

HOXTON PARK HIGH SCHOOL

Request for Extended Absence – Years 11 & 12

Student Name: _____ Year: _____ Date: _____ *

Reason for Absence _____

From _____ to _____ (No. of school days _____)

Parent Signature _____ Parent Note Attached – YES
NO

THIS FORM MUST BE RETURNED WITHIN 1 WEEK OF ABOVE DATE*

1. Sighted by Principal (signature) _____
2. Head Teacher to sign below acknowledging this request
3. Student is responsible to liaise with teacher/s and to collect the course work, assignments, negotiate assessment tasks & exam dates 10 days prior to absence
4. All work must be completed upon return and handed to Head Teacher
5. Form must be returned to Principal for final approval

FACULTY	Head Teacher (Acknowledgement) Signature	Student has collected work from Teacher (YES or NO)
CAPA/LOTE		
CAREERS (e.g.TAFE)		
ENGLISH		
HSIE		
LaST (e.g.Sat school)		
LIBRARY		
MATHS		
PD/H/PE		
SCIENCE		
TAS/VET		

Date received _____ Principal Signature _____

Approved YES or NO - Reason: _____

Application for extended leave - travel

Note: Part A is to be completed by the student's parent and returned to their child's school principal. Separate applications are to be completed for each school if siblings do not attend the same school.

Part A: Student details

Please complete table below with details of all students associated with the period of travel:

Family name	Given name	DOB	Age	Grade	SRN

Student address:

Postcode:

School name

Dates of extended leave applied for: From to

Number of school days:

Reason for travel

Relevant travel documentation such as an e ticket or itinerary (in the case of non flight bound travel within Australia only) must be attached to this application.

Details of prior exemptions/extended leave – travel (if applicable)

Date of prior exemption/extended leave: From to

Number of school days:

Copy of Certificate of Exemption/Extended Leave - Travel attached: Yes No

Parent details (applicant)

Family name: Given name:

Student address: Postcode:

Phone number: Relationship to student:

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 of parent/s: Date:

Privacy statement

The Department of Education is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used to process your child's *Application for Extended Leave - Travel* during the period indicated.

It will only be used or disclosed for the following purposes.

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

The information will be stored securely. You may access or correct any personal information by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the school.

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):

Principal's name: Phone number:

Signature of principal: Date:

Note: Please complete the Certificate of Extended Leave - Travel if requested leave is to be provided.