



Application for Exemption from Attendance or Extended Leave (Travel)

To be completed by the parent/guardian.

Please read the following information carefully.

1. Government law requires students between the ages of 6 - 16 to attend School on each day school is in session.
2. Lengthy absences or inconsistent attendance can have serious consequences for children's academic, social, behavioural and mental well-being.
3. The Education Manager is empowered to grant exemption and extended leave from school attendance within government limitations, but is required to carefully take into account the educational consequences of any leave.
4. Parents/guardians are required to apply in advance to the Education Manager for any exemption/leave from attendance for all circumstances other than sickness.
5. **Parents/guardians are strongly encouraged to organise family holidays within school holiday time – please do not be disappointed if your application for extended leave for travel in term time is not approved.**
6. Where leave will result in students missing 10 days or more of school, parents/carers may be required to meet with the Education Manager to discuss how the student's educational and social needs will be addressed.
7. Parents/guardian will be responsible for the payment of full term fees.

Part A:

STUDENT DETAILS

Family name: _____ Given name(s): _____

Class: _____ Date of Birth: _____

Student address: _____ Postcode: _____

DATES

Date of exemption/leave applied for: ____ / ____ / 20____ to ____ / ____ / 20____

Number of school days absent: _____

REASON FOR APPLICATION FOR EXEMPTION/LEAVE (Please tick one)

- ☐ Exceptional domestic circumstances, e.g. funeral, parents working away
- ☐ Other exceptional circumstances, including special medical grounds and exclusion under Section 42D of the *Public Health Act 1991*, relating to an outbreak of a vaccine preventable disease
- ☐ Employment in entertainment industry/participation in elite sporting event for short periods of time (ie for one or two days and at short notice)
- ☐ Other, e.g. holidays during term time

Please provide details of the reason/s for the Application for Exemption/Leave from Attendance here:

PARENT/GUARDIAN DETAILS

Family name: _____ Given name(s): _____

Parent/Guardian address: _____

Postcode: _____

Contact number: _____ Relationship to student: _____

As the parent/guardian of the above-mentioned student, I hereby apply for a Certificate of Exemption/Leave from Attendance at school, under the *Education Act 1990*. I understand that if the exemption/leave is granted:

- I am responsible for the supervision and education of the student during the period of Exemption/Extended Leave;
- The Exemption/Extended Leave is limited to the period indicated;
- The Exemption/ Extended Leave is subject to the conditions listed on the Certificate of Exemption/Leave;
- The period of extended leave will count towards my child's absences from school;
- I understand that I am responsible for my child/ren's school fees during their absence.

NB: Under exceptional circumstances you may be eligible for a discount of fees. If you wish to apply for this please provide supporting documentation to be considered by the Business Manager (i.e. medical certificate, proof of emergency).

Multi household families require both signatures:

Name of Parent/Guardian 1: _____

Signature: _____ Date: _____

Name of Parent/Guardian 2: _____

Signature: _____ Date: _____

Part B**EDUCATION MANAGER'S RECOMMENDATION AND SIGNATURE**

If application is for Exemption/Leave of 100 days or more the Education Manager makes a recommendation and forwards it to the NSW Minister for Education.

This application for Extended Leave/Exemption of less than 100 days is:

☐ Granted: Complete Certificate of Leave/Exemption from Attendance at School

☐ Declined: Details _____

Name of Education Manager: _____

Signature of Education Manager: _____ Date: _____

Reception			Business Manager (only if fee related)
Enter absence in School Pro Date:	Certificate for Exemption/Leave Issue date: Sign:	Class Teacher emailed Date:	Date: _____
Initial:	Letter declining Application for Exemption/Leave Issue date: Initial:		Sign: _____