



**Shellharbour**  
Anglican College

## Application for Extended Leave – Travel (greater than 2 days)

To be completed for holidays and travel during school term etc, and submitted at least 2 weeks prior to leave.

To be completed by the student’s parent/carer(s) and returned to info@shac.nsw.edu.au and addressed to the Principal.

**PART A: STUDENT DETAILS**

Please complete the table below with details of all students at this College associated with the period of leave.

| Family Name | Given Name | DOB | Age | Grade | Class/<br>Tutor Group |
|-------------|------------|-----|-----|-------|-----------------------|
|             |            |     |     |       |                       |
|             |            |     |     |       |                       |
|             |            |     |     |       |                       |
|             |            |     |     |       |                       |

Student Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

School name: **SHELLHARBOUR ANGLICAN COLLEGE**

Dates of extended leave applied for: from \_\_\_\_/\_\_\_\_/\_\_\_\_ to: \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of school days: \_\_\_\_\_

**REASON FOR THIS APPLICATION (including why this travel is occurring in school time):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESTINATION:** \_\_\_\_\_

**IMPORTANT: RELEVANT TRAVEL DOCUMENTATION SUCH AS AN E-TICKET OR ITINERARY MUST BE ATTACHED TO THIS APPLICATION IN ORDER FOR THE LEAVE TO BE PROCESSED.**



**PART B: DETAILS OF PRIOR/CURRENT EXTENDED LEAVE GRANTED (if applicable)**

Date of prior/current extended leave from: \_\_\_/\_\_\_/\_\_\_ to: \_\_\_/\_\_\_/\_\_\_

Number of school days: \_\_\_\_\_

Certificate of Exemption/Extended Leave – Travel attached (Please tick): Yes  No

**PART C: PARENT/CARER DETAILS**

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

As the parent/carer of the above mentioned student, 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 leave is granted:

- I am responsible for his/her supervision during the period of leave.
- the leave is limited to the period indicated on this application.
- the leave may be cancelled at any time.
- The leave is subject to the conditions listed on the Certificate of Extended Leave -Travel
- The period of leave will count towards my child's absences from school.
- I am aware that all school fees remain payable for the duration of any extended leave period

I have attached relevant documentation regarding this leave application (Please tick): Yes  No

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 above may result in the Application for Extended Leave being cancelled.

Signature of parent/carer: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Please note that without a signature and relevant documentation this leave form cannot be processed.**

**PART D: TO BE COMPLETED BY THE PRINCIPAL**

I accept this Application for Extended Leave - Travel (Please tick one box 

Yes  No

Please provide more detail here (if required): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Principal's name (please print): MEGAN HASTIE Telephone number: 02 4297 6029

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note: Please complete the *Certificate of Extended Leave - Travel* if requested leave is approved.**

The original certificate is to be given to the parent, with a copy kept on the student's file.

The parents should be advised to carry the Certificate as it may be requested by government officials including Department of Immigration and Border Protection, Police, Home School Liaison Officers etc.

**OFFICE USE:**

|         |  |     |
|---------|--|-----|
| Admin   |  | / / |
| Edumate |  | / / |