

APPLICATION FOR STUDENT LEAVE – Extended Travel

PART A – Student Details		To be completed by Parent / Carer 4 weeks in advance			
Surname	First Name	DOB	Age	Class	
Student Address					
Leave	From	To	Total school days		
Reason for travel (including why this travel is occurring in school time)					

Relevant travel documentation (e.g. e-ticket or itinerary for domestic travel) **MUST** be attached to this application

Student Address	
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PART B – Prior Exemptions / Extended Travel		If applicable			
Prior Leave	From	To	Total school days		

PART C – Parent Details		To be completed by Parent / Carer 4 weeks in advance			
Surname	First Name	Address <input type="checkbox"/> same as above			
Email		Mobile	Relationship		

As the parent 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 Principal of the reason provided. I understand that if the application is accepted:

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

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 in the *Application for Extended Leave - Travel* may result in the provided period of extended leave being cancelled.

Signature	Date



PART D – Principal

I accept this <i>Application for Extended Leave- Travel</i>		<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide more detail (if required)		
Print Name	Signature	Date

Note: KTC to prepare the ***Certificate of Extended Leave – Travel*** if requested leave is approved.

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

Parents are 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.

KTC Distribution

<input type="checkbox"/> PS/HS Administrator	<input type="checkbox"/> Reception	<input type="checkbox"/> PS/HS Heads	<input type="checkbox"/> Class Teacher(s) / House Coord	<input type="checkbox"/> Edumate
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