

# EXTENDED LEAVE POLICY STUDENTS

This form is to be used by families whose children will be absent from school for extended periods (3 days or more) for family holidays or for activities approved under the Education Act 2016.

Leave for approved activities will be recorded as authorised.

Leave for unapproved activities (family holidays, travel) will be recorded as unauthorised.



LAUNCESTON  
CHRISTIAN  
SCHOOL

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# Extended Leave Policy - Students

*This 'Extended Leave Policy – Students' is to provide clear guidelines to parents who are seeking to withdraw their children from school for a planned extended period.*

## KEY PRINCIPLES

The Christian school is a community in the Biblical sense. Covenant, not contract builds community in the Christian school. ... Trust and cooperation characterise student, staff and community relationships. The principle of community - Christian love in action - means worshipping, sharing, encouraging and celebrating with Christian joy and hope (Launceston Christian School - Educational Purpose Statement - point 10).

## SHARED UNDERSTANDING

As a community we value the partnership we have with parents, students and families. Events and celebrations are an important part of building family culture. Times of travel to build and grow family culture can be used in particular contexts.

## LEGAL FRAMEWORK

The introduction of the Tasmanian Education Act 2016 introduced some important changes to the way schools must record absences. Basically there are two categories, authorised and unauthorised. From 2018 the Principal no longer has discretion to approve leave for family holidays/ as an 'authorised' absence. Parents or applicants may apply for leave for family holidays, travel or activities approved under the Education Act 2016, but any leave will be considered and marked as unauthorised, to comply with the Ministerial Instruction No. 4. This provision in the Act and the Ministerial Instructions requires that, in circumstances of leave for family holidays, travel or activities approved under the Education Act 2016, arrangements for learning be discussed with the school and approved by the Principal.

In the case of unauthorised leave, LCS students and parents can keep up to date with the student's learning program, including assessment tasks, on each of the student's subject class pages on The Hub. They will be required to take the relevant text books needed in order to do this for the duration of the unauthorised leave period. Parents are reminded that The Hub does not function as a replacement teacher; however, course content and other important information can be accessed through it. Teachers will not provide extra work for students absent due to unauthorised leave.

In the case of unauthorised leave, it is the family's responsibility to ensure that the student keeps up to date with their course work.

Principals need to strictly adhere to the delegations, processes and conditions outlined in the Tasmanian Education Act 2016 in order to comply and avoid any penalties.

## LAUNCESTON CHRISTIAN SCHOOL CONTEXT AND APPLICATION

An application for *Extended Leave* is required to ensure that all leave granted for family holidays or for activities approved under the Education Act 2016, has been considered in response to the recent changes outlined in the Tasmanian Education Act 2016. It is good practice to request documentation from the parent or applicant for any period and especially so for extended periods of over 3 days. This may include an itinerary or e-ticket. The maximum period that a parent may request leave for a student is one year. Leave longer than one year will be considered a withdrawal of enrolment and students may be placed on an Application Register for future class placements. Full school fees will remain payable for the period of leave unless a discount is allowable and granted in accordance with the LCS Fee Schedule Policy. If arrangements have been made for learning to continue and the principal accepts the reason and agrees to grant a period of leave to the student, then they are required to complete a *Certificate of Extended Leave* and an 'A' for the given period will be recorded on the school's register. The parent or applicant should be issued with the original Certificate of Extended Leave and a copy of the Certificate and the Application should be kept on the student's file.

The process for considering any application for family travel, or activities approved under the Education Act 2016 is:

- Whether it is in the best interest of the child for them to be exempt from attendance or enrolment. There should be significant consideration as to whether there are any welfare or child protection concerns relating to the child and whether any period of exemption will negatively impact on the child's learning, developmental or social progress.
- Discussions about plans for continued learning are considered
- Arrange for the parent to complete parental application
- Complete the Certificate for Extended Leave for the parent if the application is supported.
- Give the original Certificate to the parent
- Keep a copy of the Application and a copy of the Certificate on the student's file.

# Application for Extended Leave



**NOTE: PARTS A, B and C** are to be **completed by the student's parent** and returned to the Principal.

## PART A: STUDENT DETAILS

Please complete table below with details of all students at this school associated with the period of .

FAMILY NAME	GIVEN NAME	DOB	AGE	CLASS	Enrolment Register Number

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

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

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

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

Reason for leave (including why this leave is occurring in school time):

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

## PART B: PREVIOUS EXTENDED LEAVE - :

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

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

Certificate of prior Extended Leave - attached (Please tick): Yes ☐ No ☐

# Application for Extended Leave



## PART C: PARENT DETAILS

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* and understand my child will be granted a period of extended leave upon approval by the Principal of the reason provided.

I understand that if the application is approved:

- I am responsible for his/her supervision during the period of extended leave
- The approved period of extended leave is limited to the period indicated
- The approved period of extended leave is subject to the conditions listed on the Certificate of Extended Leave
- Periods of extended leave recorded as unauthorized 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* may result in the provided period of extended leave being cancelled.

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

## PART D: TO BE COMPLETED BY THE HEAD OF SCHOOL

I accept this *Application for Extended Leave* (Please tick one box ☐):

Yes ☐ No ☐

Under the Tasmanian Education Act 2016 this leave is ☐ Authorised ☐ Unauthorised  
(Please tick one box ☐):

Please provide more detail here (if required):

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Head of School (please print): \_\_\_\_\_ Telephone number: \_\_\_\_\_

Signature of Head of School: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Note: Please complete the Certificate of Extended Leave if requested leave is approved.**

The original certificate is to be given to the parent, with a copy kept on the student file.

# Certificate of Extended Leave –



The student/s whose details appear below has/have been provided a period of extended leave from school

*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 :

FAMILY NAME	GIVEN NAME	DOB	AGE	CLASS	Enrolment ISN Number

Student address:

Postcode:

School name: Launceston Christian School

School telephone: 03 6327 2854

Dates of extended leave: From:

Number of school days:

Reason for providing the period of extended leave:

Conditions applicable to providing the period of extended leave:

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

It has been explained to the parent that the period of extended leave is limited to the period indicated and the parent has acknowledged that the provided period of extended leave is subject to the conditions listed.

Principal name: \_\_\_\_\_ Principal signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Under the Tasmanian Education Act 2016 this leave is ☐ Authorised ☐ Unauthorised

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