

REQUEST FOR EXTRA LEAVE (IN ADDITION TO THE NORMAL HOLIDAYS)

The International School Groningen is governed by Dutch rules and regulations regarding Special Leave. Only for a limited number of reasons can we allow Special Leave. We are bound by Dutch Law to inform the Leerplicht Afdeling (compulsory education office) of your local Gemeente (Local Town Council) of any unauthorised absence(s) from school.

To the Head of the International School Groningen (or their representative): absent@isgroningen.nl

Name of Parent / Guardians: _____

Address: _____

Telephone Number: _____ E-Mail: _____

Request for my son(s)/daughter(s)

Name: _____ Class: _____

Name: _____ Class: _____

Name: _____ Class: _____

Name: _____ Class: _____

additional leave for the period of: ____/____/____ up to and including ____/____/____

The reason for my request is: (please provide exact details to meet the requirements overleaf)

I have read and understood the requirements for school absence overleaf.

Signed: _____ Date: _____

*Please request permission at least eight weeks before the commencement of leave.

*Requests made because of vacation leave compelled by the employer should be accompanied by an employer's declaration.

For school use only	
Approved / Denied	
Signed: _____ (Head of School / Deputy Head of School)	Date: ____/____/____
Remarks: _____	

Permission for Leave of Absence during term time

According to the regulations put in place by the Dutch Ministry, the International School is only allowed to permit student absence during term time for the following reasons:

1. **When the student is sick.** parents are required to mail the school (absent@isgroningen.nl) or call before 09.00 for the first 7 days. Parents are expected to keep school informed of absence due to illness or of an eventual return to school.
2. **Religious festivities/obligations.** Application for absence must be made to the school at least one school day before the absence. The student is expected to catch up on any work missed. Please give details of the festival.
3. **Parental Holiday:** Application for absence must be made at least eight weeks before the vacation. Permission will only be granted if parents can only take their vacation days outside the school holidays because of their profession (hotel, restaurant, farming etc). In this case permission may be granted for the student to be absent for a maximum of 10 school days (two weeks) on one occasion per year. However, this is **not** allowed during the first two weeks of a school year. If less than 10 days are requested, the remaining days are not permitted to be taken at another time in the school year. Where an employer enforces vacation outside of the published school holidays, a request for absence must be accompanied by a letter from the employer.

If more than 10 days in a school year is requested, then parents must first obtain formal permission from the local authority education attendance office (leerplichtambtenaar). Parental circumstances will be considered, and parents and school will be formally notified of their decision.

The student is expected to inform their teachers of their absence and is responsible for catching up on any work missed.

4. **Other exceptional circumstances:** Permission may be granted for parents may take their children out of school for a maximum total of ten days due to the following exceptional circumstances. Where possible, permission must be requested at least five school days before the event.
 - Moving house – maximum one day
 - Wedding of a close relative – maximum two days (excluding travel)
 - Wedding anniversary of parents or grand-parents (12½, 25, 40, 50 or 60) – maximum one day
 - Severe illness of close relative (time allowance to be discussed with Head of school)
 - Death/funeral of close relative (time allowance to be discussed with Head of school)
 - Any other exceptional circumstance: requests must be made in writing by the parent and subsequently approved in writing by the school. Where possible, requests in this category must be made a minimum of 5 school days prior to the absence.

The following reasons are not permitted under the category of exceptional circumstances:

- Informal family visits abroad
- Holidays in a cheaper period
- Booking problems for holidays
- Leaving earlier/starting later because of travelling schedule
- Participation (during school time) in extracurricular events and sports activities not organized by the school

School Obligation.

The International School is obligated to keep records of all attendance and absence, with reason, for **all** our students (MYP and DP).

The school may inform the attendance office of all absences which fall in sections 2, 3, 4 above.

The school is obliged to inform the attendance office of all absences which have not been requested in advance or which fall outside of the circumstances set out above.

Contact with the local authority attendance office (Leerlingzaken Gemeente Groningen) can be made on 050 367 62 79 or via [contact form](#) (in Dutch) (fill in 'leerplicht' as 'onderwerp')