

Leave of Absence students

We understand that there may be occasions when the parent(s)/legal guardian(s) need to request leave of absence for their child(ren). However, we kindly ask that all **non-urgent medical and learning support appointments be scheduled outside of school hours**, and that any additional leave is kept to a minimum.

It is the **sole responsibility of the parent(s)/legal guardian(s)** to ensure their child(ren) attend school during school hours and term dates. Removing children from school during instructional time can have a **direct and negative impact** on their learning and academic progress. Missed lessons are difficult to make up, and catching up independently fully can place additional stress on the student.

Furthermore, frequent or extended absences disrupt not only the learning of the individual student but can **also affect the flow of teaching and learning for the rest of the class**. Teachers may need to adjust instructional plans, reschedule tests, or repeat material, which affects the overall learning environment.

We strongly encourage families to plan holidays only during the designated school holiday periods. Avoiding holidays during the term supports your child(ren)'s continuity of learning and social engagement. Celebrations and activities such as Sinterklaas, Christmas, Book Week, Easter, Sports Day, and King's Day are **integral to our school's curriculum and contribute meaningfully to your child(ren)'s development and school experience**.

To request a Leave of Absence, parent(s)/legal guardian(s) must complete and submit the absence request form to the school administration at least two school days before the intended absence. The school's management will review the request and indicate whether the absence is considered authorised or unauthorised. The signed form will be returned via email to you, and a copy will be stored in the student's file.

If a student must miss school unexpectedly due to an urgent reason (e.g., illness), parent(s)/legal guardian(s) must inform the school by phone between 8:15- 8:30 am on the day of the absence.

Absence is considered authorised in the following cases:

- Passport or identity card application at the embassy (not exceeding 2 hours)
- Medical urgency, supported by a written statement from a doctor, and attached to this absence form
- Attending a wedding or bereavement (limited to 1st degree relatives), not exceeding 10 school days, and not taken in the first 2 weeks of the start of the school year.
- Family relocation (up to a maximum of 5 school days)

Each application will be reviewed individually and judged based on the above criteria.

Absence is considered unauthorised in all other situations, including but not limited to:

- Additional holiday days, long weekends and visits from or to family/friends
- Non-urgent medical or dental appointments
- Learning support appointments, such as visits to a speech therapist, occupational therapist, or educational psychologist (as these can be scheduled outside school hours)
- Appointments with the Ministry of Manpower and/or Immigration & Checkpoints Authority (as these can be scheduled outside school hours)

If your request is marked as unauthorised, this is based on the school's clear guidelines. While we acknowledge that there may be personal reasons for keeping your child at home, the decision to do so lies with the parent(s)/legal guardian(s), and **the implications for your child's education remain your responsibility.**

REQUEST FOR STUDENT LEAVE OR ABSENCE

Family _____ (name) requests the following absence:

Date(s) of absence:

- from (day & date) until and including (day & date)

or

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

First name student	Group/Year	Date of birth

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: