



Dear Parents,

**RE: Holidays/Leave taken during school term**

As I am sure you appreciate, attendance at school is vital. Children who are absent from school do miss educational experiences and, in some cases, can fall behind in their learning.

If you cannot avoid going away for a period during the school term you should complete the below '**Application of extended leave**' form. This form can be found on school stream or you may complete the below and return to the school office [bronte-p.school@det.nsw.edu.au](mailto:bronte-p.school@det.nsw.edu.au), during school hours.

Please note there are three pages to this form. All three pages even the duplicate '**Certificate of extended leave**' must be completed and returned to the office. Please include copies of travel documentation to support this application.

Once your application has been reviewed and accepted, your child will be given the certificate of extended leave form, please note this form should be accessible during your travels.

Please contact your child's teacher to discuss their needs and obtain any recommended resources to take on your travel. We recommend that your child keeps a written/visual journal of their travels and continue to read regularly.

We thank you for your cooperation.

Catherine Ryan  
Principal