Changes to Extended Leave Policy regarding Family Holidays/Travel

The Minister for Education has approved changes to the way leave is recorded by schools.

Under the changes, family holidays and travel are no longer considered under the Exemption from School-Procedures. Travel outside of vacation period is now recorded as an absence.

Parents are encouraged to travel or holiday with their son(s) during school vacation periods.

College Policy

Where permission sought is for **less than 10 days** during the school term, the following procedures need to apply:

1) A letter must be sent to the Principal’s office to explain the absence at least 3 days before the requested leave.
2) If the Principal believes the absence is not in the student’s best interest, then the absence will be unjustified.
3) If the Principal accepts the reasons then the absence will be recorded as leave.

When permission sought is for **10 days or more** during the school term, the following procedures need to apply:

1) An application for Extended Leave – Travel Form must be completed and returned to the Principal’s office at least 2 weeks before the requested leave. The form can be obtained from the Principal’s office or [www.edmundricecollege.nsw.edu.au](http://www.edmundricecollege.nsw.edu.au)
2) If the Principal believes the absence is not in the student’s best interest, then the absence will be unjustified.
3) If the Principal accepts the Application, a Certificate of Extended Leave – Travel will be issued. The absence will be recorded as Leave.