



9 November 2018

NOTES ON APPLYING FOR HOLIDAY LEAVE & EXEMPTION FROM ATTENDANCE

The Minister for Education encourages families to travel during school vacation periods to avoid disruption to student learning. If you choose to take a holiday during term time, please complete an **Application for Leave – Vacation/Travel** form and submit it to the Principal.

You will appreciate that as a school we have a duty to provide the best educational outcomes and support for our students. **Please note that holiday leave is not recommended for Senior School students** and holiday leave requests may be rejected if the Principal considers it is not in your child's best interests. We recommend discussing your holiday plans with your child's Year Adviser well in advance of booking your holiday. Substantial notification time will allow us to work with you and your child to minimise disruption.

Students attending elite sporting events, taking part in employment in the entertainment industry or if directed under Section 42D of the *Public Health Act 1991*, may apply for an exemption from attendance by completing an **Application for Exemption from Attendance** form for submission to the Principal for approval.

Please note that students on leave are not entitled to any extensions for work or assessments due. Kindly allow at least 3 weeks for applications to be processed and for teachers to review the student's workload and any assessment tasks which may be due during the period of absence.