

# **OXFORD COLLEGE, SYDNEY**

Provider: Cyneast Pty. Ltd. trading as above. Provider No.: 00048F

A.C.N 002 834 166  
A.B.N 53 002 834 166  
Level 6, 815 George St, Sydney, N.S.W. 2010, Australia  
Postal: P.O BOX K392 Haymarket, Sydney, N.S.W. 1240, Australia  
Website (Homepage): <http://www.oxford-college.com.au>  
Or [specialty-language.com.au](http://specialty-language.com.au)  
E-mail: [info@oxford-college.com.au](mailto:info@oxford-college.com.au)  
Or [info@specialty-language.com.au](mailto:info@specialty-language.com.au)  
Tel: (61 2) 9211 7411 Fax: (61 2) 9212 3861

## **Secondary School**

### **Policies and Procedures for Student Attendance**

#### **Policy**

It is the policy of Oxford College, Sydney to comply with NSW and Commonwealth regulations regarding the attendance of the students.

#### **1. Context**

- Regular attendance at school is essential if students are to maximise their potential. Schools in partnership with the guardian/parent are responsible for promoting the regular attendance of students. While the guardian/parent are legally responsible for the regular attendance of their children, College staff, as a part of their duty of care, monitors part or whole day absences.
- The school attendance register (roll) and the register of enrolments should reflect the highest professional standards.

#### **2. Responsibilities**

2.1. The Principal will:

- (a) ensure that staff are aware of this policy and that staff implement its requirements
- (b) maintain in print a register of enrolments and daily attendances of all students in a form approved by the NSW Minister of Education for the attendance register. A common code approved by the Minister must be used.
- (c) ensure that students are informed that it is their responsibility to attend school regularly. Student services officer will send notice by email to parents/guardians if they are absent more than five days.
- (d) Sign off on the accuracy of the roll on Monday following the preceding week.

2.2. Teachers have the responsibility to mark rolls accurately each day. Absences must be entered by the teacher responsible for marking the roll on the day. If a student is absent, explanation for the absence must be noted using the code, such as S and L.

Absence of more than 5 days consecutively must be explained by providing a written document e.g. medical certificate.

- 2.3. The Principal is responsible for the identification of students whose attendance is 85%. The Student Services Officer issues a warning letter to students when the attendance goes below 85%.
- 2.4. Teachers and the Student Services Officer are responsible for advising students of their attendance requirements at Orientation through student handbook and whenever their attendances are an issue.
- 2.5. Students are responsible for:
  - (a) providing written evidence explaining the reason for any absence
  - (b) maintaining satisfactory attendance as per VISA requirements.

### **3. Requirements**

- 3.1 The College keeps a register of all enrolments, which includes the following information for each student:
  - name, age and address
  - the name and contact telephone number of student, or student and guardian if student's age is under 18 years old
  - date of commencement and, where appropriate, the date of leaving the school and the student's destination
  - for students older than six (6) years, previous school or pre-enrolment situation
  - where the destination of a student below seventeen (17) years of age is unknown, evidence that a Department of Education and Communities officer with home school liaison responsibilities has been notified of the student's full name, date of birth, last known address, last date of attendance, guardians' or parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known work health and safety risks associated with contacting the guardian/parents or student.
- 3.2 The College has in place and implements policies and procedures to:
  - monitor the daily attendance/absence of students
  - identify absences from school and/or class(es)
  - follow up unexplained absences
  - notify parent(s) and/or guardian(s) regarding poor school and/or class attendance
  - transfer of unsatisfactory attendance information to student files by the Student Services Officer.
- 3.3 The College maintains a register of daily attendance that includes the following information for each student:
  - daily attendance, which is recorded by noting daily absences
  - absences
  - reason for absence
  - documentation to substantiate reason for absence.

- transfer of unsatisfactory attendance information to student files by the Student Services Officer.
- 3.4 The College has a policy and procedures for exercising the Minister’s delegation under section 25 of the Education Act 1990. The Principal’s delegation for exemption from attendance for up to 100 days is only granted where conditions exist which make it necessary or desirable that a certificate of exemption be granted. Exemption is granted according to the “Guidelines for exemption from School” in Appendix A.
- 3.5 The College maintains records of the exercise of the above delegation including copies of all certificates issued under the delegation.
- 3.6 The register of enrolments will be retained for a minimum period of five (5) years before archiving.
- 3.7 The register of daily attendances will be retained for a period of seven (7) years after the last entry was made.
- 3.8 The enrolment register and register of daily attendance is backed up for off-site storage in electronic database.

## Procedure

Enrolment registers are recorded and maintained by Student Services Officer and Administration Officer.

Allocated teacher marks the daily attendance roll in period one.

Attendance rolls are also marked by teachers at each lesson.

If students arrive late, they are required to fill in a late arrival form.

Absent students under 18 are contacted by Student Services Officer by making a phone call or SMS.

The teachers sign the roll weekly and give it to the Principal at the end of each week.

The Principal gives the attendance rolls to the Technical Support Officer for data entry at the beginning of each week.

In cases where students are absent for more than five days the student’s services officer will send email to students, parents/guardians.

Students who have been absent for 5 consecutive days without medical certificate:

- The Principal or delegate makes contact by email and advises the student (the student and/or the guardian/parent in case of under 18 age student) of the seriousness of the situation. Record of this contact to be kept in the student file.
- In addition to this personal contact, an Initial Warning Letter will be sent to parents/guardians by the Student Services Officer. Copies of the letter to be placed in student’s file.

All absences from class must be accompanied by documentary evidence clearly demonstrating *compassionate or compelling circumstances* stating that the student was unable to attend class. Trivial medical conditions will not be regarded as a **compassionate and compelling** reason to be absent from class. This evidence will need to be available in the event that the student needs to appeal to the Principal because they are at risk of being reported to The Secretary of the Australian Government Department of Education for breaching their 80% attendance requirements. The evidence will not influence the attendance records.

In the event of a student failing to respond to the Attendance Warning Letter, and their attendance falling below 80%, the College will send a letter informing the student of the College's Intention to Report to the Australian Government Department of Education through PRISMS for breaching the 80 per cent attendance requirement. This letter will include Appeal and Complaints information and also inform the student that the student has 20 working days to appeal the College's decision via the College's Complaints and Appeals process.

The College may decide to **not** report a student for breaching the 80 per cent attendance requirement **only where:**

- a) the student produces documentary evidence clearly demonstrating compassionate or compelling circumstances. *Compassionate or compelling circumstances* - circumstances beyond the control of the student that are having an impact on the student's attendance throughout a course. These could include:
  - I. serious illness, where a medical certificate states that the student was unable to attend classes
  - II. bereavement of close family members such as parents or siblings
  - III. major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
  - IV. a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports).

For other circumstances to be considered as **compassionate or compelling**, evidence would need to be provided to show that these were having an impact on the student's attendance during course contact time, **and**

- b) that decision is consistent with its documented attendance policies and procedures, **and**
- c) attendance has **not** fallen below **80%**.

Attendance records are to be entered into the database using minister's code for attendance (see "appendix A code") on a weekly basis. Teachers must use minister's code for marking daily roll. The Principal may decline to accept the explanation as satisfactory for an absence. The parent/guardian will be advised that the explanation has not been accepted and a reason for the decision provided.

If students need to take leave during the term, they must fill in the application for extended leave form and get the Principals' approval before planning and preceding the leave. (See application for extended leave form attached).

# APPENDIX 'A'

## GUIDELINES FOR EXEMPTION FROM SCHOOL

### FREQUENTLY ASKED QUESTIONS

#### General Principles

##### Who can grant exemptions?

Section 25 of the *Education Act* (1990) gives the Minister specific powers related to certificates of exemption to the parents of children of compulsory school age from the requirement that they be enrolled at and attend a government school (or registered non-government school or be registered for and receive home schooling).

In addition, the Director-General is delegated the power to exercise all the Minister's powers under Section 25 without limitation.

The powers related to certificates of exemption to the parents of children of compulsory school age from the requirement that they be enrolled at and attend a government school (or registered non-government school or be registered for and receive home schooling) have been delegated from the Minister, Under Section 25 of the *Education Act 1990*, to the following senior officers.

<b>Delegates</b>	<b>Powers – Exemption from Attendance at School (Note: Delegates cannot delegate this power)</b>
DEC	Granting of an exemption from school attendance totalling more than 100 schools days in a twelve month period for any one student. Please contact Robyn Yates at AIS for further information on 9299 2845.
Principals	Granting of an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student.
	<b>Powers – Exemption from Attendance at School (Note: Delegates cannot delegate this power)</b>
DEC	Granting an exemption from school enrolment provided certain conditions are met. Please contact Robyn Yates at AIS for further information on 9299 2845.

## Exemption from Attendance at School

### Granting full day exemptions from attendance at school

- Family holidays

*When are family holidays considered reasonable grounds for exemption?*

Refer to 1.1.2 of *Guidelines for Exemption from School (2009)*. Certificates of Exemption from the compulsory education requirements of the *Education Act 1990* may be granted by a delegated officer when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term and that alternatives to exemption have been considered. For example, in some cases, application for Distance Education may be more appropriate than seeking an exemption from school attendance.

### Granting part day exemptions from attendance at school

- How are part day exemptions counted?

Refer to 1.3 of *Guidelines for Exemption from School (2009)*. Note that as per Statement 1.3.2, 'Students of compulsory school age who are participating in approved alternative education programs may be granted short term exemptions for periods of time not exceeding the equivalent number of full school days provided for within the delegates' power.

A full school day totals 6 hours.

Principals can grant an exemption from school attendance for periods totalling up to 100 days in a 12 month period for any one student. Principals must keep a record of part day exemptions granted to ensure that the exemptions granted for any one student do not exceed 100 days (full time equivalent).

- Specified weekly exemptions for an accredited elite sports program

*Can a student be exempted from school during specified times in the week to attend an accredited elite sports program (program is associated with Olympics) or does the principal grant leave?*

This would depend on the circumstances of the application. The principal can grant an exemption totalling not more than 100 days in a 12 month period for any one student. Certificates of Exemption from the compulsory education requirements of the *Education Act 1990* may be granted by a delegated officer when it has been clearly demonstrated by the applicant that an exemption is in the student's best interests in the short and long term and that alternatives to exemption have been considered. {Section 1.1.2 of *Guidelines for Exemption from School (2009)* refers}.

- What constitutes an accredited elite sports program?

Accredited elite sports programs include national and international sports organisations who run training camps for athletes; national sports squads that students have been selected to participate in; talented identification programs run by the New South Wales Department of Sport and Recreation.

## Conditions attached to granting exemptions from attendance at school

- Is there a minimum number of days for which students can be exempted?

No, provided the principles in the *Guidelines from Exemption at School (2009)* are adhered to.

- Can an exemption from attendance at school be cancelled?

Yes, if the conditions attached to the exemption are not met, the certificate is no longer valid. In other matters, where the Certificate of Exemption needs to be cancelled, the matter should be referred to the Manager, Student Behaviour and Attendance, Student Welfare Directorate for action.

## Exemption from Enrolment at School

### Granting exemptions from enrolment at school

- Child turning six prior to October in a school year

*If a child is turning six prior to October in a school year and the parents request an exemption from enrolment at school, can this be granted?*

Generally, the answer is no, however there may be some circumstances where this would be considered. In deciding whether this is appropriate, the following key principles should be considered.

The *Education Act 1990* requires parents to enrol their children at school (or register them with the Office of the Board of Studies for home schooling) by their sixth birthday.

Ideally, students will be enrolled at the commencement of the year in which they turn six in order to gain the maximum benefits of school. However, there is no legal requirement to do so until their sixth birthday.

The conditions under which an exemption may be granted are outlined in Section 2.2.1 of the *Guidelines for Exemption from School (2009)*. Regional Directors may grant such exemptions due to:

- age, where a child turns six years in October or later in a school year and is engaged in full time preschool education at an accredited preschool for the remainder of the school year
- participation in full or part-time accredited preschool programs for students with disabilities leading to enrolment and full time attendance at a government or registered non-government school not later than six months after the child's sixth birthday
- the health or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than six months after the child's sixth birthday.

Note: Where children are expected to enrol in Kindergarten following the period of exemption from enrolment, they may be involved in a transition-to-school program as a condition of their exemption.

## **Conditions attached to granting exemptions from enrolment at school**

- Can an exemption from enrolment at school be cancelled?

Yes, if the conditions attached to the exemption are not met, the certificate is no longer valid. In other matters, where the Certificate of Exemption needs to be cancelled, the matter should be referred to the Manager, Student Behaviour and A



## APPENDIX 'B'

### 2015 Attendance Register Codes

#### Definitions

Only the following attendance register codes **must** be used to record the:

- explanation of student absence, and/or
- variation in student attendance.

<b>Attendance Register Codes</b>	
<b>Symbols to be used for explanation of student absence</b>	
<b>Symbol</b>	<b>Meaning</b>
<b>A</b>	<p>The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal</p> <p>It is at the principal's discretion to accept or not accept the explanation provided.</p>
<b>S</b>	<p>The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases:</p> <ul style="list-style-type: none"><li>- a medical certificate is provided or</li><li>- the absence was due to sickness and the principal accepts this explanation.</li></ul> <p>Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.</p>
<b>L</b>	<p>An explanation of the absence is provided which has been accepted by the principal. This may be due to:</p> <ul style="list-style-type: none"><li>- misadventure or unforeseen event</li><li>- participation in special events not related to the school</li><li>- domestic necessity such as serious illness of an immediate family member</li><li>- attendance at funerals</li><li>- travel in Australia and overseas</li><li>- recognised religious festivals or ceremonial occasions.</li></ul>
<b>E</b>	<p>The student was suspended from school</p>

<b>Attendance Register Codes</b> <b>Symbols to be used to record a variation in attendance</b> (not counted as an absence for statistical purposes)	
<b>Symbol</b>	<b>Meaning</b>
<b>M</b>	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.
<b>F</b>	<p>The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in:</p> <ul style="list-style-type: none"> <li>- HSC Pathways Program</li> <li>- Best Start Assessments</li> <li>- Trial or HSC examinations</li> <li>- VET courses</li> </ul>
<b>B</b>	<p>The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example:</p> <ul style="list-style-type: none"> <li>- work experience</li> <li>- school sport (regional and state carnivals)</li> <li>- school excursions</li> <li>- student exchange</li> </ul>
<b>H<sup>1</sup></b>	<p>The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis.</p> <p>The symbol is recorded where a student accesses education settings separate to their mainstream school such as:</p> <ul style="list-style-type: none"> <li>- tutorial centre and programs</li> <li>- behaviour schools</li> <li>- juvenile justice</li> <li>- hospital schools</li> <li>- distance education</li> </ul>

## Recording the duration of an absence or variation in attendance

In addition to recording the reason for an absence or the reason for a variation in attendance, the duration of the absence or variation must be recorded.

### Manual Attendance Registers

Department of Education and Communities schools that maintain manual attendance registers and do not use electronic means for maintaining student attendance must use the following symbols with the appropriate attendance register code for recording the reason for absence or a variation in attendance:

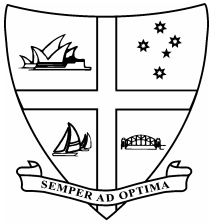
- a** - The student was absent on that day.
- Pa** - The student was late or was absent for part of a day. The time of arrival or departure must be recorded.

**Note:** The symbol 'X' is to be used for the first and last day that the student attended for each term.

### Electronic Attendance Registers<sup>2</sup>

For **Department of Education and Communities schools** using electronic means for maintaining student attendance (OASIS, EBS4 or compliant third party systems), when recording a partial absence, the precise time of arrival and/or departure must be documented.

When information is transferred to OASIS from other compliant electronic systems, or from manual attendance registers, whole day absence (a) will be shown as W and partial absence (Pa) will be shown as P.



# OXFORD COLLEGE, SYDNEY

Provider: Cyneast Pty. Ltd. trading as above. Provider No.: 00048F

A.C.N 002 834 166  
A.B.N 53 002 834 166

Level 6, 815 George Street, Sydney, N.S.W. 2000, Australia  
Postal: P.O BOX K392 Haymarket, Sydney, N.S.W. 1240, Australia  
Website (Homepage): <http://www.oxford-college.com.au>

## Senior High School

Or [specialty-language.com.au](http://specialty-language.com.au)  
E-mail: [info@oxford-college.com.au](mailto:info@oxford-college.com.au)  
Or [info@specialty-language.com.au](mailto:info@specialty-language.com.au)  
Tel: (61 2) 9211 7411 Fax: (61 2) 9212 3861

### Application for Exemption from Attendance at School To be completed by the student's parents

#### Student Details

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Age: \_\_\_\_\_ Date of birth: \_\_\_\_ (dd) / \_\_\_\_ (mm) / \_\_\_\_ (year)

Enrolment Registration Number (ERN): \_\_\_\_\_

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

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

School name: \_\_\_\_\_

Date of exemption applied for: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of school days: \_\_\_\_\_

#### Reason for application for exemption:

Please tick:

Exceptional domestic circumstances	<input type="checkbox"/>
Other Exceptional Circumstance	<input type="checkbox"/>
Direction under Section 42D of the <i>Public Health Act 1991</i>	<input type="checkbox"/>
Employment in entertainment industry/participation in elite sporting event for short periods of time i.e. for one or two days, and at short notice	<input type="checkbox"/>

Please provide more detail about the reason for the application for exemption here:

---



---



---



---

**NOTE:** Where the reason for application for exemption includes long term travel arrangements of more than 20 school days, copies of travel documentation should be included with the application.

**DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)**

Date of prior/current exemption from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Number of school days: \_\_\_\_\_

Copy of Certificate of Exemption attached: (Please tick one box)    Yes     No

**PARENT DETAILS**

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

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

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

Telephone number: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

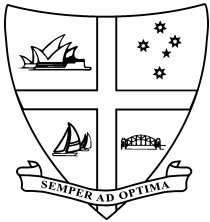
As the parent of the above mentioned student, I hereby apply for a Certificate of Exemption from attendance at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

I declare the information provided in this application for a certificate of exemption 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 exemption may result in the exemption being revoked.

Signature of applicant/s: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



# OXFORD COLLEGE, SYDNEY

Provider: Cyneast Pty. Ltd. trading as above. Provider No.: 00048F

A.C.N 002 834 166  
A.B.N 53 002 834 166

Level 6, 815 George Street, Sydney, N.S.W. 2000, Australia  
Postal: P.O BOX K392 Haymarket, Sydney, N.S.W. 1240, Australia  
Website (Homepage): <http://www.oxford-college.com.au>

## Senior High School

Or [specialty-language.com.au](http://specialty-language.com.au)  
E-mail: [info@oxford-college.com.au](mailto:info@oxford-college.com.au)  
Or [info@specialty-language.com.au](mailto:info@specialty-language.com.au)  
Tel: (61 2) 9211 7411 Fax: (61 2) 9212 3861

## Certificate for Exemption from Attendance at School under Section 25 of the *Education Act 1990*

### STUDENT DETAILS

Family name: \_\_\_\_\_ Given name(s): \_\_\_\_\_

Date of birth: \_\_\_\_ (dd) / \_\_\_\_ (mm) / \_\_\_\_ (year)

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

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

School name: \_\_\_\_\_ School's telephone number: \_\_\_\_\_

Date of exemption from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Reason for the exemption:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conditions of the exemption (note: for a part day exemption the hours of program participation must be specified, including the plan to have the student attend school full time).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It has been explained to the parent of the above mentioned student that they are responsible for his/her supervision during the period of exemption.

The parent understands that this exemption is limited to the period indicated, acknowledges that the exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

Name and position of delegate: \_\_\_\_\_

Signature of delegate: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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



# OXFORD COLLEGE, SYDNEY

Provider: Cyneast Pty. Ltd. trading as above. Provider No.: 00048F

A.C.N 002 834 166  
A.B.N 53 002 834 166

Level 6, 815 George Street, Sydney, N.S.W. 2000, Australia

Postal: P.O BOX K392 Haymarket, Sydney, N.S.W. 1240, Australia

Website (Homepage): <http://www.oxford-college.com.au>

Or [specialty-language.com.au](http://specialty-language.com.au)

E-mail: [info@oxford-college.com.au](mailto:info@oxford-college.com.au)

Or [info@specialty-language.com.au](mailto:info@specialty-language.com.au)

Tel: (61 2) 9211 7411 Fax: (61 2) 9212 3861

## Senior High School

# Application for Extended Leave – Vacation/ Travel

**NOTE: PART A** is to be completed by the student's parent and returned to their child's school principal.

### PART A: 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

Student address: \_\_\_\_\_

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

School name: \_\_\_\_\_

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

Number of school days: \_\_\_\_\_

Reason for travel: \_\_\_\_\_

Relevant travel documentation such as an e-ticket or itinerary (in the case of non-flight bound travel within Australia only) must be attached to this application.

### PART A: DETAILS OF PRIOR EXEMPTIONS/ EXTENDED LEAVE – VACATION/ TRAVEL (if applicable)

Date of prior exemption/extended leave: From: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Number of school days: \_\_\_\_\_

Copy of Certification of Exemption/Extended Leave – Travel attached (Please tick ) Yes  No

**PARENT DETAILS (Applicant)**

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-Vacation/ Travel* 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
- The provided period of extended leave is limited to the period indicated
- The provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave-Vacation/ Travel*
- 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- Vacation/ Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/s: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**PART B: TO BE COMPLETED BY THE PRINCIPAL**

I accept this *Application for Extended Leave- Vacation/Travel*  
(Please tick one box 

Yes  No

Please provide more detail here(if required):

---

---

---

---

---

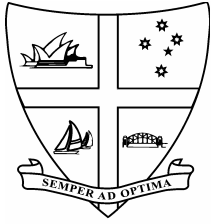
Principal's name (please print): \_\_\_\_\_ Telephone number: \_\_\_\_\_

Signature of principal: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Note: Please complete the Certificate of Extended Leave–Vacation/ Travel if requested leave is to be approved.**



# OXFORD COLLEGE, SYDNEY



Provider: Cyneast Pty. Ltd. trading as above. Provider No.: 00048F

A.C.N 002 834 166  
A.B.N 53 002 834 166

Level 6, 815 George Street, Sydney, N.S.W. 2000, Australia  
Postal: P.O BOX K392 Haymarket, Sydney, N.S.W. 1240, Australia  
Website (Homepage): <http://www.oxford-college.com.au>

## Senior High School

Or [specialty-language.com.au](mailto:info@oxford-college.com.au)  
E-mail: [info@oxford-college.com.au](mailto:info@oxford-college.com.au)  
Or [info@specialty-language.com.au](mailto:info@specialty-language.com.au)  
Tel: (61 2) 9211 7411 Fax: (61 2) 9212 3861

# Certificate of Extended Leave – Vacation/ Travel

The student/s whose details appear below has been provided a period of extended leave from school for the purpose of travel.

Note: 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

Student address: \_\_\_\_\_

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

School name: \_\_\_\_\_ School Telephone: \_\_\_\_\_

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

Number of school days: \_\_\_\_\_

Reason for providing the period of extended leave – vacation/ travel:

\_\_\_\_\_

Conditions applicable to providing the period of extended leave – vacation/ travel:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It has been explained to the parent of the above mentioned student/s that they are responsible for his/ her supervision during the period of extended leave.

The parent acknowledges 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: \_\_\_\_\_ Principal signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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