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**Application form for special leave (Compulsory Education Act 1969 Article 11g)**

**Application**

**To be completed by the parent/guardian**

Name of applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode & Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/names of pupil \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group of pupils \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth of pupil\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of days:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_From date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for special leave (please note: holiday is not an acceptable reason for special leave) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(please provide supporting documentation)**

Signature of parent: Date of application:

**Once this form is completed, please send it to the leave administrator:** [**Julie.joly@sopoh.nl**](mailto:Julie.joly@sopoh.nl)

**Decision**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be completed by the director of the school, no matter whether the decision is positive or negative.**

**The leave is / is not granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
The reason why / why not leave is granted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If the space above does not suffice, please add a separate attachment explaining the reason for granting/denying leave.

**If the leave requested is for more than 10 school days the director of the school will, in consultation with the parents, forward the application to the school truancy officer.**

Date form is forwarded:

**The director of the school is legally required to forward this form to the truancy officer due to the length of leave requested.**

Signature of director: Date:



**Guidelines for special leave**

**1. Special leave of up to 10 school days per school year**

A request for extra leave due to special circumstances on the basis of Article 14, paragraph 1 of the Compulsory Education Act 1969 for up to 10 school days per school year should be submitted to the director of the school prior to or at the latest within 2 days of the occurrence which makes the special leave necessary.

**2. Special leave for more than 10 school days per school year**

A request for extra leave due to special circumstances on the basis of Article 14, paragraph 3 of the Compulsory Education Act 1969 for more than 10 school days per school year should be sent to the truancy officer, via the director of the school, at least 8 weeks prior to the start of the period of leave requested.

**The following reasons will be considered:**

a. In order to meet a legal obligation, in so far as this cannot take place outside school hours;

b. Moving house, a maximum of 1 day;

c. To attend the marriage of a blood relative/relative by marriage up to three times removed for a maximum of 2 days within the Netherlands and a maximum of 5 school days if abroad;

d. In the case of serious illness of either parent, or a blood relative/relative by marriage up to three times removed if he/she is terminally ill: the period of leave should be agreed with the director of the school or the truancy officer (if this is for more than 10 school days);

e. In the case of the death of a blood relative/relative by marriage:

- once removed, for a maximum of 4 days

- twice removed, for a maximum of 2 days

- three and four times removed, for a maximum of 1 day

- if the funeral is abroad, up to a maximum of 4 times removed, for a maximum of 5 school days;

f. On the occasion of the 25th, 40th and 50th work anniversary and the 12.5th, 25th, 40th, 50th, 60th wedding anniversary of the parents/grandparents for a maximum of 1 day;

g. For any other special reason judged to be valid by the director of the school or the truancy officer, but not for holiday leave.

**Extra leave will not be granted for the following reasons:**

• cheap airline tickets;

• family visits abroad;

• because the tickets have already been purchased or because there are no more tickets available during the holiday period;

• earlier departure or later return to avoid traffic congestion;

• one of the children cannot stay behind;

• (re)orientation in preparation for a possible on return to country of origin;

• different holiday periods in other parts of the Netherlands;

• employee duty roster.

**All applications for special leave must be accompanied by supporting documents.**

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**Warning:**

The director of the school is required by law to inform the truancy officer of any unapproved absence from school. Legal proceedings will be taken against parents who take their child(ren) out of school without permission.

**Appeal procedure**

The director of the school is responsible for decisions concerning applications for upto 10 school days of special leave. If you do not agree with this decision, you can submit a notice of objection, together with supporting documents, on the grounds of the Administrative Law Act within 6 weeks of the date of this decision.

The director will consider your objections, if necessary consulting with third parties and will reach a decision within 6 weeks.

The truancy officer is responsible for decisions concerning applications for more than 10 school days of special leave. If you do not agree with the rejection of your application to him/her, you can submit a notice of objection to the truancy officer, together with supporting documentation. The submission of a notice of objection does not suspend the process.

In the event of a rejection of your notice of objection, you can lodge an appeal with Administrative Law section of the District Court of Haarlem, PO Box 1621, 2003 BR Haarlem. If time is of the essence, it is possible - in addition to filing a notice of objection with the school - to request a provisional order from the District Court of Haarlem before receiving the decision of the director/truancy officer.