

APPLICATION FORM – EXTENDED LEAVE or EXEMPTION

Extended leave (L)

Exemption from attendance at school (M)

Exemption from enrolment at school (M)

Student details	
School Name	
School Suburb	

Student First Name	Last Name	Date of Birth	Age	Year Level
Residential address				

Dates of Exemption		Total days	
Times/hours			

Type of application and evidence required (Check the box of requested application type)	
Please submit required evidence with your application	
EXTENDED LEAVE	
Extended Leave – More than 10 school days	
Evidence	Relevant reason and documentation such as a travel e-ticket

EXEMPTION FROM ATTENDANCE AT SCHOOL	
Elite Sport / Elite Arts	
Evidence	Relevant training schedule or tour itinerary with contact names and details
Employment in the Entertainment Industry	
Evidence	- Completed and signed <u>Entertainment Employer Details Form</u>. - Itinerary/work schedule for the exemption period. If the application is for 10 days or more, a tutor must be supplied by the employer. If required, please also attach: - Evidence of tutor's teaching qualifications - Evidence that tutor meets child protection requirements

Exceptional Circumstances	
Evidence	Appropriate documentation and/or consultation with the School Principal

Please list any previous applications

Student Name	Application type	Dates	Number of school days

Parent/Caregiver details

Name			
Address			
Mobile		Relationship to student/s	
Email			

Declaration and Signature

As the parent or caregiver of the above-mentioned student, I hereby apply for a Certificate of Exemption or Certificate of Extended Leave, under the *Education Act 1990*.

I understand that if the exemption/leave is granted:

1. I am responsible for the supervision of the student during the period of exemption/leave.
2. The exemption/leave is limited to the period indicated.
3. The exemption/leave is subject to the conditions listed on the Certificate.
4. The exemption/leave may be cancelled at any time.

I declare that 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 because of this application may be reversed. I further recognise that a failure to comply with any condition set out in the Certificate may result in the application being revoked.

Parent signature	
Evidence provided	
Date	

Privacy Statement

The Catholic Diocese of Maitland-Newcastle is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be stored securely and used to process the student's application. It will only be disclosed for:

- 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.

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, please contact the school.