



Dear Parent/Carer,

Please note the following information from the Procedures for Student Attendance in Government Schools:

14. How should schools manage Applications for Extended leave (travel or holiday)?

14.1 From the beginning of 2015, family holidays and travel are no longer considered under the *Exemption from School – Procedures*. Travel outside of vacation period is now counted as an absence for statistical purposes.

14.2 A Certificate of Extended Leave-Travel should not be issued where the Principal is aware that the student has been the subject of a Child Protection report made to Family and Community Services, or contact with the Child Wellbeing Unit and for whom unresolved issues concerning a risk of harm remain.

14.3 A Principal should not accept a reason for travel during school term if it is not in the best interests of the student. Educational, social and participation reasons, should be specified on the application.

14.4 Travel is considered to be domestic or international travel for the purpose of a family holiday, family business, bereavement or other reasons, which should be specified on the application.

14.5 Principals should consult with parents about the intention of the travel and in the case of family holidays encourage parents to take holidays with their child during school vacation periods.

14.6 Where a Principal considers that the travel is appropriate during school term, the Principal should issue the parent with an Application for Extended Leave – Travel for completion and will inform if the application is accepted, the absences will be recorded as “M” - exempted.

14.7 Principals should request travel documentation, such as travel itinerary or e-ticket, and ensure this is attached to the application.

Please note in addition to the above:

Teachers are not required to provide work for students taking extended leave for travel purposes during term time, however, if a teacher chooses to issue work for the period of absence, it is expected that the student will complete this required work and submit it upon their return. Students should advise their teachers of their intended absence at least two weeks prior to leaving.

Stephen Plummer

Parent Acknowledgement: _____

Principal

Date: _____