

APPLICATION FOR K-12 STUDENT LEAVE

PART A	To be completed by Parent / Carer 4 weeks in advance	Date submitted _____
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Student Details			
Surname	First Name	_____	
Address			

1st Day Leave	Last Day Leave	# school days	
_____	_____	_____	
Child's Year / Class	Child's House		
_____	_____		

Parent / Carer Details			
Surname	First Name	_____	
Email			

Address			

Phone	Relationship		
_____	_____		_____

- Please indicate the reason for the leave ->
- (please tick *one*, or provide "Other" reason in the space provided below.)
- Exceptional domestic circumstances
 - Other exceptional circumstances
 - Direction under Section 32D of the *Public Health Act 1991*
 - Employment in entertainment industry / participation in elite sporting event for short period of time and at short notice.

If "Other", please specify: _____

- Note:**
- If reason includes long-term travel arrangements (>20 day), include travel documentation (itinerary) with application
 - Students should obtain homework from teachers **before** their absence to minimise "catch up". It is the student's responsibility to ensure he/she catches up all work missed by their absence.

Declaration

As the Parent/Carer of the above student, I hereby apply for Student Leave, under the *Education Act 1990*. I understand that if the leave is granted:

1. I am responsible for his/her supervision during the period of exemption
2. The leave is limited to the time period indicated
3. The leave is subject to the conditions listed on the Certificate of Exemption
4. The leave may be cancelled at any time.

Applicant Signature _____	Date _____
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Privacy Statement

The information you provide will be used to process the Student's Leave application. It will only be disclosed for the following purposes:

- a) General student administration relating to the education and welfare of the student
- b) Communication with students and parents
- c) To ensure the health, safety and welfare of students, staff and visitors to the school
- d) State and national reporting purposes
- e) For any purpose required by law.

The information will be stored securely. You may access or correct any information by contacting the relevant school Secretary. If you have any concerns about the way your personal information has been collected, used or disclosed, please contact us



PART B

School use only

Date received

Student Details

Signature

Date

Primary

Rabbi Milecki

Hannah Trenowden

High School

James Mulhall

Rabbi Spielman

Recommendation

Approved

Acknowledged

Comment

Principal, Rabbi Chaiton

Approved

Acknowledged

Leave is approved and permission to be absent from school granted.

While the College notes the application for leave, the reasons cited do not meet the criteria for approval under the *Education Act 1990*.

Distribution

Parent Teachers Secretary Reception

By: _____ Date _____

Code for Secretary entry:

A S L E M F B H

Secretary uploads to Edumate, files original.