

## REQUEST FOR STUDENT LEAVE OR ABSENCE

Family ..... (name) requests following absence:

Date absence:

• from ..... (day & date) until ..... (day & date)

**or**

• on ..... (day & date) from hour ..... until hour .....

Name student: ..... Group: ..... Date of birth: .....

Name student: ..... Group: ..... Date of birth: .....

Name student: ..... Group: ..... Date of birth: .....

Name student: ..... Group: ..... Date of birth: .....

Reason for request: .....

.....

For medical urgency: added written doctor's statement ☐ yes ☐ no

Full name parent 1: .....

Full name parent 2: .....

Date: .....

Signature parent 1: ..... Signature parent 2: .....

---

Received and seen by the principal on: .....

• Number of days/hours of absence:

☐ Not yet of school age: .....

☐ Authorised absence: Days ..... / Hours .....

☐ Unauthorised absence: Days ..... / Hours .....

Signature principal: .....

# School Absence Authorised - Unauthorised

Our school is regularly inspected on its compliance to Dutch education regulations, including student absence policy. The education inspector has access to our absence administration and in the progress reports the number of days the children have been absent is recorded.

Parents are to complete and submit the absence request form to the school administration at least two school days prior to their child(ren)'s absence. Management will sign off on the form and will indicate whether the absence is considered authorised or unauthorised. The form is then returned to the parents via their child. A copy of the form is kept with the student file(s) in ParnasSys.

In addition, we urgently request parents to schedule any non-urgent medical appointment outside of school hours. You will surely understand the benefits for both child and teacher of not missing any classes. Indirectly this also benefits the other students, because there will be no necessity for the teacher to reschedule crucial tests or instruction time.

It is also evident that it is in your child(ren)'s interest to book your holidays in designated holiday periods instead of outside of these weeks or days. Activities like Sinterklaas, Christmas, Easter, Sports Day and King's Day are also considered as an essential part of our curriculum.

Should a student have to miss out on any classes unexpectedly, due to an urgent reason like illness, parents are requested to inform us by telephone between 8:15 am – 8:30 am.

The absence form and the progress report indicate whether the absence is considered authorised or unauthorised.

- **Absence is considered authorised in case of:**

- Attending weddings, deaths, wedding or employment anniversaries
  - Exclusively for 1st and 2d degree relations
- Relocation of the family
- With a maximum of once per year: extracurricular leave when parents' profession does not allow holidays in the regular holiday period.

Conditions for extracurricular leave outside of holiday period:

- It is a family holiday
- Your or your partner's employment does not allow holidays in the regular holiday period
- The holiday is not planned in the first two weeks after the end of the summer break
- The holiday does not exceed 10 school days

Each application for an extracurricular holiday will be considered individually.

- Passport and identity card application at the embassy
- Medical urgency: based on a written doctor's emergency statement. Please add this form to the leave request.

- **Absence is considered unauthorised in case of:**

All other situations, including having an extra day of holiday or a long holiday weekend, having foreign guests, non-urgent medical or dental appointments, visits to the Ministry of Manpower and/or Immigration & Checkpoints Authority (both organisations allow appointments outside of school hours), etc.