



# Tyndale

## CHRISTIAN SCHOOL

The Association for Christian Education of Blacktown Ltd ABN 51 000 391 186

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CRICOS 02273C

## Application for Leave Form

### For Holidays or Travel during School Terms

**PLEASE COMPLETE ONE FORM PER STUDENT. FORM MUST BE SUBMITTED A MINIMUM OF TWO WEEKS PRIOR TO LEAVE DATE**

### PART A - STUDENT DETAILS

To be completed by the Parent / Carer of the student

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

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

Student's Address: \_\_\_\_\_

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

School Name: \_\_\_\_\_

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

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

### REASON FOR APPLICATION FOR LEAVE

Please provide more detail about the reason for the application for leave below:

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**PLEASE NOTE:** *The Department of Education & Communities (as part of the implementation of the National Standards), states that holidays or travel taken by students outside of designated school holiday periods will now be included as an absence. However you are still required to submit an Application for Leave. If you choose to withdraw your child(ren) from attendance at school for holidays or travel taken outside of designated school holiday periods, they will be marked on the school roll as an 'unapproved absence'.*

## PART B - PARENT / CARER DETAILS

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

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

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

Telephone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

*As the Parent/Carer of the above mentioned student, I hereby understand that if the leave is granted:*

- *I am responsible for his/her supervision during the period of leave*
- *I am responsible for ensuring my child collects and completes any classwork that has been missed*
- *the leave is limited to the period indicated*

*I declare the information provided in this application for leave during the school term 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.*

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

**PLEASE NOTE:** Your Application for Leave is pending a decision by the Principal. Please be aware that it is on the condition that you have clearly demonstrated that leave is in the student's best educational interests in the short and long term and that alternatives to leave have been considered. The Principal has the discretion to accept or not accept your explanation and in both circumstances will communicate with you about his decision.

## PRIVACY STATEMENT

*Tyndale Christian School is subject to the Privacy and Personal Information Protection Act 1998. The information that you provide will be used to process your child's application for an exemption from the requirement to attend school. It will only be used or disclosed for the following purposes:*

- *general student administration relating to the education and welfare of the student;*
- *communication with students and parents;*
- *to ensure the health, safety and welfare of students, staff and visitors to the School;*
- *State and National reporting purposes; and*
- *for any other purpose required by law.*

*The information will be stored securely. You may access or correct any personal information by contacting the School. If you have a concern or complaint about the way your personal information has been collected, used, or disclosed, you should contact the School.*