



EXTENDED LEAVE FOR TRAVEL -  
STUDENTS POLICY  
AND  
APPLICATION FORM

## Extended Leave for Travel Policy - Students

*This 'Extended Leave for Travel Policy – Students' is to provide clear guidelines to parents who are seeking to withdraw their children from school for a planned extended period of travel.*

### Newstead Christian School

Newstead Christian School is a community of staff, parents and students who are committed to working in partnership for the best outcomes for our students. We recognise that many educational opportunities take place outside of the classroom and that family plays an important role in a well-rounded education. Events and celebrations are important parts of building a family culture and, at times, these can necessitate travel during school term time.

### Legal Framework

The Tasmanian Education Act 2016 introduced some important changes to the way schools are required to record absences. There are two categories, **authorised** and **unauthorised**. From January 2018, the Principal no longer had discretion to approve leave for family holidays/travel as an 'authorised' absence. Parents or applicants may apply for leave for family holidays or travel but any leave must be considered and marked as unauthorised to comply with the Ministerial Instruction No 3.

Under the new Act, Principals must approve extended absences from school. Parents will be required to complete an '**Application for Extended Leave**' form prior to travel. There is no minimum or maximum period of time that a parent may request leave for the student i.e. even if a student will miss one day, an application is still required.

This provision in the Act and the Ministerial Instructions also requires that, in circumstances of leave for travel or family holiday, arrangements for learning be discussed with the School and approved by the Principal. Principals need to strictly adhere to the delegations, processes and conditions outlined in the Tasmanian Education Act 2016 in order to comply and avoid any penalties.

The following are instances where this policy is **not** required, in these instances parental communication with the school will suffice

- Sickness/incapacity
- Medical, legal or related appointments
- Natural disaster or extreme weather preventing your child from safely attending school
- Terminal illness of an immediate family member
- Bereavement of a person that your child had a close, significant or family relationship with
- Having witnessed or been subjected to family violence
- Participating in a recognised learning experience
- Being a participant or official at a recognised State, National or International event

### The Process

The process for considering an application for family travel or leave is as follows:

- Whether it is in the best interest of the child for them to be granted extended leave. In particular whether it would negatively impact the child's learning, developmental or social progress.
- Discussions about plans for continued learning are considered
- Arrange for the parent to complete the application form
- Complete the Certificate for Extended Leave – Travel if the application is supported.
- Give the original Certificate to the parent and keep a copy of the application and certificate in the student's file.

**NOTE: PARTS A, B, and C** are to be **completed by the student's parent/guardian** and returned to the principal.

**PART A: Student Details**

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

Family Name	Given Name	DOB	Age	Class	Enrolment Register Number

Student address: \_\_\_\_\_ Postcode: \_\_\_\_\_

School Name: \_\_\_\_\_

Dates of extended leave applied for: From \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Number of school days: \_\_\_\_\_

Reason for travel (including why this travel is occurring in school time):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**PART B: Previous Extended Leave – Travel:**

Date of prior exemption/extended leave: From \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_

Number of school days: \_\_\_\_\_

Certificate of prior Extended Leave – Travel attached (Please circle):    Yes            No

## PART C: Parent / Guardian Details

Family name: \_\_\_\_\_ Given name: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

As the parent/guardian 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 approval by the principal for the reason provided.

I understand that if the application is approved:

- ❖ I am responsible for his/her supervision during the period of extended leave
- ❖ The approved period of extended leave is limited to the period indicated
- ❖ The approval 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/ren'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)/guardian(s): \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## PART D: To be completed by the Principal

I accept this *Application for Extended Leave – Travel*:            Yes            No

Please provide more detail here if required:

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Principal (Please Print): \_\_\_\_\_

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please note: Please complete the Certificate of Extended Leave – Travel if the requested leave is approved.**

The original Certificate is to be given to the parent, with a copy kept in the student's file.



**Certificate of Extended Leave – Travel**

The Student/s whose details appear below has/have been provided a period of extended leave from school for the purpose of travel.

*Note: Where an application is made for more than one child, a separate copy of this certificate should be placed in each student's file.*

**Student Details**

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

Family Name	Given Name	DOB	Age	Class	Enrolment Register Number

Student address: \_\_\_\_\_ Postcode: \_\_\_\_\_

School Name: \_\_\_\_\_

Dates of extended leave applied for: From \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of school days: \_\_\_\_\_

Reason for providing the period of extended leave:

\_\_\_\_\_  
\_\_\_\_\_

Conditions applicable to providing the period of extended leave:

\_\_\_\_\_  
\_\_\_\_\_

It has been explained to the parent/guardian of the above mentioned student/s that they are responsible for his/her/their supervision during the period of extended leave.

It has been explained to the parent/guardian that the period of extended leave is limited to the period indicated and the parent/guardian has acknowledged 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.**