



TRAVEL/VACATION during School Term

Families are encouraged to travel or holiday during school holidays. However, we all recognise that is not always possible, and so we ask you to speak to the school principal, Mr Boyd Allen, when planning the holiday.

The process includes

- [Download the form here](#) or on the website (or it can be provided to you at the admin office).
- This form is an **Application** for taking children out of school for travel/vacation purposes.
- The form will ask you to provide supporting documentation for the travel.
- At times it may be helpful for you to make an appointment to see Boyd Allen (Principal) to provide explanations etc.
- Boyd has a duty to review each application and determine whether he is able to approve it.
- If the Application is approved, you will be provided with a signed **Certificate** which you may be asked to produce by attendance officials or police, while you are travelling.
- If the Application is not approved we will call you and also provide the response in writing

Links with further information:

<http://www.schools.nsw.edu.au/studentsupport/programs/attendance.php>

see 'Family Holidays and Travel'

Thank you for your attention to this matter, we appreciate the time it takes to digest the information.

If you have any questions please feel free to contact heather.malone@hunterchristian.nsw.edu.au or boyd.allen@hunterchristian.nsw.edu.au by email or phone and ask to speak with Boyd or myself to assist you further.

Heather Malone

Enrolment Support Services