

## **Applications for leave of absence**

Under certain conditions, your child may go holiday outside our regular school holidays. You need to ask permission from the school principal or the truancy officer (leerplichtambtenaar). Are you taking your child without permission? Then the truancy officer can impose a penalty \*.

Consistent daily school attendance for children between the ages of 5 and 16 is compulsory in the Netherlands and necessary to ensure academic progress. It is assumed that parents comply with the standard school holidays.

### **Conditions**

Any extension of holiday will only be granted in exceptional circumstances. Special leave may be granted under article 13 of the Education Act (Leerplichtwet).

- It is a family holiday,
- The holiday cannot take place during the established school holidays due to your or your partner's profession.
- The leave does not fall in the first 2 weeks after the summer holiday.

The management team can approve leave for up to ten school days. If you want your child to have additional leave of more than ten days in a school year, then you must submit a special request to the truancy officer. This is only granted in very exceptional cases.

### **Request permission**

A request for exemption is officially called "appeal for exemption". Such an application can only be submitted once a year to the school principal. Each request for holiday outside the school holidays is assessed individually. Is it a maximum of ten days? Then the school principal decides. Sometimes the principal asks the truancy officer for advice. For a longer period, permission from the truancy officer is required. Submit the request for exemption as early as possible. Preferably at least eight weeks in advance.

The application form for holiday leave or special leave can be downloaded from our website and must be submitted to [info@klavertje-vier.nl](mailto:info@klavertje-vier.nl).

*\*When a child of compulsory school age (between the age of 5 and 16) is nevertheless left without permission outside the school holidays, this is called "luxury absenteeism" (Luxeversuim). The truancy officer can draw up an official report. This usually has financial consequences for the parents. The guideline for criminal proceedings against school absenteeism is based on around €100 per day that a child is kept out of school. There is a maximum of €600 per family for one week and €900 per family for two weeks. The fines will increase in the event of repeated luxury omissions. In the event of frequent repetition and luxury absenteeism that lasts longer than two weeks, the parent must answer to a judge. A parent can then be taken into custody.*