

**Leave of absence form**

**Name pupil(s): Group Date of birth**

 **: :**

 **: :**

 **: :**

**Name parent(s) / caregiver(s):**

**Address and phone number:**

**Is/are asking permission for a leave of absence for the following date(s):**

**Reason leave of absence: (see page 2)**

**Signature parent(s) / caregiver(s):**

Undersigned, the principal of Kon-Tiki in Amersfoort, has taken note of the request above and declares that the leave of absence has been:

**🞏 granted 🞏 NOT granted**

**Motivatie:**

 **Amersfoort:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Matthijs Mondria (Principal)
 OR
 Lieke Bovée (Deputy Principal)**

 **Unauthorized absence will be reported to the school attendance officer!**

If you do not agree with this decision, you may, in accordance with the General Administrative Law Act, within 6 weeks of the date of this decision, stating your reasons:

* file a notice of objection with the principal of the school (if the request concerns vacation leave - art. 13a - or weighty circumstances - art. 14 - 10 school days per year or less);
* Submit a notice of objection to the Municipality of Amersfoort, Compulsory Education Officer, PO Box 4000, 3800 EA Amersfoort (if the application relates to weighty circumstances - art. 14 - for more than 10 school days).

See other side for guidelines on granting leave.

**1. Leave for vacation outside regular school vacations (Compulsory Education Act art. 11.f and art. 13.a)**

Leave to go on vacation outside the regular school vacations is in principle not possible, unless the specific nature of the profession of one of the parents makes it impossible to go on vacation during the school vacations. This leave must be requested from the school administration at least two months in advance. This application must be accompanied by an employer's statement showing that leave outside the official school vacations is impossible.

Such leave for vacation may:

- no more than once a year;

- Not exceed 10 school days;

- not take place in the first 2 weeks of the school year.

In the following cases, at least, no additional leave will be given:

- Family visits abroad;

- Cheap tickets in the off-season;

- Because tickets have already been purchased or there are no more tickets in the vacation period;

- Vacation spreading;

- Leave for a child because other children in the family are already or still free;

- Earlier departure or later return due to traffic congestion;

- Traveling together/in convoy through troubled areas;

- Crown years;

- Sabbatical;

- World trip/distant travel.

See also further at 3.

**2. Leave due to other serious circumstances (Compulsory Education Act art. 11.g and art. 14)**

Exemption from regular school attendance due to other important circumstances, concerns circumstances which are usually beyond the will or control of the parents or pupils. The school administration may grant leave if other weighty circumstances exist, as long as the total number of leave days does not exceed the number of 10 leave days in a school year. Leave may be given for:

Relocation: a maximum of 1 school day;

Meeting legal obligations, insofar as this cannot take place outside of class hours: maximum 10 days;

Attending the wedding of relatives by blood or marriage up to and including the third degree: in the Netherlands a maximum of 2 school days if a long journey is required, otherwise a maximum of 1 day, abroad a maximum of 5 days. Type of proof: marriage card (if doubtful: copy of marriage certificate);

A serious life-threatening illness without prospect of recovery of blood relative or relative up to the third degree: a maximum of 10 days. Type of proof: doctor's certificate showing serious illness;

Death of relative by blood or marriage:

o In the first degree a maximum of 5 school days;

o In the second degree a maximum of 2 school days;

o In the third or fourth degree a maximum of 1 school day;

o Abroad first through fourth degree up to 5 school days. Type of proof: bereavement card (if doubtful: death certificate);

25, 40 or 50 year jubilee of office and the 12½, 25, 40, 50 and 60 year wedding anniversary of parent(s)/caregiver(s) or grandparents: maximum 1 school day;

Other serious circumstances at the discretion of the school management: maximum 10 days.

**3. Requesting leave**

The following applies here:

Requests for leave must be submitted to the school administration in writing and within a reasonable time. If the request is not submitted within a reasonable time, the applicant must provide an argument as to why this was not done;

Conditions may be imposed on the granting of leave, such as the subsequent production of certain documents;

Permission or denial must be in writing and, in the case of denial, justified by the school administration.

Leave of absence should always be kept as short as possible;

All requests should be accompanied, to the extent reasonably possible, by evidence;

Leave for serious circumstances may also be granted in the first two weeks after the summer vacation, however, this should be used with caution.

**4. Absent due to religious or philosophical obligations (Compulsory Education Act Art. 11.e and Art. 13)**

The Compulsory Education Act allows for attendance at religious or philosophical obligations. This does not require permission. Parents must inform the school at least two days in advance. We request that you also use this form for this purpose. In this way the school can register the absence of students in a correct way. It is assumed that the absence consists of a maximum of one day per religious or philosophical obligation.

If the absence is more than one day, you must request and justify this well in advance. In these specific cases, the school administration will consult with the school official whether this request for more than one day may be granted.

In principle, only leave due to religious or philosophical obligations can be enjoyed for celebration of one day. The wish to celebrate certain festivals with family abroad is generally not a reason to deviate from this.