



Amsterdam, November 15th 2022

Dear parents and caregivers,

We frequently receive requests for permission for extra school leave.

Leave means that children are absent from school outside of the normal school holidays and are therefore not receiving education. For this reason we are selective in granting leave permission.

We notice that some parents purchase tickets and make arrangements for leave prior to even applying for it which can create difficult situations if leave is not granted. In order to avoid such situations, we've put together a brief explanation of rules concerning the application of leave.

There are two types of leave, holiday leave and leave for special circumstances.

Holiday Leave Guidelines

- Must be submitted to school management at least 8 weeks in advance
- Is only granted when, due to the specific nature of the occupation of one of the parents, it is only possible to go on holiday outside the school holidays. By 'specific nature of the occupation' is meant seasonal work or work that is very busy during the summer months. You must be able to provide proof that holidays during normal school holidays would lead to insurmountable business problems. Proof of the specific nature of the profession must be provided through a written statement (no copies) from the employer. Examples of such occupations are agricultural occupations or fairground operators.
- Holiday Leave:
 - is granted once a year
 - must not exceed 10 school days
 - may not take place during the first two weeks of the school year
- Additional leave will not be granted due to:
 - cheap airline tickets
 - because the tickets have already been purchased
 - to avoid congestion
 - holiday spread
 - employee scheduling



Leave guidelines due to serious circumstances

- 10 school days or less: submit to school management in advance or within two days of the circumstance
- 10 days of school or more: if possible, submit at least 8 weeks in advance to both school management and to the school attendance officer from the municipality (“leerplichtambtenaar”)
- Leave due to serious circumstances is granted for:
 - for the fulfillment of legal obligations to the extent that these cannot be done outside school hours
 - for moving house, max. 1 day
 - to attend the marriage of family relatives up to the 3rd degree
 - for 1 or max. 2 school days and for marriages abroad max. 5 school days
- In the event of serious illness of (blood)relatives up to the third degree without any chance of recovery, duration in consultation with school management
- In the event of death of (blood)relatives (funeral card serves as proof):
 - 1st degree: maximum 4 school days
 - 2nd degree: maximum 2 school days
 - 3rd and 4th degree: maximum 1 school day
 - Abroad: 1st to 4th degree: maximum 5 school days
- For the 12,5-, 25-, 40-, 50- and 60th marriage anniversary of parents or grandparents: 1 school day
- 25-, 40-, and 50th year work anniversary: 1 school day
- Leave due to serious circumstances shall not be granted for:
 - -cheap tickets
 - -because the tickets have already been purchased
 - -to avoid congestion
 - -holiday spread
 - -employee scheduling

Taking leave without permission given by the school directors will be considered unauthorized absence. The school is then obliged to report this to the municipal school attendance officer.