



FOR RUDOLF STEINER EDUCATION LTD.

Application for Extended Leave (Travel)

To be completed by the parent/carers.

Please read the following information carefully.

1. Government law requires students between the ages of 6 - 17 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 exemptions 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/carers are required to apply in advance to the Education Manager for any exemption/leave from attendance for all circumstances other than sickness.
5. **Parents/carers 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/carers will be responsible for the full payment of fees.

STUDENT/S DETAILS

Please complete table below with details of all students at the school associated with the period of travel.

FAMILY NAME	GIVEN NAME	DOB	AGE	CLASS

DATES

Student/s address _____

Date of extended leave applied for: ___ / ___ / 20___ to ___ / ___ / 20___

Number of school days absent: _____

REASON FOR APPLICATION FOR EXTENDED LEAVE - TRAVEL

Reason for travel (including why this travel is occurring in school time):

PARENT/CARER DETAILS

Family name: _____ Given name(s): _____

Parent/Carer address: _____

Postcode: _____

Contact number: _____ Relationship to student: _____

As the parent/carer 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 Education Manager of the reason provided.

I understand that if the application is granted:

- I am responsible for the supervision and education of the student during the period of extended leave;
- The extended leave is limited to the period indicated;
- The extended leave is subject to the conditions listed on the Certificate of 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.

Multi household families require both signatures:

Name of Parent/Guardian 1: _____

Signature: _____ Date: _____

Name of Parent/Guardian 2: _____

Signature: _____ Date: _____

EDUCATION MANAGER'S RECOMMENDATION AND SIGNATURE

This application for Extended Leave is:

- Granted: Complete Certificate of Leave from Attendance at School
 Declined: Send Letter of decline

Details _____

Name of Education Manager: _____

Signature of Education Manager: _____ 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.

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