

# Application form exemption for regular school attendance

**This form is suitable for requesting extra (holiday) leave or leave under important circumstances.**

In the case of 10 school days or less per year, the principal decides.

It concerns 10 consecutive days or added together.

In case of more than 10 days, the school attendance officer decides.

Addressed to school: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Residence: \_\_\_\_\_

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

Mail: \_\_\_\_\_

Dit is een school van

**JONG  
LEREN**

stichting voor  
confessioneel  
onderwijs

Requests leave for:

Surname	Name	Date of birth	Group

The request concerns the period from \_\_\_\_\_ up to and including \_\_\_\_\_  
(a total of \_\_\_\_\_ schooldays).

If you have children in other schools, please fill in below (name, date of birth, school):

---

---

## Reason for request for exemption:

- ☐ 1. Medical necessity/reason
- ☐ 2. Designated holiday period by the employer
- ☐ 3. Other reason, which is: \_\_\_\_\_

For further information per reason, see the appendix.

## Deadline

This fully completed form must be submitted to the principal of the school to request extra leave (point 2) no later than 8 weeks before the date of the desired exemption.

For reasons mentioned under point 1 and point 3, you must submit the request immediately. So as soon as possible from the moment a situation for which the leave application applies is known.

**Signature**

You can hand in the completed and signed form to the school's administration or principal. The principal will inform you of the decision as soon as possible (within 4 weeks at the latest).

**Attachment(s) that I have attached (if necessary):**

- ☐ Statement from doctor/specialist (if point 1 ticked)
- ☐ Employer's statement (if point 2 ticked)
- ☐ Other attachment(s), namely (if point 3 ticked):

---

---

☐ I have read more detailed information about this application form, so I know what the conditions are for applying for leave.

Place, date: \_\_\_\_\_

Signature applicant:

---

**To be completed by the school principal:**

The requested leave is granted / not granted for the following reason:

☐ The application does not meet the conditions described.

☐ Other reason, namely:

---

---

---

Place, date: \_\_\_\_\_

Signature school principal:

# Appendix

## Further explanation with application form exemption for regular school attendance

### Explanation for 1. Medical necessity/reason

When applying for this exemption, you must enclose a statement from a doctor/specialist, showing the medical need for leave.

### Explanation for 2. Designated holiday period by the employer

When applying for this exemption, you must enclose a certified employer statement, showing the specific nature of the profession and the reason why the related activities prevent and/or entail business risks to take at least two consecutive weeks of holiday during the set school holidays.

A condition is also that the additional leave now requested is the only family holiday of the school year.

#### Vacation leave

This is a designated holiday period due to the nature of the profession. The reason for the application must clearly show that holidays during the established school holidays entail insurmountable risks for the company or institution. Such a request can only be approved once per school year for a maximum of 10 school days. In addition, such a request can never be approved if it concerns the first two weeks of the school year.

A principal can choose to consult with the school attendance officer about an application.

It is a misunderstanding that a student is entitled to 10 days off. This is not the case!

### Explanation for 3. Other reason

When applying for this exemption, you must enclose documents that demonstrate the necessity of the requested leave.

#### Leave other than vacation; due to weighty circumstances

Grounds for additional leave are described in Article 11 of the Compulsory Education Act 1969. Article 11 (g) states that a young person is given extra leave due to serious circumstances if the reasons are beyond the will of the pupil or parents.

Examples of important circumstances are:

- to comply with a legal obligation if this really cannot take place outside class hours (duration in consultation with the principal/team leader of the school);
- moving away (maximum one day);
- attending the marriage of relatives by blood or marriage up to and including the 3rd degree (maximum two school days in the Netherlands, maximum five school days abroad);
- serious life-threatening illness without prospect of recovery of a (married) family member up to and including the 3rd degree (duration in consultation with the principal/team leader of the school);
- death of a (married) family member (in the Netherlands in the 1st degree a maximum of five days, in the 2nd degree a maximum of two days, in the 3rd and 4th degree a maximum of one day, abroad in the 1st to 4th degree a maximum of five days );
- 25, 40 and 50 year official anniversary and the 12½, 25, 40, 50 and 60 year wedding anniversary of parents/guardians or grandparents (maximum one day);
- attending a religious meeting or obligation based on religion or beliefs. The guideline for celebrating non-Christian holidays is one day off per meeting or obligation. There is no entitlement to leave for cultural gatherings or festivities.
- the return of a parent from a military mission.
- other calamities and in the opinion of the principal/team leader important reasons, but no holiday leave.

#### Degrees in kinship

1st degree: parent, child

2nd degree: grandparent, brother, sister, grandchild

3rd degree: great-grandparent, uncle, aunt, nephew/niece (uncle/aunt sayers), great-grandchild

4th degree: great-great-grandparent, great-uncle/aunt, cousin, grand-nephew/niece.

In the cases below, no extra leave is given:

- Family visit (abroad) outside the school holidays;
- Crown years;
- Cheap airline tickets outside the school holidays;
- Because the tickets have already been bought or because there are no more tickets during the school holidays;
- Holiday spread;
- Earlier departure or later return;
- Traveling/driving in a convoy;
- Leave for a child, because other children (from the family) are already or still free.
- Special talents

**Other points of attention**

- Some children have special talents in the field of sports or art. They may have to omit lessons for this. However, the Compulsory Education Act does not offer an exemption for this. It is, however, possible to make agreements with the principal about this. These agreements are made annually at the beginning of the school year. Incidental requests are not covered by this regulation. In case of exceeding ten teaching days, consultation with the school attendance officer is required.
- The principal of the school is obliged to notify the school attendance officer of suspected unauthorized absenteeism (even if there are doubts about reporting sick). Official reports will be made against those parent(s)/caregiver(s) who keep their child(ren) without permission from school;
- If the principal violates the Compulsory Education Act, for example by not reporting suspected unauthorized school absenteeism, the Education Inspectorate can impose an administrative fine (this can amount to many thousands of euros);
- Under Article 225 of the Criminal Code, a person who falsely makes a statement or falsifies a statement to be taken as evidence of any fact may be punished by 6 years imprisonment or a fifth category fine.
- If you have any further questions, please contact the school attendance officer in your municipality.
- The principal/team leader informs the applicant of the decision. The applicant can lodge an objection against the decision with the principal of the school. The objection must contain the following information:
  - name and address,
  - the date on which the notice of objection was written,
  - the description of the decision objected to,
  - arguments that explain why parents/guardians disagree with the decision,
  - signature.

The applicant will receive a confirmation of receipt of the notice of objection. The handling of the notice of objection may last a maximum of 6 weeks. The decision objected to will remain in effect for so long. If the objection is rejected, parents can file a written appeal with the District Court under the General Administrative Law Act (Awb) within six weeks. Submitting an appeal has no suspensive effect. The person lodging an appeal may, however, turn to the President of the competent court with the request to make an interim order. There are costs associated with such a legal procedure.