

Application form for special leave

Application under Articles 13a and 14 of the Dutch Compulsory Education Act 1969



Please print and complete this form, then submit it at the reception of Haarlemmermeer Lyceum Tweetalig, Baron de Coubertinlaan 2. For questions, contact info@oia-secondary.nl. Planned requests should be submitted as early as possible and at least two weeks in advance. Applications for holiday leave outside the school holidays must be submitted at least eight weeks in advance. If circumstances are unforeseen, submit the application as soon as possible.

A. To be completed by the parent or legal guardian

Student name	_____
Date of birth	_____
Class	_____
First day/date of leave	_____
Last day/date of leave	_____
Absent lesson periods	☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ Full day(s)
Total number of school days	_____
Reason for the request	_____ _____ _____
Supporting documents	☐ Attached ☐ Not applicable Please specify: _____

Is leave also being requested for a sibling at OIA or HLML? ☐ No ☐ Yes, name and class:

Name of applicant	_____
Address	_____
Postcode and town/city	_____
Telephone number	_____
Email address	_____
Date and signature	Date: _____ Signature: _____

By signing, the applicant confirms that the information provided is complete and correct.

B. Decision by OIA Secondary

For authorised school use only.



Decision	☐ Granted ☐ Partially granted ☐ Not granted
Approved dates / lesson periods	
Reason for the decision	
Name and role	
Decision date	
Signature	
Date sent to parent/guardian	

Applications for more than 10 school days

For exceptional circumstances involving more than 10 school days, the compulsory education officer decides. OIA Secondary will forward the application and supporting documents to the relevant officer and inform the parent or guardian.

Objection

If you disagree with the decision, you may submit an objection within six weeks of the date of the decision. The written decision will state where and how the objection must be submitted. For a school decision, the objection is handled through the school's competent authority. For a decision by the compulsory education officer, the objection is submitted to the municipality.

Guidelines for special leave



When special leave may be considered

- A legal obligation that cannot be fulfilled outside school hours.
- Moving house.
- The marriage of a blood relative or relative by marriage.
- A significant wedding anniversary of parents or grandparents, or a significant employment anniversary.
- Serious illness or death of a close relative.
- Other exceptional circumstances that are unforeseen or beyond the control of the parent or guardian.
- Holiday leave outside the school holidays only when, due to the specific nature of a parent's profession, the family cannot travel during any regular school holiday.

When extra leave is not normally granted

- Family visits abroad.
- Cheaper tickets, a special offer or tickets that have already been purchased.
- A lack of booking options during the regular school holidays.
- Earlier departure or later return to avoid traffic or travel congestion.
- Leave because siblings or other family members are free at another time.
- Different holiday periods, travelling together or a parent's work roster alone.
- Orientation or preparation for a possible return to a country of origin.

Holiday leave outside school holidays

- The application must be submitted at least eight weeks before the intended departure.
- It may be granted no more than once per school year and for no more than 10 school days.
- It may not take place during the first two teaching weeks of the school year.
- An employer's statement or comparable evidence must show why the specific nature of the profession makes a family holiday during all regular school holidays impossible.

Supporting information

OIA Secondary may request supporting information, such as a wedding invitation, funeral notice, employer's statement or other relevant evidence. An application cannot be assessed until sufficient information has been provided.

Important: taking a student out of school without permission is unauthorised absence. OIA Secondary is required to report unauthorised absence where applicable.