



# International School Delft

## REQUEST FOR SPECIAL LEAVE - SECONDARY SCHOOL

\*This form must be completed 2 weeks before the proposed departure date and emailed to the school admin: [admin@internationalschooldelft.org](mailto:admin@internationalschooldelft.org)

The International School Delft is subject to the Dutch Ministry of Education regulations concerning Special Leaves of Absence. We can only approve Special Leaves of Absence for a limited number of reasons. The International School Delft is bound by Dutch law to inform the Leerplicht of Delft (the attendance officer) of any unauthorized absences of students from school. If there is a sibling in the primary school, please note that a separate form must be completed and handed in to the Primary School administration.

To whom it may concern,

I am requesting Special Leave of Absence for my son / daughter

Name:

Class:

From:

until:

He / She will be absent from school for            days.

The reason for this request of absence is:

I enclose a copy of the relevant documents.

Signature of parent / guardian:

Name of parent / guardian:

Telephone:

Approved / Denied

Date:

Remarks:

## **SPECIAL 'LEAVE' REGULATIONS'**

The International School Delft is bound to the regulations set by the Dutch Ministry of Education.

Requests for Special Leave can be granted only once in a school year with a limit of **10** school days and are subject to the following:

- *All applications should be made a minimum of 2 weeks in advance, unless emergency situations.*
- *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*

Leave can be granted for the following;

- *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) – see below*  
*Special wedding anniversaries are: 60th, 50th, 40th, 25th or 12 1/2.*

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

- *Family visits to Netherlands*
- *Visits to family outside of Netherlands*
- *Holidays at nonpeak 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 of school, we have a legal obligation to report this to the Leerplicht Ambtenaar and, legal action can be taken.