Application to Travel Overseas Framework

DEC Policy Ref: PD 20050259

Travelling overseas involving long periods of absence from school

What this means at Liverpool Girls’ High School.

If you are away from school for long periods of time you need to be aware of the following consequences. School operates as normal during the regular school terms of each year. School holiday periods are set by the Department of Education and Communities and there is an expectation under the Education Act of 1990 that all children up to the age of 17 years be in school during school terms.

Students are expected by the NSW Board of Studies, Teaching and Educational Standards (BOSTES) to complete their studies based on Syllabuses for each subject and course, which form the basis for learning instruction. Students are expected to achieve all course outcomes for each stage of schooling. Each stage of schooling has a particular time period which needs to be met to achieve course outcomes.

Only under exceptional circumstances should you consider travelling during assessment and examination periods.

If you are absent for long periods of time, be aware that …

- you will miss much class work, instruction and learning tasks to assist in your understanding of course content, skills and understanding, necessary for you to complete assessment tasks and future learning tasks. Prior learning is vital to complete essential learning in each course;
- attendance (as per school policy) that is below 85% will mean that you will severely jeopardise the award of the Year of study or the credential that you are working towards as you have not met the school requirements for the award;
- assessment schedules and submission of tasks still apply if you are absent from school;
- it is up to you to make arrangements with your class teachers to take with you a work schedule for each subject studied and assessment task information
- each student is provided with the DEC portal and email to assist you with your study. This is to be used through the internet to send work to teachers though DEC emails. All due assessment tasks will be sent by the due date via the email to your class teacher;
- failure to meet deadlines for assessment tasks and work tasks due will follow the usual school procedures for ‘N Award’ Warnings. Students are expected to redeem their warning by the due date otherwise they may face being awarded an ‘N Determination’ for that subject;
- being overseas is no excuse for not following course outlines, assessment schedules and non-completion of work and will not be accepted as an excuse; and
- failure to comply with the above conditions may mean that you may have to repeat the year, be ‘N Determined’ for the subject of work that is not submitted and completed, or lose your place and have to reapply for re-enrolment the following year.
Application to Travel Overseas

Family Name: ______________________________
First Name: _______________________________

Student Registration Number: ____________________________
Roll Class: ___________________

Dates of Travel
From:_______________________
To:_______________________

Times Away From School
____________________ weeks
______________________ days

Destination: _______________________________________________________________________

What to do:

☐ This form must be signed off by ALL of your teachers and work must be assigned for the period of absence.
☐ You need to ensure that you have your teachers DEC email addresses so that work can be sent through to your teacher to meet assignment deadlines.
☐ This form, along with a copy of your tickets and itinerary for your trip must be handed to the office TWO WEEKS BEFORE you leave.

Teacher Sign Off:

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You must understand that the school operated as normal whilst the student is overseas. There is an expectation that students who travel away must complete ALL work tasks and assignments and have an obligation to continue with their studies. ‘N Award’ processes for non-completed work applies for ALL students who miss assignment deadlines. Students who travel overseas should communicate with their teachers and submit their work via the student portal email that can be accessed anywhere in the world through the internet. Being overseas is not an excuse for work not being completed and will not be accepted as a reason for work not done.

I understand the conditions of travelling overseas and the impact this may have on the award of and completion of the Year at school and Board of Studies, Teaching and Educational Standards (BOSTES) Requirements. The conditions of travel given by the school to travel overseas in relation to the completion of school is understood and indicated by the signatures below.

__________________________________________________________________________

________________________________________  ________________________________
Student’s Name                  Parent’s Signature  Deputy’s Signature

________________________________________  ________________________________
Student’s Signature                  Date                     Date

Office Use:
☐ SENTRAL Broadcast - ☐ Reporting ☐ Deputy ☐ Ms Duke ☐ Year Advisor ☐ Head teacher Welfare ☐ Roll Call Teacher
☐ Teachers Listed above
☐ Copy of Ticket and Exemption from School form.
Application for Exemption from Attendance at School

NOTE: PART A is to be completed by the student’s parent and returned to their child’s school principal. If exemption is sought for more than one student, separate applications must be made for each student.

PART A STUDENT DETAILS
Family name: ___________________________ Given name(s): ___________________________

Age: __________ Date of birth: ___(dd) / ___(mm) / ___(year)

Student Registration Number (SRN): ___________________________

Student’s address: __________________________________________

_________________________________________________________ Postcode: _________

School name: ___________________________

Dates of exemption applied for: ___/___/___ to ___/___/___

Number of School Days: _________

REASON FOR APPLICATION FOR EXEMPTION (Please tick ☐)

Exceptional domestic circumstances ☐

Other exceptional circumstance ☐

Direction under section 42D of the Public Health Act 1991 ☐

Employment in entertainment industry / participation in elite sporting event ☐ including for short periods of time i.e. for one or two days, and at short notice

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: _____ / ____ / ____

PRIVACY STATEMENT

The Department of Education and Training 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 enrol at and/or 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
- 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.
PART B
To be completed by the principal of the school where the exemption period requested exceeds 100 school days and forwarded to the Regional Director for approval.

I recommend that this application from attendance at school is (Please tick one box):  
- Granted  
- Not granted

Please provide more detail here (if required):

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Principal’s name (please print): ______________________ Telephone number: __________
Signature of principal: ________________________________
Date: _____ / _____ / _____

Note: Please complete the Certificate of Exemption from Attendance at School if exemption is granted (Refer to Appendix 3.5).