



Application form for holiday leave (Compulsory Education Act 1969 Article 11f)

Application

To be completed by the parent/guardian (for up to a maximum of 10 school days per school year)

Name of applicant _____
Address _____
Postcode & Town _____
Telephone number _____
Email address _____
Name/names of pupil _____
Group of pupils _____
Date of birth of pupils _____
Number of days: _____ From date _____ To date: _____
Reason why leave is being requested outside official school holiday period(s):

(please provide supporting documentation, for example the attached statement from an employer, duly completed).

The undersigned declares that he/she is unable to take holiday with his/her child/children during the official school holiday period(s) due to the specific nature of his/her profession. For this reason he/she wishes to go on holiday with the aforementioned child/children from _____ to _____ inclusive. He/she hereby therefore requests an exemption from the normal obligation to attend school for the period(s) in question.

Signature of parent:

Date of application:

Decision

To be completed by the director of the school, no matter whether the decision is positive or negative. Requests for leave of more than 10 school days are not possible!

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.

Signature of director:

Date:

Please note: if you have children at another school you must apply separately to the director of that school for leave for those children. Guidelines and an explanation on how to appeal are attached.

Guidelines on applications for leave outside official school holiday periods

Holiday leave

A request for holiday leave on the basis of Article 13a of the Compulsory Education Act 1969 must be submitted to the school's director at least 8 weeks in advance.

Holiday leave can only be granted if:

- due to the 'specific nature of the profession' of one of the parents, guardians or carers it is only possible to go on holiday outside school holidays;
- an employer's statement is submitted which shows that no leave is possible within official school holidays.

Holiday leave:

- may only be granted once per school year;
- can be no longer than 10 school days;
- may not take place in the first two weeks of the school year.

An application for leave should have all relevant supporting documents attached.

The term "specific nature of the profession" mainly refers to seasonal work or jobs in industries that have peak periods during the summer months, making it virtually impossible for the family to take holidays during that period. It must be clearly foreseeable (and/or demonstrated) that leave during the school holidays will lead to extremely serious and possibly insurmountable economic/business problems. The duty roster arrangements of the employer of the parent(s) is not a valid reason for permission to be granted.

The specific nature of the profession must be apparent from a certified (not pre-printed) statement from the employer or, if the parent/guardian is self-employed, from a signed statement.

Once permission for a short period of extra leave has been granted, no other application for extra leave may be made.

Extra leave is **not** 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 return to the country of origin;
- different official school holidays in other parts of the Netherlands;
- employee roster.

Warning: The school's director is obliged to inform the school truancy officer of any unauthorised absence. A report will be prepared with a view to action being taken against parents who keep their child(ren) away from school without permission.

Appeal procedure

The director of the school is responsible for decisions concerning applications for up to 10 days of holiday leave. If you do not agree with the director's decision, you can submit a notice of objection (together with supporting documentation) on the grounds of the Administrative Law Act within 6 weeks of the date of the decision. The director will consider your objection, if necessary consulting with third parties and will reach a decision within 6 weeks. In the event of a rejection of your notice of objection, you can lodge an appeal with the 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.



Employer's statement

If the application is for a holiday outside the official school holiday periods because of the specific nature of the profession of one of the parents/carers, then the employer must complete the following section.

The undersigned: _____

Position: _____

Company Name: _____

Company Address: _____

Phone: _____

Declares that (name employee): _____ is in his/her employment and that the specific nature of his/her occupation means that he/she cannot take leave during the regular school holidays. He/she is therefore advised to take holiday during the period:

from _____ to _____ inclusive.

Description of the specific nature of the occupation and reasons for leave not being possible during official school holidays:

Date and signature + company stamp:

Date: _____

Stamp:

Please note: if you have children attending another school you must apply separately to the director of that school for leave for those children. Guidelines and an explanation on how to appeal are attached.

Once this form is completed, please send it to the leave administrator: Julie.joly@sopoh.nl