

Special Leave Request

Dear Parent/Guardian,

Please complete this form a minimum of 2 weeks before your expected leave. Once completed, please send to admissions@isleiden.nl

ISL complies with all regulations provided by the Dutch Ministry of Education concerning special leave of absence requests.

If you have more than one child in school, please provide a separate form per child.

I would like to request a special leave of absence for:

Name: _____

Class: _____

From (dd/mm/yy): _____

Until: (dd/mm/yy): _____

Reason for request of absence :

Parent/Guardian

Signed: _____ Date: _____

The above request is approved/declined with the following remarks:

Signed (School Principal): _____ Date: _____

Please read the below special leave regulations before submitting your request

SPECIAL LEAVE REGULATIONS

Requests for Special Leave can be granted with a limit of 10 school days per school year and should follow the following guidelines: -

- All applications should be made a minimum of 2 weeks in advance
- Requests should be accompanied by a letter from your employer where necessary
- Requests in the first two weeks of the school year and for early withdrawal before the end of the school year cannot be considered
- If a member of the family becomes sick during a holiday period and requires additional leave, this must be accompanied by a doctor's certificate from the country where the sickness occurred

In addition, leave may also be granted for other reasons, as listed below: -

- Leave for legal obligations, for example a visit to the IND (immigration), court appearance etc. –
- One day leave for religious festivals
- One day leave if a family is moving house
- One day leave for the wedding of close family relatives, additional days may be granted if the wedding is overseas
- Serious illness of close family relatives
- Death of a family relative (up to 4 days)
- Special wedding anniversaries of parents or grandparents (one day)
These anniversaries are: 60th, 50th, 40th, 25th or 12 ½.

The following conditions are not good reasons for leave and in normal circumstances will not be considered:

- Family visits to The Netherlands
- Visits to family outside of The Netherlands
- Holidays at non--peak time
- Early leave or late return because of traffic
- Sporting or cultural events
- Non availability of suitable flights etc

If a Special Leave request is denied by the school and the child is still taken out, ISL has a legal obligation to report this to the Leerplicht Ambtenaar (Attendance officer) and, in almost every case, legal action will be taken.

Submitting this form alone does not count as authorisation



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