

According to the regulations put in place by the Dutch Ministry the International School is only allowed to permit student absence during term time for the following reasons:

1. **When the student is sick.** A telephone call must be made to the school on the morning of the first day of absence. A parental letter confirming the exact dates of absence and reason must be handed into the school on the first day that the student returns to school.
2. **For religious festivities/obligations.** Application for absence must be made to the school at least two weeks day before the absence. The student is expected to catch up on any work missed.
3. **Parental Holiday:** Application for absence must be made at least two school working weeks in advance of the vacation. Permission will only be granted if parents can only take their vacation days outside the school holidays because of their profession (hotel, restaurant, farming etc). In this case permission may be granted for the student to be absent for a maximum of 10 school days (two weeks) on one occasion per year. However this is **not** allowed during the first two weeks of a school year. A letter from the employer is required to accompany the application.

If less than 10 days is requested, it is **not** permitted to then take the remaining days at another time in the school year.

If more than 10 days in a school year is requested then parents must first obtain formal permission from the school's attendance officer (leerplichtambtenaar). Parental circumstances will be considered and parents and school will be formally notified of the officer's decision.

The student is expected to catch up on any work missed.

4. **Other exceptional circumstances:** Permission may be granted for parents may take their children out of school for a maximum total of ten days due to the following exceptional circumstances. Where possible, permission must be requested at least two weeks before the event.
 - a. Moving house – maximum one day
 - b. Wedding of a close relative – maximum two days
 - c. Wedding anniversary of parents or grand-parents (12½, 25, 40, 50 or 60th) – maximum one day
 - d. Severe illness of close relative (time allowance to be discussed with the Head of school)
 - e. Death of close relative (time allowance to be discussed with the Head of school)
 - f. Any other exceptional circumstance. Requests must be made in writing by the parent and subsequently approved in writing by the school. Where possible, requests in this category must be made a minimum of four weeks prior to the absence.

The following reasons are **not** permitted under the category of exceptional circumstances: family visits abroad, holidays in a cheaper period, booking problems for holidays, leaving earlier/starting later because of traveling schedule, participation in school time in cultural events and sports activities not organized by the school.

School Obligation.

The International School is obliged to keep records of all attendance and absence, with reason, for **all** our students (MYP and DP).

The school may inform the attendance officer of all absences which fall in sections 2, 3, 4 above. A copy of the request for absence may be provided to the attendance office.

The school is obliged to inform the attendance officer of all absences which have not been requested in advance or which fall outside of the circumstances set out above.

Contact with the attendance office (leerplichtambtenaar) can be made on (050) 367 61 11