

**APPLICATION FORM**  
**Absence of leave from school**

**Parent details:**

Name :  
Address :  
Postcode - City/Town :  
Phone No. :

**I hereby apply for a leave of absence for:**

|               |                |        |
|---------------|----------------|--------|
| Child's name: | Date of birth: | Group: |
| Child's name: | Date of birth: | Group: |
| Child's name: | Date of birth: | Group: |
| Child's name: | Date of birth: | Group: |

**For what date are you requesting leave?**

**From** ...-.....-..... **to**...-.....-.....

**Number of school days: .....**

**Siblings at other schools**

Have you also applied for leave for any brothers/sisters at another school for the same date? If so, please complete the following section so that we can coordinate with the other school:

|               |                |         |
|---------------|----------------|---------|
| Child's name: | Date of birth: | School: |
| Child's name: | Date of birth: | School: |
| Child's name: | Date of birth: | School: |

I am requesting leave for the following **reason**:

**Religion or belief**

*Parents/guardians can apply for an absence of leave from school if their child has to fulfill duties arising from religion or belief during school hours. Examples include Eid al-Fitr and Eid Al-Adha.*

**Other exceptional circumstances**

*There are two categories of leave from school for exceptional circumstances: 10 school days or less, and more than 10 school days. The main difference is who can decide whether to grant the leave. In the first case, the head teacher decides. In the second case, the attendance officer decides.*

**I am requesting a leave of absence for the following reason: (Tick what applies)**

- Relocation, up to 1 day.
- Legal obligation, insofar as this cannot be done outside school hours.
- Wedding of 1st, 2nd or 3rd degree relatives: same city/town - up to 1 day; other city/town in the Netherlands - up to 2 days; abroad up to 5 days.
- Parents' or grandparents' 12.5th, 25th, 40th, 50th, and 60th wedding anniversary: up to 1 day.
- Parents' or grandparents' 25th, 40th, 50th work anniversary: up to 1 day.
- Serious illness of parents or 1st, 2nd or 3rd degree relatives.

- Bereavement, 1st degree relatives: up to 4 days.
- Bereavement, 2nd degree relatives: up to 2 days.
- Bereavement, 3rd or 4th degree relatives: up to 1 day.
- Medical or social indications. Please submit a doctor's note or other statement explaining that the leave is necessary.
- If the pupil or a family member falls ill on holiday and is therefore unable to return as planned, please provide a doctor's note from the holiday country stating the duration, nature and severity of the illness.
- Other exceptional circumstances (force majeure), e.g.: (*Enter reason*)
  - childbirth (mother/carer),
  - emergencies, e.g. fire (always in consultation with the head teacher).
  - .....
  - .....

The following situations are not 'exceptional circumstances':

- Family visits abroad.
- Off-season holidays or holiday deals.
- Holidays on school days due to a lack of other booking options.
- An invitation from family/friends to go on holiday outside the normal school holidays.
- Earlier departure or later return due to heavy traffic/busy flights/etc..
- Leave because a child's siblings have a day off.

**Holidays**

*If either parent has a profession or business that makes it impossible to go on holiday for up to 2 consecutive weeks during the 'normal' school holidays, parents may apply for holiday leave.*

To qualify for this leave, the following rules apply:

- Parents/carers should address the application to the school management.
- Parents/carers must be able to prove that they are unable to go on a family holiday for 2 consecutive weeks in any of the school holidays.
- Parents/carers must be able to prove that they can only earn the majority of their income during the normal school holidays. Case law has shown that an original accountant's statement has been accepted as proof in the past.
- Parents/carers may need to submit an employer's statement with their application.
- The head teacher may only grant pupils holiday leave once per school year.
- Holiday leave may not exceed 10 consecutive school days.
- The leave period must not fall in the first two weeks of the school year.

**IMPORTANT:**

- Leave applications are always assessed on their individual merits. Please submit this application form to the head teacher as soon as possibly (preferably with at least 8 weeks' notice).
- Please provide supporting documents with this form.
- You can appeal the head teacher's decision in writing to School Management.

***This form has been completed truthfully.***

Date of application: .....-.....-..... Signed (applicant):

Leave: **granted/rejected** (delete as appropriate).

Reason why leave was granted/rejected: .....

Date of decision: .....-.....-..... Signed (head teacher):