

# CERTIFICATE OF EXTENDED LEAVE - TRAVEL



Education &  
Communities

The student/s whose details appear below has been provided a period 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

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

School name: The Ponds High School School's telephone: 96263562

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

Reason for providing the period of extended leave:

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Conditions applicable to providing the period of extended leave:

In all cases where students are applying for leave in school time, the student has the responsibility to organise the completion of assessment tasks with their classroom teacher. This should be done when they have Head teachers sign off to say they are aware of the students leave application.

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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: Mrs Jennifer Weal Principal signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

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