Extended Leave – Vacation/Travel Application Form

Please note: This form is to be completed for absences of four (4) days or more.

Applications for family holidays cannot be approved by the Principal (as per NESA guidelines). If your travel purpose is a holiday, please include the dates of your travel in Section A so your child's attendance can be accurately recorded on our system. Applications for leave may be approved in cases of exceptional or urgent family circumstances or attendance at recognised religious events.

Please return completed forms to the NAC Administration Office or email attendance@sras.nsw.edu.au

PART A is to be **completed by the student's Parent/Carer**

PART A: Student Details

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

FAMILY NAME	GIVEN NAME	DOB	AGE	YEAR LEVEL

Student Address: _____

_____ ***Postcode:*** _____

School name: Nowra Anglican College

PART A: Reason for Travel

Dates of Travel:

From ____ / ____ / ____ to: ____ / ____ / ____ (inclusive) Number of school days: _____

Please provide more details about the reason for the application for exemption here:

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.

PART A: Parent / Carer Details (Applicant)

FAMILY NAME	GIVEN NAME	PHONE NUMBER	RELATIONSHIP TO STUDENT

Parent/Carer Address *(if different from student address)*:_____

Postcode: _____

Email Address:_____

As the parent and applicant, I hereby apply for Extended Leave-Vacation/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 confirmation of Extended Leave-Vacation/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 – Vacation/Travel may result in the provided period of extended leave being cancelled.

Signature of Parent/Carer: _____ ***Date:*** _____

PART B: Assessment Requirements – To be completed by the Student

(Please copy this page if more than one student has applied for Extended Leave)

Students are to detail below any assessments that will occur during this absence. Senior students must also consult with the Head of Studies regarding possible alternative arrangements. Regardless of whether there are assessment tasks due, the Head of Studies must sign this form before you submit it.

Student Name: _____ Year: _____

Subject	Assessment Task	Due Date	Alternative Arrangement	Signed by Head of Department	Signed by Head of Studies

The School Assessment Calendar has been checked, and we confirm that:
(Please tick the appropriate box)

☐ There are no assessments due in the period of applied absence OR

☐ In-class assessment task(s) are due, but alternative completion arrangements have been made with the Head of Studies.

Notice regarding hand-in assessment tasks

It is critically important that students identify all NESA (Official RoSA, Preliminary and HSC) Assessment Tasks that are due during the period of leave. Due dates for hand-in assessment tasks remain as stated in the Assessment Booklet. Extenuating circumstances may be considered.

Catch-up Learning

It is the responsibility of the student to make arrangements with their class teachers to ensure that they can catch up on any learning missed.

Student Signature: _____ Parent/Caregiver Signature: _____

Parent/Carers: Once you have completed and signed this form, please return it to the NAC Office or email attendance@sras.nsw.edu.au.

Your application will be considered, and a response will be sent to you via email.

PART C: TO BE COMPLETED BY THE PRINCIPAL

I accept this *Application for Extended Leave – Vacation/Travel*

(Please tick one box):

Yes ☐ No ☐

Principal's name (please print): Mrs Jodie Bennett Phone number: (02) 4421 7711

Signature of Principal: _____ Date: _____/_____/____

COLLEGE NOTES – To be completed by Attendance Administrator (once approved by Principal)

- ☐ Notified Deputies, Head of School. Pastoral Coordinator, Year Coordinator, Class/Homeroom Teacher
- ☐ Entered the absentee reason into Edumate
- ☐ Sent confirmation of Extended Leave – Vacation Travel to family
- ☐ Copy of leave application and confirmation uploaded to the student's file
- ☐ Parents/Carers advised to carry the confirmation of extended leave document as it may be requested by government officials, including the Department of Immigration and Border Protection, Police, etc