



**St Matthew's**  
Catholic Primary School  
Windsor

(02) 45602300

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12 Tebbutt Street Windsor 2756 | PO Box 406

### Application for Extended Leave – (5 or more days)

Family holidays and travel outside of the school holiday period will be considered individually based on your child's attendance, the intention of the extended leave and the impact on your child's participation and progress at school.

**Form  
A1**

**Part A:** To be completed by the Parent/Caregiver and returned to the school. Separate applications are to be completed for each school if siblings do not attend the same school.

**School Name:** St Matthew's Catholic Primary School

**Suburb:** Windsor

#### Student/s Details

Family Name	Given Name	Date of Birth	Age	Grade/Class

#### Student/s Address

**Street No. and Name:**

**Suburb:**

**Postcode:**

#### Details of Extended Leave

Start Date of Leave	End Date of Leave	Total No. of School Days

#### Reason for Travel

If leave is for travel relevant travel documentation such as an eTicket (in the case of flight bound travel) or itinerary (in the case of non-flight bound travel within Australia only) must be attached to this application.

Details of Prior Approved Extended Leave		
Are there any current or previous applications for extended leave during this current school year? (Please tick) If yes, please provide details of previous extended leave below.		<b>Yes</b>  <b>No</b>
Previous Leave Start Date	Previous Leave End Date	No. of School Days

Parent/Caregiver Details			
Family Name	Given Name	Relationship to Student/s	
Street No. and Name:		Postcode:	
Suburb:		Phone No:	

As the parent/caregiver and the applicant for the above mentioned student/s, I hereby apply for a Certificate of Extended Leave and understand that my child/children will be granted a period of extended leave upon acceptance by the Principal for the reason provided.

I understand that, if the application is accepted:

- ☐ I am responsible for the supervision of the student/s during the period of extended leave
- ☐ The accepted period of extended leave is limited to the period indicated
- ☐ The accepted period of extended leave is subject to the conditions listed on the Certificate of Extended Leave
- ☐ The period of extended leave will count towards my child's/children's absences from school.

I declare that 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 may result in the provided period of extended leave being cancelled.

Signature of Parent/Caregiver	Date

## Privacy Statement

The information provided will be used to process the student's Application for Extended Leave – Travel during the period indicated. It will only be disclosed for the following purposes:

- o General student administration relating to the education and welfare of the student
- o Communication with students and parents/caregivers
- o To ensure the health, safety and welfare of students, staff and visitors to the school
- o State and national reporting purposes
- o For any other purpose required by law

**Once you have completed and signed this application, please return to the school Principal**

### **Part B: To be completed by the Principal**

I accept this Application for Extended Leave - Travel

Yes ☐ No ☐

Please provide more detail here (if Required):

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Principal's name: (please print): \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please complete the Certificate of Extended Leave if requested leave is approved**