



# VERLOFAANVRAAGFORMULIER (english)

**TO BE FILLED IN BY PARENT/GUARDIAN**  
(maximum of 10 days per school year)

## 1. Students details:

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
Adress: \_\_\_\_\_  
Zipcode/Town: \_\_\_\_\_ Group/class: \_\_\_\_\_

## 2. Parent/caregiver details:

Name: \_\_\_\_\_  
Relation with student: father – mother - caregiver -  
Adress (if different): \_\_\_\_\_  
Phone number: \_\_\_\_\_

## 3. Details of children attending another school:

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
School: \_\_\_\_\_  
  
Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_  
School: \_\_\_\_\_

## 4. Reason why leave is requested:

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(attach any evidence)





**5. Period of leave:**

The undersigned certifies that he/she is aware of the guidelines for requesting leave.

He/she requests exemption from regular school attendance during the period from \_\_\_\_\_ to \_\_\_\_\_.

**6. Signature parent/caregiver:**

Date of request:

**TO BE FILLED IN BY THE PRINCIPAL**

**7. Consent or rejection by the principal:**

- Leave granted
- Leave rejected

Reason why the leave is or is not granted:

(Inquiries are made with the schools of the other children in the family as to whether or not leave will be granted)

(Leave requests of more than 10 days are not possible and will be forwarded to the school attendance officer!)

**8. Signature principal:**

Date:





## Guidelines for leave requests

Leave is only possible:

### Religious obligations, etc:

To fulfill religious or philosophical obligations. Examples are the celebration of the Islamic sacrificial feast or the sugar festival, the Hindu Holi festival, etc.

Based on Article 11e of the Compulsory Education Act (Lpw), exemption from school attendance due to religion or belief is possible in certain cases.

Article 6 of the Constitution states that everyone has the right to freely profess his religion or belief, subject to everyone's responsibility under the law. In the Compulsory Education Act, this fundamental right has been translated into Article 11 opening words under e in connection with Article 13 and 13b. The fundamental right takes the form of an appeal for exemption from the obligation under the Compulsory Education Act. The exemption is intended to enable the fulfilment of obligations arising from religion or belief. The exemption is valid for one day, namely the day on which the duty must be fulfilled. If there is a bandwidth of several days within which the duty can be fulfilled from the point of view of religion or belief, it should be done on a non-school day if possible.

If the parents or the pupil argue that more than one day is necessary to be able to fulfill the religious obligation, they must substantiate this with the school management (for a maximum of 10 days) or the obligatory education officer (for more than 10 days). The latter will then assess whether there are weighty circumstances on the basis of which he may grant an exemption.

A travel day prior to or after fulfilling the obligation abroad is not a valid reason for claiming exemption due to compelling circumstances. The obligation can, in principle, also be fulfilled in the Netherlands.

An application for exemption due to the performance of duties arising from religion or belief can only be made if the management has been notified no later than **two days before** the absence.

### Overloading five-year-olds:

To prevent overloading of a five-year-old preschooler. For this reason, it may be decided to keep the child at home for a maximum of 5 hours per week (e.g. 2 afternoon school hours) for a certain period of time. However, this is only possible if the director is notified in advance and in time of the period and hours during which the child will be kept at home. If school attendance is then still too difficult for the child, the director may be asked to allow the child to be kept home for more than 5 hours per week, but never more than 10 hours per week. It is not permissible to keep a five-year-old preschooler home unannounced or at random times.

### Vacation related professional practice:

If vacation with the child during the school vacations is not possible due to specific nature of the profession of one of the parents/caregivers. In all other cases, vacations outside the school vacations are not possible. The following special conditions apply to this additional leave:

- The parent must submit a certified employer's statement or, if self-employed, with a certified self declaration showing that leave within the vacations established for the school is not possible;
- The prevented parent must participate in the vacation himself/herself;
- The leave is a maximum of 2 school weeks per school year;
- Leave can only be granted once per school year for this reason, so not e.g. 2 times one week;
- The leave cannot be granted in the first 2 weeks of the school year (LPW art. 13a).
- The leave can only be granted by the school management.
- If the school has doubts, a school official can give advice.





## Other weighty circumstances:

Due to other weighty circumstances. In principle, these are factors beyond the control or influence of the parents/guardians and/or the young person. These include: Fulfilling a legal obligation, as long as this cannot be done outside of class hours (maximum 10 days);

- Moving house (maximum 1 day);
  - Marriage of relatives in the Netherlands (1 day if it is not necessary to stay overnight elsewhere);
  - Marriage of relatives abroad (maximum 5 days);
  - Serious illness of family members (maximum 10 days);
  - Childbirth of the mother/caretaker;
  - Death of parents (4 days), of grandparents or siblings (2 days), of uncles/aunts or cousins (1 day), abroad (maximum 5 days);
  - Anniversary (wedding or as an employee) of family members (1 day);
  - Other important reasons (excluding vacation leave, maximum 10 days).
- ✓ The indicated duration of the leave is an indication. If no indication is given, it must be discussed with the director.
- ✓ Family members include (grand)parents, brothers/sisters, immediate uncles/aunts and immediate cousins (1st up to and including 4th degree).
- ✓ The first 10 days of a leave for other important circumstances are decided by the director. If the leave exceeds 10 days per year, the school attendance officer will decide. He or she can ask for an additional statement (e.g. from a doctor or a social worker).

## No legitimate reason for leave

The following situations are not grounds for granting additional leave:

- family visits abroad;
- cheap tickets in the low season;
- because tickets have already been purchased or there are no more tickets in the vacation period;
- vacation spread;
- leave for a child, because other children in the family are already or still free;
- earlier departure or later return due to traffic congestion;
- travelling together;
- crown anniversaries;
- sabbatical;
- world trip/far journey.

**Timely Submission:** Due to the procedures that must be followed, a request for leave of absence must be submitted to the school principal as soon as possible, 8 weeks in advance. In the case of unforeseen, but possibly lawful, absences, this must be submitted to the school principal no later than 2 days after the occurrence of the impediment.

**Warning:** The school principal is obliged to notify the school attendance officer of suspected unauthorized absence from school. An official report may be filed against those parents/guardians who keep their child(ren) out of school without permission.

## Objection procedure

If you do not agree with this decision, you may file a reasoned objection under the General Administrative Law Act within 6 weeks of the date of this decision.

For requests up to 10 days, the school director will decide. If you do not agree with the rejection, you can submit a reasoned objection to the director of the school, who will hear the applicant, possibly assisted by third parties. The director will decide within 6 weeks.





If your objection is rejected, you can lodge an appeal within 6 weeks with the President of the District Court, Administrative Law Division, PO Box 90125, 5200 MA 's-Hertogenbosch.  
In case of urgent matters it is possible - in addition to submitting a notice of objection - to request a preliminary injunction from the subdistrict court.

