

## REQUEST FOR SPECIAL LEAVE OF ABSENCE

Amersfoort International School is subject to the Dutch Ministry of Education regulations concerning special leaves of absence. Dutch regulations are very strict when it comes to school attendance. Please be aware, when children reach the age of 5, they are required by law to attend school every school day. This means that you cannot take your child out of school outside of regular school holidays.

If you are unable to travel during the school holidays because of work or other reasons, you may be eligible for an exemption. In these cases, you are required to ask the Head of the School for special permission. This request can be made once a year and must not exceed 10 school days.

### EXEMPTIONS

- Your job makes it impossible for you to take leave during the school holidays due to the fact that your work is seasonal or has its busiest time during the scheduled school holidays
- Legal obligations
- Serious illness of a close relative
- Important or exceptional circumstances, such as moving house, weddings, special anniversaries or death of a relative. Absence for such reasons will be permitted for one to two days, and in special circumstances will not exceed five days
- Note: permission for special leave will not be granted during the first two weeks or last two weeks of the school year
- You may be asked to provide evidence of extenuating circumstances

### NOT PERMITTED

- Family visits to the Netherlands
- Visits to family outside of the Netherlands
- Holidays at non-peak travel times
- Sport competitions
- Birthdays and other celebrations



**REQUESTING PERMISSION**

To request permission for special leave, you must fill out the following form. This form must be submitted to the school for review two weeks prior to your proposed departure date and will be subject to approval.

**REQUEST FOR SPECIAL LEAVE FORM**

Student(s) name:

- 1. \_\_\_\_\_ PYP \_\_\_\_\_
- 2. \_\_\_\_\_ PYP \_\_\_\_\_
- 3. \_\_\_\_\_ PYP \_\_\_\_\_
- 4. \_\_\_\_\_ PYP \_\_\_\_\_

Requested dates for special leave:

First day of absence: \_\_\_\_\_  
Return to school date: \_\_\_\_\_

Reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent/guardian name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of School signature of approval: \_\_\_\_\_

Date: \_\_\_\_\_

