



Special Leave Request - Secondary

This form must be submitted to the Secondary School 3 weeks prior to proposed departure date.

To whom it may concern;
I am requesting Special Leave of Absence for my child(ren)

Name: _____ Year Group: _____

Name: _____ Year Group: _____

Name: _____ Year Group: _____

The absence from school would be for _____ regular school days:
from ____/____/____ until ____/____/____

The reason for this absence during the school term is:

I enclose a copy of the relevant documents related to the request.

Please indicate if there is a sibling form submitted for Primary School.

Name of Sibling: _____ Class: _____

Name of Sibling: _____ Class: _____

The European School The Hague is bound to Dutch rules and regulations concerning Special Leave. We only allow Special Leave for a limited number of reasons. The European School The Hague is bound by Dutch law to inform the Compulsory Education Officer of the municipality of The Hague of unauthorized absence(s) of school.

Signature: _____ Name of Parent/Guardian: _____

Date received: ____/____/____ Date decided: ____/____/____

Approved / Denied

Signature: _____ Name of Director: _____

Special Leave Regulations

Requests for Special Leave can only be granted once a school year with a limit of **10** school days and should be in accordance to the following guidelines:

- *All requests should be submitted at least 3 weeks in advance.*
- *Requests should be accompanied by a letter from your employer where necessary.*
- *Requests for leave during the first two weeks of the school year and for early leave before the end of the school year cannot be considered.*
- *Holiday leave for parents whose employer cannot grant leave during any school holidays. In this case, an employer's statement must be submitted.*

Leave may also be granted for other reasons;

- *Leave for legal obligations, for example a visit to the IND (immigration), court appearances, passport applications.*
- *One day leave if the family is moving house.*
- *One day leave for the wedding of close family members (up to the third degree). Additional days may be granted if the wedding is overseas. Please provide the invitation as evidence.*
- *Serious illness of close family relatives (up to the third degree). Please provide a doctor's certificate as evidence.*
- *Death of a family relative (up to the fourth degree). Please provide a funeral card as evidence.*
- *Special wedding or job anniversaries of parents, guardians or grandparents. Please provide the invitation as evidence. Special wedding anniversaries are 60th, 50th, 40th, 25th or 12½ years.*
- *Leave for religious holiday. Requests should be submitted at least two school days in advance. Requests for travel to the home country for this reason cannot be considered.*
- *Leave for compelling circumstances for example, doctor visits, hospitalisation and relocation. For a medical appointment abroad, please provide a doctor's certificate in advance.*

The following circumstances are not valid reasons for approving a Special Leave Request and will not be permitted:

- *Family visits to the Netherlands or outside of the Netherlands.*
- *Holidays at non-peak time.*
- *Early leave or late return due to travel factors, such as avoiding peak periods, fares and timetabling issues.*
- *Sporting or cultural events.*
- *Non availability of suitable flights etc.*

You are encouraged to always provide as much information and documentary proof as possible to support any special leave requests. This will facilitate the evaluation process of your request.

If the period requested exceeds 10 school days, the decision to grant leave is made by the Compulsory Education Officer (Leerplicht Ambtenaar).

If a special leave request is rejected by the school and the child is still taken out of the school, we have a statutory obligation to report this to the Compulsory Education Officer. In almost every case, legal action will be taken by the Compulsory Education Officer.

