



REQUEST FOR EXTRA LEAVE IN ADDITION TO THE NORMAL HOLIDAYS

The International School Groningen is governed by Dutch rules and regulations regarding Special Leave. Only for a limited number of reasons can we allow Special Leave. We are bound by Dutch Law to inform the Leerplicht Afdeling (School Attendance officer) of the local Gemeente (Local Town Council) of any unauthorised absence(s) from school.

To the Headmaster of the International School Groningen,

Name of Parent / Guardians: _____

Address: _____

Telephone Number: _____ E-Mail: _____

Request for my son(s)/daughter(s)

Name: _____ Class: _____

Name: _____ Class: _____

Name: _____ Class: _____

Name: _____ Class: _____

Addition leave for the period of: ____/____/____ up to and including ____/____/____

The reason for my request is:

Signed: _____

Date: _____

*Please request permission at least eight weeks before commencement of leave.

*Requests made because of vacation leave compelled by the employer, should be accompanied by an employer's declaration.

For school use only	Approved / Denied	
Signed: _____	(Head of School / Deputy Head of School)	Date: ____/____/____
Remarks: _____		

<p>Permission for Leave of Absence during school days</p>

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. **Religious festivities/obligations.** Application for absence must be made to the school at least one school 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 eight weeks before 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. If less than 10 days is requested, it is **not** permitted to then take the remaining days at another time in the school year. Where an employer enforces vacation outside of the published school holidays a request for absence must be accompanied by a letter from the employer supporting this.
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 inform their teachers and is responsible for catching 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 five school days before the event.
 - Moving house – maximum one day
 - Wedding of a close relative – maximum two days
 - Wedding anniversary of parents or grand-parents (12½, 25, 40, 50 or 60th) – maximum one day
 - Severe illness of close relative (time allowance to be discussed with Headteacher of school)
 - Death of close relative (time allowance to be discussed with Headteacher of school)
 - 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 5 school days 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 obligated 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.

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.

The maximum fine for schools which fail to pass on such information is €2250.

Parents who fail to abide by the school's decision on attendance may also face a fine of €2250 as well as further legal sanctions.

Contact with the attendance office (Team Leerlingzaken Groningen) can be made on (050) 367 61 13 / 367 61 14 / 367 61 16.