signed this application please return this form to the Assistant Principal