

if your child is **away** for more than 10 school days



Parents and carers are encouraged not to withdraw their children from school for family holidays. If your child needs to be away from school for a period greater than two weeks (ten school days) you will need to contact the school and apply for either an **Application for Extended Leave Form - Travel or an Exemption from Attendance Form (if for the purpose of Elite Sport or Elite Entertainment Industry)**. This form needs to be completed, initially by the parent / carer and then by the Principal of the school.

It is important that the exemption form is completed **before** the period that the child is to be away from school. Exemptions **cannot** be issued retrospectively.

The school attendance roll will then be updated to ensure that your child's absence is legitimate and explained.

A certificate of Extended Leave - Travel or a Certificate of Exemption will then be issued. If the Principal feels that the extended absence is not in the student's best interests they may decline the application for exemption. Depending on the circumstances and how long the leave will be, you may ask the school to provide tasks that can be completed while your child is absent.

For periods **under** ten days, you will contact the school as per the normal school procedure: note, sms, email or phone.

Contact the school for further details