

### REQUEST FOR SPECIAL LEAVE

\*This form must be submitted 2 weeks prior to proposed departure date and handed to the Head of School. Students must check with all teachers for catch up work, see attached form.

Name of sibling 1: \_\_\_\_\_

Mentor Group: \_\_\_\_\_

Name of sibling 2: \_\_\_\_\_

Mentor Group: \_\_\_\_\_

Name of sibling 3: \_\_\_\_\_

Mentor Group: \_\_\_\_\_

To whom it may concern;

I am requesting Special Leave for my son/daughter

Name: \_\_\_\_\_

Class: \_\_\_\_\_

From: \_\_\_\_/\_\_\_\_/\_\_\_\_

Until: \_\_\_\_/\_\_\_\_/\_\_\_\_

He/she will be absent from school for \_\_\_\_\_ days. The reason for this absence during the school term is:

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I enclose a copy of the relevant documents related to this request.

The International School Wassenaar – *Rijnlands Lyceum* is bound to Dutch rules and regulations concerning Special Leave. Only for a limited number of reasons can we allow Special Leave. The International School Wassenaar – *Rijnlands Lyceum* is bound by Dutch law to inform the Leerplicht Afdeling of the gemeente Wassenaar of unauthorized absence(s) from school.

Signature of parent/guardian: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Telephone: \_\_\_\_\_ email: \_\_\_\_\_

**Approved/Denied:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Remarks: \_\_\_\_\_

### **SPECIAL LEAVE REGULATIONS**

Requests for Special Leave can be granted only once in a school year with a limit of **10** school days and should follow the following guidelines:

- ... *All applications should be made a minimum of 2 weeks in advance*
- ... *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*

In addition, leave may also be granted for other reasons, as listed below:

- ... *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 12½.*

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

- ... *Family visits to the Netherlands*
- ... *Visits to family outside of the Netherlands*
- *Holidays at non-peak times*
- ... *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, in almost every case, legal action will be taken.



**INTERNATIONAL  
SCHOOL  
WASSENAAR**

RIJNLANDS LYCEUM

### **SPECIAL LEAVE REGULATIONS**

See your teachers about the work you need to catch up on, then show this form to your Mentor.

<b>SUBJECT</b>	<b>TEACHER</b>	<b>WORK</b>	<b>DUE</b>

Mentor Signature: \_\_\_\_\_