



Holy Spirit
Catholic School
CRANBROOK

strength in the spirit

Application for Extended Leave – Including Travel

Leave 10 days or over

NOTE: This form is to be completed by the student's Parent/Carer and returned to the school principal.

STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	GRADE

Student Address		Postcode	
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School Name	
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Details of Extended leave:

Start date of leave		End date of leave	
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Number of School Days absent:	
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Reasons for Travel (including why this travel is occurring during school time)	
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Hatchett Street, Cranbrook, Townsville
Postal Address: PO Box 26, Aitkenvale, Qld. 4814

(07) 4779 4255 | crnbrk@tsv.catholic.edu.au
hsstsv.catholic.edu.au

PARENT DETAILS

Family Name		Given Name	
Address		Postcode	
Telephone Number		Relationship to Student	

As the parent and applicant, I hereby apply for a Certificate of Extended Leave 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.

For leave greater than 50 days (10 weeks of a school term): When travel/leave period exceeds 10 weeks access to Distance Education or enrolment in another school must be considered.

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 may result in the provided period of extended leave being cancelled.

Signature of Parent/Caregiver:

Date:

Once you have completed and signed this application please return this form to the school Principal