



Bellfield College Travel Policy & Short Term Leave

Rationale:

The College Board celebrates and supports the diversity of culture and religious practices of each family in the College. The Management and staff at Bellfield always seek to support families and the goals that they have for their children.

Unfortunately, there are times that this support compromises the College and the education of students as they miss out on access to education when not attending school. Research supports that students learn more when they are receiving lessons directly from a teacher.

The Minister of Education also requires school Boards and Principals to ensure a students' right to education is not compromised and support the attendance of students to school. Any leave beyond the usual sick days are required to be approved by the College Principal as they are required to provide knowledge of the whereabouts of a student in the interest of their safety and well-being.

Policy:

To ensure that our students are accessing the curriculum and are not jeopardised with falling behind in their learning, students in grades K-10 are permitted to take extended leave for travel for up to 10 school days per calendar school year. This is the maximum number of days allowed and is not negotiable. This application is not required if all the travel falls within the holiday period.

Students in years 11 and 12 are not permitted to miss any school days for travel and applications for students in these grades will not be considered.

Any student who misses more than two consecutive weeks from school will be deemed as breaching the school travel policy and will not be permitted to continue their schooling at the College. This also applies to students in years 11 and 12. Therefore, if parents wish to plan family holidays either interstate or overseas, please do so in the school holiday period. Approval for leave for students K-10 must be sought **BEFORE** confirming and paying for flights or accommodation as these factors will not be considered in the approval process.

If a student is absent for serious medical reasons, a medical certificate will be required. Please note, that medical certificates will only be approved from an accredited Australian medical practitioner.

Procedure:

If a family requires an application for leave, they must:

- 1) Contact the enrolments officer for an application form (Appendix A)
- 2) The application form must be completed, signed and submitted no less than 4 weeks prior to the travel date. The College acknowledges that emergencies may arise, however we cannot guarantee that leave will be approved if short notice is provided as the College is required to undertake due diligence when assessing an application.

- 3) Once the application is received, it will be assessed using the following criteria:
- a) School fees are required paid in full **PRIOR** to the leave commencing.
Should a family travel before finalising their account, their child's/ren's enrolment at the College will be terminated for breach of College policy and their place will be offered to the next student on the waiting list.
 - b) Students are only permitted to take 10 school days leave per school year. Should the leave exceed the 10 days, the enrolment of the student will be terminated, and they will need to enrol in another school.
 - * Students who withdraw and enrol in another school will not be permitted to re-enrol at Bellfield.
 - * It is the responsibility of parents to ensure that adequate planning has been made to factor in any unexpected or unforeseen circumstances. If the child's absence extends beyond the approved date, the terms and conditions of the leave still apply and students will be required to repeat their current grade the following year, which will be subject to an available place in that class. This requirement is irrespective of any changes to flight dates or changes to quarantine / isolation requirements.
- 4) Following assessment of the application, parents will receive formal letter of approval or denial of leave. If leave is approved, the students will be placed on a register whereby their attendance will be monitored for that year as they may not be entitled to take any further leave that year. The approval is based on the application provided. Any changes to travel dates will require a new application.
- 5) If leave is approved, parents will be required to sign the agreement in the approval letter and return it to the College Prior to travel. If this agreement is not received Prior to travel, the approval will be withdrawn, the student marked as an unknown absence from school and may be reported to the Department of Education.
- 6) Any family that extends their travel after leaving is required to notify the College of any extension in writing as the College is required by law to ensure students are in attendance at school. Any unknown or unaccounted absences require the school to report student absences to the Department of Education who will then follow up the matter directly with you.
- 7) Any family not seeking approval for leave from the College **PRIOR** to travelling will be reported to the NSW Department of Education as this is a mandatory legal requirement. They will also be deemed as breaching the College policy and their enrolment will be terminated.

Please complete the application overleaf.

¹ Updated 28th March 2022

- Removed requirement to repeat grade
- Added Appendix A: Application for extended leave
- Specified students K-10. Included no travel for students in years 11 & 12

Appendix A:

Application for Extended Leave – Vacation/Travel

NOTE: PART A is to be **completed by the student’s parents** and returned to College Principal at least 2 weeks **before** the child’s departure date.

PART A: STUDENT DETAILS (For students in grades K-10 ONLY)

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

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	SRN

Student’s current residential address: _____

Postcode: _____

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

Date of prior exemption/extended leave: From: ____/____/____ to ____/____/____

Number of school days: _____

Copy of Certification of Exemption/Extended Leave –

Tickets / Itinerary 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 Approval 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 and no extensions will be accepted or granted.
 - The provided period of extended leave is subject to the conditions listed in the school Travel Policy.
 - The period of extended leave will count towards my child's absences from school
- a) I understand that the 10 days approved are irrespective of any changes to flight dates or changes to quarantine / isolation requirements. It is the responsibility of parents to ensure that adequate planning has been made to factor in any unexpected or unforeseen circumstances. If the child's absence extends beyond this date, they will be required to find another school. Please note your child is only permitted 10 school days leave per school year and will therefore not be permitted to take any further leave in 2022.

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: _____

Signature of Parent/s: _____ Date: _____

PART B: TO BE COMPLETED BY THE PRINCIPAL (or delegate)

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

Yes No

Please provide more detail here (if required):

Principal's (or delegates) Name (please print): _____ Telephone Number: _____

Signature of Principal: _____ Date: ____ / ____ / ____

Letter advising outcome sent to parents with a copy Yes No Retained in File

Date: ____ / ____ / ____

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

Office Use Only

1. Date Form Received : _____
2. Method Of Form Received : _____
3. Date Form Sent For Approval : _____
4. Date Of Approval : _____
5. Fees Up To Date ; _____
6. Date Of Letter Sent To Parents : _____
7. Letter Signed Date : _____
8. Sentral Updated : _____
9. Short Term Leave Summary Updated : _____