



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Extended Absence

Version 1.0 | January 2025

The attendance record previously known as “Extended Leave”, is now referred to as Extended Absence, and there have been some changes to the process.

1. Notification Requirements

Parents who wish for their child to take an extended absence from school for more than five days due to one of the following reasons must provide reasonable advance notice to the school:

- Misadventure or unforeseen events
- Participation in special events not related to the school
- Domestic necessity (e.g., serious illness of an immediate family member)
- Attendance at funerals
- Travel within Australia or overseas
- Participation in recognised religious festivals or ceremonial occasions

To notify the school, parents must complete a **Notification of Extended Absence** form and submit it to the Principal.

2. Travel-Related Absences

If the extended absence is for the purpose of travel, parents must submit the Notification of Extended Absence form along with relevant travel documentation. This documentation should include:

- The intended dates of travel
- The locations of travel
- The purpose of the travel
- The reasons for undertaking the travel outside the school holiday period

3. Acknowledgement of Extended Absence

After reviewing the submitted form, the school will issue an **Acknowledgement of Extended Absence** to the parent. This acknowledgment will be provided regardless of whether the Principal accepts or does not accept the explanation for the absence. It may also outline specific matters related to the student's learning and wellbeing that have been agreed upon with the parent.

4. Absence Recording

If the extended absence is accepted, the absence will be recorded as an explained absence.

If the extended absence is **not** accepted, the absence will be recorded as an unjustified absence.