

Leave of Absence request

Guidelines for leave of absence and extensions outside designated school vacation periods

1. Extra leave request

The Dutch Compulsory Education Law (Leerplichtwet) 1969 (LPW 1969) states that a request for a leave of absence must be submitted in writing to the Head of School a minimum of 6-8 weeks in advance.

In accordance with Article 14 (LPW), the school Director can grant requests of leave of absence up to a maximum of ten (10) school days.

Requests for leave of absence exceeding ten (10) days must be submitted to the Truancy Office (Bureau Leerplicht Plus).

The Head of School is legally obliged to report any student who is absent from school without permission to the Truancy Office. Please note: when asking for an extension, written declarations and / or supporting documents are mandatory.

2. Extra Vacation leave request (Article 13a)

Parents of school-age children must adhere to the designated school vacation periods. The school Director must receive written evidence from the employer that the specific nature of one of the parent's profession does not make it possible for a joint vacation of two consecutive weeks within the designated school vacation period.

This type of leave can only be granted:

- Once per school year.
- For a maximum of two consecutive weeks per school year.
- Should not fall in the first two weeks of the schoolyear.

3. Religious observance

If a student requires this type of leave, the parent/guardian should provide written notice to the Head of School at least two (2) days in advance.

A list of the officially sanctioned Religious Festival Days for the current academic year is available on the Bureau Leerplicht Plus website:

<http://www.amsterdam.nl/onderwijs-jeugd/leerplicht> or from the School Administration Office.

4. Exceptional circumstances

Only in cases of absolute emergency is it possible to request leave of absence retrospectively. Written evidence must be submitted within two (2) school days after the period of absence.

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The following are examples of exceptional circumstances:

- To comply with legal obligations which can only take place during school hours.
- To attend wedding of blood relative or extended family member - **within The Netherlands** (maximum 2 school days) - **outside The Netherlands** (maximum of 5 school days).
- Serious life-threatening illness of blood relative or 1st/2nd family member.
- Death of blood relative or 1st/2nd family member.

The following are examples of exceptional circumstances which **will not** be considered valid:

- Visit of family or friends from other countries or from country of origin.
- Travel arrangements made to take advantage of low season travel discounts.
- Earlier departure or return travel arrangements to avoid peak travel times.
- Activities of associations such as scouting or sports camps. Other children in the family are on different vacation periods.
- Sabbatical leave.

To be completed by parents / guardians

Please attach relevant supporting documentation e.g. employer's declaration, doctor's certificate.

Name student/students: _____

Date of birth: _____

Group: _____

Absence begins on: DAY MONTH - YEAR -

Date of return to school: DAY - MONTH - YEAR -

Total number of days requested: (Not to exceed 10 days, see guidelines)

Reason for leave of absence / extension:

Name of legal guardian: _____ Email: _____

Address: _____

Postcode: _____ City: _____

Home telephone: _____ Mobile: _____

Signature of legal guardian: _____

Date: _____ Location: _____

To be completed by School Director: Approved Denied

Reason:

Signature School Director: _____

Date: _____ Location: _____