



# RIVERBANK PUBLIC SCHOOL

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November 2024

Dear Parent/Carer

Thank you for your enquiry regarding *Extended Leave – Travel*. **Extended Leave forms must be completed 2 weeks prior to travel.**

Please note that the NSW Education Act (1990) sections 22 and 23 clearly states that attendance at school is compulsory until the age of 17 years. Therefore the school cannot condone or make special provisions for students taking leave for family holidays during school term time. This includes the provision of supplementary or alternative classwork, online tasks or alternative assessment. Such family recreation and travel should instead be planned for school holiday periods. Leave greater than 20 school days will not be approved. Extensive leave may result in your child being unenrolled from the school.

## **Requests for Leave at the beginning of the school year**

I kindly request that all students commence on the first day of Term 1. Taking leave at the start of a new school year can have a significant impact on the formation of classes and the school's enrolment audit.

If there are extenuating circumstances, please contact the front office on 9626 7511 to arrange an appointment.

*The first day of the 2025 school year for Kindergarten and Years 1-6 is Thursday 6 February 2025.*

Yours sincerely

Jeanie Brown  
Principal

# 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:

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## 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.**