

REQUEST FOR STUDENT LEAVE OR ABSENCE

Family (name) requests following absence:

Date absence:

- from (day & date) until and including (day & date)
- or**
- on (day & date) from hour until and including hour

Name student: Group: Date of birth:

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Reason for request:
.....

For medical urgency: added written doctor's statement yes no

Full name parent 1:

Full name parent 2:

Date:

Signature parent 1: Signature parent 2:

Received and seen by the principal on:

- Number of days/hours of absence:
 - Not yet of school age:
 - Authorised absence: Days / Hours
 - Unauthorised absence: Days / Hours

Signature principal:

Leave of Absence students

We understand that occasionally parents need to request leave of absence for their children. However, we kindly request parents to schedule any non-urgent medical appointments outside of school hours and limit additional leave as much as possible.

It is not beneficial for the child or the teacher if classes are missed. Indirectly, this also benefits the other students, because there will be no necessity for the teacher to reschedule crucial tests or instruction time.

It is also evident that it is in your child(ren)'s best interest to book your holidays in designated school holiday periods, instead of outside of these times. Celebrations and activities such as: Sinterklaas, Christmas, Book Week, Easter, Sports Day and King's Day are also considered an essential part of our curriculum.

To request a Leave of Absence, parents are required to complete and submit the absence request form to the school administration at least two school days prior to their child(ren)'s absence.

Management will sign off on the form and will indicate whether the absence is considered authorised or unauthorised. The form is then returned to the parents via their child. A copy of the form is kept with the student file(s) in ParnasSys.

Should a student have to miss out on any classes unexpectedly, due to an urgent reason like illness, parents are requested to inform us by telephone between 8:15 am – 8:30 am.

Absence is considered authorised in case of:

- Passport and identity card application at the embassy (not exceeding 2 hours)
- Medical urgency: based on a written doctor's statement which should be added to the absence form
- Attending a wedding, bereavement, wedding or employment anniversary (exclusively for 1st and 2nd degree relatives)
- Family's relocation (not exceeding 5 school days)
- Extra leave when a parent's profession does not allow leave in the regular holiday schedule (only once a year)

- Conditions for leave outside of the holiday schedule:
 - It is a family holiday
 - The parent's profession doesn't allow leave in the regular holiday schedule
 - The leave does not take place in the first 2 weeks after the end of the summer break
 - The leave does not exceed 10 school days

Please note, each application for leave will be considered individually.

Absence is considered unauthorised in the case of:

All other situations, including: an extra day of leave; a long holiday weekend; family/friend visits; non-urgent medical or dental appointments; appointments with the Ministry of Manpower and/or the Immigration & Checkpoints Authority (both organisations allow appointments outside of school hours). If your leave of absence request is considered unauthorised, this is based on the above criteria. However, we appreciate that there are always situations where you will choose not to let your child attend school.