

APPLICATION FOR K-12 STUDENT LEAVE

PART A To be completed by Parent / Carer **4 weeks in advance** **Date submitted** _____

Student Details

Surname _____ First Name _____

Address _____

1st Day Leave _____ Last Day Leave _____ Total days _____

Child's Year / Class _____ Child's House _____

Parent / Carer Details

Surname _____ First Name _____

Email _____

Address _____

Phone _____ Relationship _____

- Please indicate the reason for the exemption ->**
 (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 a Certificate of Exemption from Attendance at School, under the *Education Act 1990*. I understand that if the exemption is granted:

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

Applicant Signature _____ Date _____

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

