At Umina Beach Public School, we reinforce the importance of students attending school every day, which ensures consistent learning, fosters social development, and increases engagement for our students. We encourage families to prioritise attendance and schedule appointments and/or holidays outside of school hours to support their child's academic success and overall well-being. Where circumstances arise where families are unable to schedule travel during holiday times, whether due to family commitments, travel opportunities, or the need to support loved ones, our goal is to ensure that every family feels valued and supported in their unique situation. While respecting the diverse needs of our school community, we must remind parents of guidelines and conditions related to extended leave.

**Extended Travel Leave Guidelines:**

* For trips longer than three days, an **Extended Leave Form** must be completed **2 weeks prior** to the trip.

**Considerations for parents and carers who may be planning extended holiday travel:**

* Whilst your child’s leave may be approved and documented, holiday travel in school time is recorded as an **unjustified** explanation, in line with department definitions of attendance and absence classifications. As such, holiday absences are included on the end-of-semester reports. In general, only absences due to illness or family emergencies are marked as justified.
* Extended absences due will impact your child’s continuity of learning, which may have a negative impact on their overall learning progress. Your child may miss significant amounts of content, including new concepts, skills, and activities.
* The volume of missed learning opportunities may be overwhelming for your child when they return to school after a holiday. Socially, your child may also need additional time to adjust back to the classroom environment.
* Whilst your child is on holiday, work cannot be provided by the school. If you would like your child to complete academic activities while travelling, it will be at parent discretion to source appropriate materials.

For any questions or further assistance, please contact the school office. Thank you for your understanding and cooperation!

**Umina Beach Public School**  
**0243 411630**

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