



# RIVERBANK PUBLIC SCHOOL

25 Wentworth Street THE PONDS NSW 2769

Ph: 9626 7511 Fax: 9626 1001

Website: [www.riverbank-p.schools.nsw.edu.au](http://www.riverbank-p.schools.nsw.edu.au)

Email: [riverbank-p.school@det.nsw.edu.au](mailto:riverbank-p.school@det.nsw.edu.au)

August, 2022

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.

Please be aware that your child(ren) may be absent when important academic assessments are conducted by their class teacher and/or other specialist teachers at Riverbank Public School during this time of Extended Leave. This may adversely affect the detail included in any upcoming Student Reports provided to you.

Please ensure your child has returned from leave for the first day of the school year.

Details of prior extended leave are kept as part of each student's records, and future applications may be deemed unjustified on the basis of overall attendance patterns and data.

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:

---

## 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.**

# Certificate of extended leave – travel

The student/s whose details appear below has been provided a period as indicated, of extended leave from school for the purpose of travel.  
 Where an application is made by a parent with more than one child a separate copy of this Certificate should be placed in each student’s file.

## 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 \_\_\_\_\_

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’s name:

Signature of principal:

Date:

**This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.**

