

**APPLICATION FORM FOR EXEMPTION FROM REGULAR SCHOOL ATTENDANCE  
(Article 13a and 14 of the Compulsory Education Act 1969) FOR UP TO 10 SCHOOL DAYS**

*The form below refers to 'extra leave', as opposed to the aforementioned statutory definition.*

To be completed by applicant

To the director/team leader:

The undersigned,

name: \_\_\_\_\_

address: \_\_\_\_\_

postcode + city: \_\_\_\_\_

telephone number: \_\_\_\_\_

would like to request extra leave for:

Family name: \_\_\_\_\_ Personal name: \_\_\_\_\_ Born: \_\_\_\_\_ Group/class: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The request concerns the period from \_\_\_\_\_ to \_\_\_\_\_

i.e., a total of \_\_\_\_\_ school days.

**Requests for leave can only be made by a person who has custody of the child and who actually takes care of the child on the days in question.**

Reason for the request:

Medical need/reason.

*Please add a statement from the doctor/specialist, explaining the medical need for extra leave.*

Holiday period allocated by employer

*Please add an employer's statement detailing the specific nature of the position and the reasons why the corresponding tasks and/or commercial risks prevent a minimum of two consecutive weeks being taken as holiday during the school holiday periods.*

*I also hereby state that the extra leave constitutes the only family holiday for the school year.*

Other reasons, please explain: \_\_\_\_\_

*Please add documents that illustrate the need for the requested extra leave.*

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**REGULATIONS FOR EXTRA LEAVE OUTSIDE SCHOOL HOLIDAYS HAVE ALREADY BEEN ISSUED**

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I have familiarised myself with the (statutory) regulations. I also hereby state that this form has been completed truthfully.

(city) \_\_\_\_\_ (date) \_\_\_\_\_

(signature parent/guardian) \_\_\_\_\_

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To be completed by the director/team leader of the school:

The requested leave will / will not be granted. Reason:

the application does / does not fulfil the conditions set out according to the regulations.

\_\_\_\_\_

\_\_\_\_\_

(city) \_\_\_\_\_ (date) \_\_\_\_\_

(signature director/team leader) \_\_\_\_\_

## Annex: REGULATIONS FOR EXTRA LEAVE OUTSIDE SCHOOL HOLIDAYS

### **Holiday leave**

This concerns an allocated holiday period due to the nature of the profession (see also the 2<sup>nd</sup> circle above). The reasons for the request must clearly demonstrate that taking holiday in the school holiday period corresponds to unavoidable risks for the business or organisation. This type of request can only be approved once per school year, for 10 school days at most. This type of request will not be approved if the request concerns the first two school weeks of the academic year.

*It is sometimes assumed that pupils are entitled to 10 ad hoc holiday days. This is not the case.*

### **Leave for reasons other than holidays**

Article 11 of the Compulsory Education Act sets out grounds for additional leave. Article 11(g) states that a child may be granted additional leave in special circumstances, if the reasons for this cannot be influenced by the pupil or parents.

#### **Examples of special circumstances include:**

- Fulfilling a statutory obligation if this cannot be accomplished outside school hours (duration in consultation with director/team leader at the school);
- Moving house (maximum of one day);
- Attending a wedding of a blood relative or related persons up to 3<sup>rd</sup> degree (in the Netherlands, a maximum of two days; abroad, a maximum of five days);
- Serious, life-threatening sickness without the likelihood of recovery of a family member (direct or by marriage) up to the 3<sup>rd</sup> degree (duration in consultation with director/team leader of the school);
- Death of a family member (direct or by marriage) (in the Netherlands, 1<sup>st</sup> degree, maximum 5 days; 2<sup>nd</sup> degree, maximum 2 days; 3<sup>rd</sup> and 4<sup>th</sup> degree, maximum 1 day. Abroad, 1<sup>st</sup> to 4<sup>th</sup> degree, maximum 5 days);
- 25th, 40th and 50th jubilee and 12½, 25, 40, 50 and 60-year wedding anniversary of parents/guardians or grandparents (maximum 1 day).
- Other emergencies and reasons that, in the opinion of the director/team leader, are pressing, but not holiday leave.

1 <sup>st</sup> degree	parent, child
2 <sup>nd</sup> degree	grandparent, brother, sister, grandchild
3 <sup>rd</sup> degree	great grandparent, uncle, aunt, niece/nephew, (child of brother/sister), second cousin

#### **In the situations below, NO extra leave will be granted:**

- Family visit (abroad) outside school holidays;
- Jubilee years;
- Cheaper flight tickets outside school holidays;
- Because all of the tickets are sold or there are no further tickets in the school holidays;
- Holiday distribution
- Earlier departure or later return
- Travelling together/in convoy;
- Holiday for a child because the other children (in the family) are already off school.

#### **Points of particular attention:**

# The director/team leader of the school must notify the civil servant who is responsible for compulsory school attendance about possible unauthorised absence from school (and if there are doubts regarding a report of sickness). A formal complaints procedure shall be initiated against parent(s)/guardian(s) who remove their children from school without consent;

# If the director/team leader fails to adhere to the Compulsory Education Act, e.g., by not reporting possible unauthorised school absence, the Inspectorate of Education may impose an administrative fine (this could run into several thousands of euros);

# Pursuant to Article 225 of the Criminal Code, anyone who knowingly drafts a falsified statement or falsifies a statement to be used as evidence of a fact, will be punished with a 6-year prison term or a fine of the fifth category.

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### **The completed form must be submitted to the school's director/team leader at least 8 weeks in advance.**

An application that is submitted later than this does not have to be processed.

The director/team leader shall notify the applicant of the decision.

The applicant may submit an appeal against the decision to the school board.