



Macarthur Girls High School

School

Attendance Policy

Macarthur Girls High School Attendance Policy

Preamble:

The NSW Government has determined that parents, caregivers or persons having custody of a child are responsible for the regular attendance of that child at school until the child is 17 years of age. All students who are enrolled at school, regardless of their age, are expected to attend school whenever instruction is provided, as stated in the NSW Department of Education and Communities (DEC) School Attendance Policy, 2015

Regular attendance at school is essential to assist students to maximise their potential. The encouragement and maintenance of regular school attendance remains a core responsibility of Principals and teachers.

The need for careful and accurate school monitoring of student attendance is paramount as absence may be symptomatic of deeper underlying problems such as:

- physical abuse
- serious illness in the family
- death in the family
- drug abuse – parent / student
- poverty
- child exploitation
- delinquency
- minor crime involvement
- difficulty in transporting child to school
- parent may condone absences
- as well as other unidentified reasons
- sexual abuse

Context:

The Principal is responsible for the development and effective implementation of attendance policies and procedures that are compliant with NSW DEC School Attendance Policy, 2015. The DEC policy forms the foundation and basis by which the MGHS Attendance policy is created and implemented.

All teachers have a legal responsibility to maintain accurate rolls of student attendance, both during Roll Call and all lessons. This is a Duty of Care requirement.

At Macarthur Girls High School, three areas have been identified to assist in student attendance monitoring.

- Daily school attendance
- Truancy – Full day and Fractional truancy
- Punctuality/Lateness to lessons

Macarthur Girls High School expectations, responsibilities and requirements for student attendance will be communicated to all stakeholders through a number of ways, including our school website, student diary, P&C meetings, stage meetings and newsletters.

Outcomes

The implementation of the Macarthur Girls High School attendance policy with associated procedures ensures the provision of consistent systems across the school to meet DEC Policy.

The Macarthur Girls High School attendance policy provides clarity to all stakeholders - students, parents and staff about Macarthur Girls High School expectations, responsibilities and requirements for student attendance.

The encouragement and maintenance of regular attendance for each student will ensure students at Macarthur Girls High School maximize their learning potential.

Responsibilities and Delegations

Parent Responsibility

It is the duty of the parent of a child of compulsory school-age to cause the child:

- (a) to be enrolled at, and to attend, a government school or a registered non-government school, or
- (b) to be registered for home schooling with the Board of Studies, Teaching and Educational Standards (BOSTES) and to receive instruction in accordance with the conditions to which the registration is subject.

Parents are required to explain the absences of their children from school promptly and within seven school days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence/ should provide a note first day back to school

School Responsibility

School will provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

School has effective measures in place to monitor and follow up student absences.

School ensures that attendance records are maintained in an approved format and are an accurate record of the attendance of students.

School ensures that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents.

School is responsible for ensuring that when frequent absences are explained as being due to illness that:

- consultation occurs with parents regarding the health care needs of the student
- medical certificates are sought for the absences
- where there are ongoing concerns, approval is sought from parents to contact the student's doctor so the school has all relevant information regarding the student's health care needs
- strategies are developed to ensure regular attendance at school.

School ensures that school staff is provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.

School ensures that any matter relating to school attendance where safety, welfare or wellbeing concerns arise for a student:

- consideration is given to the requirements of the Protecting and Supporting Children and Young People Policy
- all required reports are made to the Community Services Child Protection Helpline or contact made with the Child Wellbeing Unit (as required by the Mandatory Reporter

Guide).

School has the authority to :

- grant sick leave to students whose absences are satisfactorily explained as being due to illness
- accept other explanations for absence and record the absence as "L"
- decline to accept an explanation for absence and record the absence as unjustified
- grant an exemption from school attendance for periods totaling up to 100 days in a 12 month period for any one student provided certain conditions are met (See the Exemption from School - Procedures).
- grant part-day exemptions from school for periods totaling up to 100 days in a twelve month period (See the Exemption from School - Procedures).
- grant exemption from enrolment for students who have completed year 9 and have the required approval to complete their education in special circumstances through an apprenticeship or traineeship (See the Exemption from School - Procedures).

Teacher responsibility

Teachers are legally responsible for ensuring official attendance rolls are accurately marked and monitored for patterns of unexplained absences. The school has also mandated that all period rolls are to be marked electronically. Teachers are also responsible for communicating their concerns with the appropriate executive member.

Head Teacher Student Wellbeing is responsible for monitoring whole school attendance and student attendance patterns. Attendance Monitors (AMs) are members of staff who assist Roll Call Teachers in monitoring attendance, alerting the Head Teacher Student Wellbeing and other relevant personnel of students with attendance concerns.

Year Advisers and Stage Executive are responsible for overseeing student attendance patterns and supporting AMs and HTSW. Faculty head teachers are also responsible for addressing attendance concerns highlighted by their faculty staff and implement relevant measures to improve these concerns.

Staff Specific responsibilities

Roll teacher responsibilities

Teachers should ensure that normal classroom management procedures are applied in the roll call period. They should insist on students arriving promptly and engage in PRIDE activities.

All attendance issues must be dealt with confidentiality, sensitivity and respect.

Rolls must be marked in accordance with DEC and school attendance policy: (Attendance codes follow in the appendix)

- Mark students with an **X** for their first and last day of each term
- Mark students as absent by placing an **a** in the day of their absence.
- Count students to check the accuracy of the roll.
- Request notes from students for absences; both full and partial absences.
- Request notes from students for unexplained lateness.
- Place absence and late explanation notes securely in the roll folder.
- Sign/validate the daily attendance sheet.
- Read Mac Matters aloud to students.
- Hand out any information to individuals or groups that have been put in rolls

for distribution.

- Alert the relevant AM to continued absences or noted patterns where no explanations have been received or there are ongoing concerns.

Attendance Monitoring

Administrative Responsibilities

If any student is absent for three (3) consecutive days and no communication has been made to the school from home, SASS will phone the parent/caregiver by no later than the fourth day of an absence. SASS will also make relevant parties aware of student attendance concerns they have.

The Attendance Monitoring Team

The Attendance Monitoring Team monitor students' attendance. The Attendance Review Team will consist of the Head Teacher Student Wellbeing, AMs, YAs and Stage Executive. The Team will be provided with patterns of attendance from Attendance Monitors to identify trends in absenteeism and determine strategies to address the issues. ARC meeting for each stage will be led fortnightly by Head Teacher Student Wellbeing. Examples of reports may include:

- Absence: by year, attendance %, individual profile, total number of whole day absences, partial absences, unexplained absences or other upon request. Head Teacher Student Wellbeing follows up students at risk.
- A fortnightly 85% student attendance report and student follow ups will be provided by the Attendance Monitors to Year Advisers, Head Teacher Student Wellbeing and the stage leaders.
- Further Action plans and parent contacts discussed.

Attendance Monitoring - Personnel responsibility

Head Teacher Student Wellbeing (HTSW) is responsible for monitoring students' attendance patterns and managing the welfare of those students who have been identified 'at risk'.

Head Teacher Student Wellbeing will:

- Manage student attendance
- Coordinate meetings with Stage Attendance Monitors
- Inform Year Advisers, School Executive and Stage Leaders of emerging issues in relation to attendance
- Follow up student non-compliance attendance policy instances
- Refer students at risk to Stage Leaders including the history of events
- Refer students with attendance issues to HSLO or relevant agencies.
- Meet with HSLO and other agencies personnel to discuss student attendance issues.

Attendance Monitor (AM) is to support students in maintaining regular attendance. By maintaining regular attendance students are able to maximize their learning opportunities. This document should be used in conjunction with the Macarthur Girls High School Attendance Policy. An AM is allocated to each Year Group.

The Attendance Monitor will:

- Ensure punctual attendance of students to roll call
- Visit designated roll classes regularly.
- Interview students who are emerging as 'at risk' (e.g. repeated lateness, unexplained absences, other attendance concerns), documenting discussions and outcomes.
- Create attendance reports for review.
- Meet fortnightly with the HT Wellbeing to provide feedback where there are identified attendance concerns.
- Assist in organization and supervision of Roll Call groups at assemblies.
- Make referrals to HT Student Wellbeing and the relevant Year Adviser when a student is identified as "welfare concern".
- Award merit certificates to students for punctual and regular attendance to Roll Call (individuals and classes) based on Sentral data.
- Inform students of 100% attendance awards.

Year Advisers will:

- Follow up welfare attendance concerns identified by AMs and HT Student Wellbeing.
- Contact parents/caregivers where appropriate and inform outcome to HT Student Wellbeing, AM, Stage Executive, Stage Leader.
- Inform all relevant stage personnel of student welfare attendance issues.
- Acknowledge 100% attendance, in conjunction with the AMs.

Stage Executive will:

- Be responsible for the implementation of stage PRIDE programs.
- Assist in organisation and supervision of Roll Call groups at assemblies.
- Provide assistance to Roll Call Teachers during the roll call period.
- Support HT Student Wellbeing, AMs, Year Advisers and Stage Leaders resolving student attendance concerns.
- Contact parents/caregivers as required.
- Award merit certificates/PRIDE awards to students for punctual and regular attendance to roll call (individuals and classes)

Stage Leaders are responsible for:

- The overall supervision of students in their stage.
- Managing 'Non-Compliance' and students' at risk due to continued attendance issues.
- Liaising with HSLO and HTSW to discuss student attendance concerns.

ATTENDANCE PROCEDURES

Important Information Regarding Leave/Absences

Leave explained and justified

Types of Absences (Refer to the codes Appendix 2)

- sick leave to students whose absences are satisfactorily explained as being due to illness (Attendance Register Code 'S') . Students to provide a note from the parents explaining reason of leave on first day of return to the school. A medical certificate will be required for leave exceeding 3 or more absences.
- an exemption from school attendance for periods totalling up 100 days in a 12 month period for any one student (Attendance Register Code 'M')
An exemption from school attendance for students wishing to participate in employment in the entertainment industry for periods totalling up 100 days in a 12 month period for any one student
An exemption from school attendance for students participating in elite Sports or elite Arts events for periods totalling up to 100 days in a 12 month period for any one student. For students participating in elite arts or elite sporting programs who are required to attend regular activities/training during school time an Application for Exemption from Attendance/Enrolment at School must be completed and submitted to the principal for approval prior to commencing the program.
(Accredited elite sports programs include national and international sports organisations which run camps for athletes and national sports squads in which students have been selected to participate. They also include talent identification programs run by the New South Wales Sport and Recreation).
- Principals may record absences using the 'L' Code for students of compulsory school age who have provided an explanation of the absence which has been accepted by the principal. Additional days for students not of compulsory school age may be recorded at the principal's discretion. This may be due to:
 - a) Holidays/travel during school time (If exceeding 10 days a separate application for leave form must be completed prior to the travel dates) Refer Appendix 3
 - b) misadventure or unforeseen event
 - c) participation in special events not related to the school
 - d) domestic necessity such as serious illness of an immediate family member
 - e) Attendance at funerals
 - f) recognised religious festivals or ceremonial occasions which are identified as pertaining to days of strict observance and may preclude a practicing student from school attendance. Identification of such recognised days must be stated on the signed absent note from parents.

Explained – Unjustified absence

The Principal or other delegate may decide that the explanation provided by parents or caregivers does not justify their absence (full day or part day) and has not been in the educational interests of the student. This absence is recorded as explained unjustified. Such explanations can include those not listed above and holidays or travel during school time which exceeds 10 days.

Managing applications for extended leave (Travel or holiday)

- **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.**
- From time to time parents/caregivers may approach the school to seek permission for their child to travel during school term for periods of time.
- Travel is considered to be domestic or international travel for the purpose of a family holiday, family business, bereavement or other reasons.
- A Certificate of Extended Leave -Travel should not be issued where the principal is aware that the student has been the subject of contact with the Child Wellbeing Unit or a Community Services (Family and Community Services) report and for whom unresolved issues concerning a risk of harm remain.
- A principal would not accept a reason for travel during school term if it is not in the best interests of the students' educational, social and participation reasons, which should be specified on the application.
- Principals would 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.
- Principals would ensure that parents/caregivers understand any implications on student academic progress as a result of the extended leave.
- Principals would also ensure that parents/caregivers understand any implications on their child's academic year/class placement on their return from the extended leave.
- Where the permission sought is for less than 10, and the principal accepts the reason provided for the absence, the principal can record the code 'L' in the roll. An Absence note/email/phone call is required.
- Where the permission sought is for or more than 10 days, and the principal accepts the reason provided for the absence, the principal can also record the code 'L' in the roll but must ask also parents to complete the Application for Extended Leave – Travel . In completing the application, parents/caregivers must specify the reason for the application for extended leave. The Principal informs the parent that if the Application is accepted, the absences will be recorded as "L" –Leave. Special conditions may be associated with the Certificate.
- Examples of conditions for lengthy leave may include (but not limited to): completion of set tasks, loss of marks due to missed assessments, alternative assessments, assessment of the student to ascertain which grade to return to. These should be discussed with the parent prior to issuing the certificate.
- Principals would request travel documentation, such as travel itinerary or e-ticket,

and ensure this is attached to the Application.

- Principals would ensure that parents are assisted with the completion of the Application and provide a translation service if required.
- Where the travel period exceeds one school term, the principal would contact the Regional office to discuss the particular circumstance and the resultant outcome.
- **Principals may decline to accept a parent's Application for Extended Leave Travel. In this case the parent must be advised in writing. Refer to -Declining an Application for a Certificate of Extended Leave -Travel.**
- If a student or students do not return on the date specified, the principal must ensure the parents are contacted to establish the whereabouts of the student. If contact is not established then the principal should contact the Regional office and follow processes associated with an Application for Home School Liaison Program support. Record the absence as 'unjustified'. (Attendance Register Code 'A') from the due date of return.
- On accepting a parent's Application, a Certificate of Extended Leave - Travel must be issued. The original certificate will be provided to the parent and a copy of the certificate placed in each student's record.
- An Application for Extended Leave form, Certificate of Extended Leave are available in the appendices of this document

Non- Acceptance of explanation for an absence

Principals may decline to accept as satisfactory an explanation for an absence. The parent should be advised in writing that the explanation has not been accepted and a reason for the decision provided. An "A" Code is used for an unjustified absence

Frequent absences due to illness

a) Where frequent absences are explained as being due to illness consultation with parents must occur regarding the health care needs of the child.

b) Principals may request medical certificates or other documentation when absences explained as being due to sickness are frequent or prolonged. Where principals have concerns about medical certificates being produced for absences, they can ask the parent to request that the doctor write on the certificate the statement 'this child is unfit for school' with specified dates included.

c) Where principals have ongoing concerns, they can request the parents' consent to contact the doctor. If the request is denied, or if the principal is still not satisfied with the reason for absence, they can record the absence as 'unjustified'. (Attendance Register Code 'A') and follow procedures as contacting HSLO.

Daily school attendance:

The school day starts with a warning bell at 8:55am with first bell. All students and staff are expected to be in their learning space by 9.00am (second bell). All students must be in roll call, ready for their scheduled roll call by the 9:00am bell.

Late arrival to school

A student, who arrives after 9:00 am, is required to go directly to Reception to sign in to school. Late students are required to present a written explanation from parents/caregivers, unless an exceptional circumstance has occurred on the way to school. In such situations, a note explaining this lateness to school is to be provided to their roll teacher on the next school day.

A signed note from a parent will determine the partial absence as explained, however, a member of the senior executive will determine if the reason for leave is justified or unjustified.

Following the sign in process in Reception, late students must then report to the late room to explain their reason for lateness. Students with unacceptable and unexplained reasons, such as poor personal organization, will be required to attend detentions. Additional interventions such as parent/caregiver contact/interview may be implemented for those students who display continued patterns of lateness without a satisfactory reason, in consultation with Attendance Monitors, Year Advisers, Stage Executive and Stage Leaders.

Persistent Lateness Monitoring

1. Students arriving late three times within a two week cycle will be issued with an afterschool detention.
2. Parents of students who fail to attend a designated detention will be contacted by HT Student Wellbeing/ Stage Leader.
3. If the lateness pattern shows no improvement parents will be requested to attend an interview with HT Student Wellbeing and Stage Leader.
4. Intervention of the Principal if problem persists.
5. Further consequences, in consultation with the Principal, could include suspension if students have failed to follow school policy and directive

Early Leave

A student who wishes to be granted approval for Early Leave must have a note signed by her parent/caregiver requesting permission for the student to leave at the stated time. The student must take this note to the relevant Stage Leader before 8.40 am. Upon granting Early Leave, the stage leader will determine if this leave is justified or unjustified.

The note will be signed and dated by the Stage Leader. The student presents the note to Reception and is issued with an "early leavers pass". This pass is to be shown to the class teacher before leaving class. The student must report to Reception, with her ID card, to "swipe out" before leaving the school grounds. The "early leavers pass" must be carried by the student as evidence of approval and can be required to be shown to the Police upon request. A student places herself at risk and beyond the duty of care of teachers if she leaves the school without permission. Failure to follow these procedures may result in disciplinary action as per truancy procedures.

Study Periods

Year 12 and Year 11 students who have no lessons at the start of the day (period 1) must arrive at school on time for roll call.

All students must be in the Library for their study periods and sign in. No other venue, such as the quadrangle or Rose Garden, is to be used for study periods, unless explicit permission is given by the Stage 6 leader or Principal. During study periods students are expected to meaningfully engage in either study, homework or assessment tasks in their pursuit of personal success.

Senior students who have finished their timetabled lessons for the day are given the privilege to undertake their study period(s) at home, following written parental approval being received by the school. All students are required to register their departure at Reception using their ID card and select as their reason 'Flexible Timetable' at all times unless instructed by the school differently.

Truancy – Full day and Fractional truancy

Truancy is the absence of a student from school without the knowledge or permission of their parent or caregiver. Full day truancy is when a student is absent for the full school day, without appropriate permission. Fractional truancy is defined as a student absenting herself for part of a school day without consent.

This includes a student who:

- Is absent from school without a valid reason and without the knowledge/approval of a Parent/Caregiver;
- Has been marked present at roll call but does not attend timetabled class(es);
- Leaves class without the permission of the teacher;
- Is loitering in the school grounds, during class time, without a valid reason;
- Leaves the school grounds without written approval from Parent/Caregiver and the Senior Executive.

As outlined in the preamble, Regular attendance at school is essential to assist students to maximize their potential, as well as a legal requirement; therefore truanting students will be counseled accordingly. Though truancy may be symptomatic of underlying welfare issues, appropriate disciplinary action will be taken to ensure that all students recognize and understand the seriousness of the offence. Teachers, Head Teachers and relevant Stage Leaders have defined roles and responsibilities in the management of truancy.

Truancy Management

Faculty Management of Fractional Truancy

1. Class teacher marks class roll every lesson using PxP (Sentral). If a student is absent the teacher should check on PxP for any reasons why the student is not present such as:
 - all day absence
 - early leaver
 - office
 - approved leave
 - late
 - sick bay
 - excursion (school business)
2. Where a student's absence cannot be explained by data in PxP, the teacher needs to inform:
 - the HT Curriculum,
 - HT Student Wellbeing and
 - Stage Leader by completing a Sentral incident (Welfare-Class attendance referral)

3. Class teacher/Head Teacher establishes the reason why the student was not in class i.e. truancy, staff data entry error or student failure to follow process. (No action from HT Student Wellbeing or Stage Leader at this stage)
4.
 - a. Absence explained-Head Teacher Curriculum adjusts Truancy wizard from unsorted to explained
 - b. Truancy determined - Head Teacher Curriculum adjusts Truancy wizard from unsorted to truant and enters a Welfare negative incident- fractional truancy. For the first instance the Head Teacher Curriculum places student on lunch. This is to ensure the student catches up on missed work. The Head Teacher Curriculum must contact the student's parent/caregiver using the Fractional Truancy letter (Sentral letter template). HT Student Wellbeing notified but no action required unless HT Curriculum identifies welfare concerns. Stage Leader notified in same communication process.
5. Student attends lunch detention and completes missed work. Sentral incident is updated to completed.
6. For any subsequent trancies the Head Teacher Curriculum issues an after-school detention and ensures missed work is completed (e.g. HT discretion, during the detention, at a later lunchtime, at a meeting). Head Teacher Curriculum to complete Sentral Incident and communication with parent for each truancy.
7. Persistent truancy in one curriculum area is to be referred to the Head Teacher Student Wellbeing, and the Stage Leader notified. Possible actions by HTSW:-

- Student interview	- parent contact
- monitoring of attendance e.g. cards	- HSLO referral
- counsellor	- suspension (with Stage Leader & Principal)

School Management of whole day Truancy

1. HTSW to monitor daily attendances of students to identify any school issues.
2. Where a student has tranted two or more periods in one day this is to be managed as a school issue. As above, however, the HTSW will identify where a student has tranted from two or more periods in one day based on Sentral notifications from Class teacher/Head Teacher. NB the Stage Leader is also notified.
3. The HTSW informs HTs Curriculum not to pursue investigation via Sentral.
4. HTSW interviews the student to establish reasons for absences from classes.
5.
 - a. Absence explained-Head Teacher Student Wellbeing adjusts Truancy wizard from unsorted to explained. HTSW informs HTsC of outcome through Sentral data incident. HTSW informs Stage Leader of reason i.e. PxP data entry error or student has not followed process.
 - b. If proven truancy, then HT SW may take the following actions:-

- contacts parent via phone	- organises meeting with family
- place students on monitoring card	- after school detention.

- Suspension (in consultation with Stage Leader and Principal)
- 6. All interventions are to be recorded on Sentral Welfare Negative Incident Attendance.

Punctuality/lateness to lessons

Students are expected to be punctual to all lessons and roll call. This will ensure maximum learning time for all students in each class. It is also vital for students to understand that punctuality is a basic expectation for life beyond school. To assist students in this understanding, it is important that a consistent process is used to improve student punctuality. When a student arrives late to class, the teacher needs to use discretion in relation to movement times.

Appendix 1

Definitions

<i>Compulsory School Age</i>	See Section 21B of the NSW Education Act (1990)
<i>Explained/justified absence</i>	<i>A parent has provided an explanation of the student's absence which has been accepted by the principal.</i>
<i>Explained/unjustified absence</i>	<i>A parent has provided an explanation of the student's absence which has not been accepted by the principal.</i>
<i>Parent</i>	<i>Includes a carer or other person having the care or custody of a child or young person.</i>
<i>Parent condoned absence</i>	<i>When a parent or carer causes a student to be absent from school without acceptable reason.</i>
<i>Truancy</i>	<i>The absence of a student from school without the knowledge or permission of their parent or carer.</i>
<i>Unexplained absence</i>	<i>A student absence where a parent provides no reason for a student's non-attendance.</i>
<i>Unexplained/unjustified absence</i>	<i>A parent has not provided an explanation of the student's absence within seven days of the occurrence of the absence</i>

Appendix 2

2015 Attendance Register Codes

Definitions

Only the following attendance register codes **must** be used to record the:


- Explanation of student absence, and/or
- Variation in student attendance.

Attendance Register Codes


Symbols to be used for explanation of student absence

Symbol	Meaning
A	<p>The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal</p> <p>It is at the principal's discretion to accept or not accept the explanation provided.</p>
S	<p>The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases:</p> <ul style="list-style-type: none">- a medical certificate is provided or the absence was due to sickness and the principal accepts this explanation. <p>Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory</p>
L	<p>An explanation of the absence is provided which has been accepted by the principal. This may be due to:</p> <ul style="list-style-type: none">- misadventure or unforeseen event- participation in special events not related to the school- domestic necessity such as serious illness of an immediate family- Member- Certificate of leave - travel- attendance at funerals- Recognised religious or ceremonial occasions
E	<p>The student was suspended from school</p>

Appendix 3

APPLICATION FOR EXTENDED LEAVE – TRAVEL					
 Education & Communities		NOTE: <i>PART A</i> 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 (Please tick <input checked="" type="checkbox"/>): Yes <input type="checkbox"/> No <input type="checkbox"/>					
PARENT DETAILS (Applicant)					
Family name: _____ Given name: _____					
Address: _____ Postcode: _____					
Telephone number: _____ Relationship to student: _____					
As the parent and applicant, I hereby apply for a <i>Certificate of Extended Leave-Travel</i> and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.					

Appendix 4

CERTIFICATE OF EXTENDED LEAVE - TRAVEL					
		<p>The student/s whose details appear below has been provided a period of extended leave from school for the purpose of travel.</p> <p>Where an application is made by a parent with more than one child a separate copy of this <i>Certificate</i> should be placed in each student's file.</p>			
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
Address: _____ Postcode: _____					
School name: _____ School's telephone: _____					
Dates of extended leave: From ____ / ____ / ____ to ____ / ____ / ____					
Reason for providing the period of extended leave:					

Conditions applicable to providing the period of extended leave:					

It has been explained to the parent of the above mentioned student/s that they are responsible for his/her supervision during the provided period of extended leave.					
The parent understands that the period of extended leave is limited to the period indicated and acknowledges that the provided period of extended leave is subject to the conditions listed.					
Principal name: _____ Principal signature: _____ Date: ____ / ____ / ____					
This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.					