



Request for Leave of Absence

based on article 11 of the law governing school attendance of 1969

To be completed by the applicant

This form must be submitted at least eight weeks prior to proposed departure date. If this is not possible because of pressing circumstances, no later than two days after the start of the pressing circumstances. Please fill out a separate form for each child. Please indicate below if there are siblings forms submitted.

Name of sibling 1: _____ Class/Year group: _____

Name of sibling 2: _____ Class/Year group: _____

Name of sibling 3: _____ Class/Year group: _____

I am requesting special leave for my son/daughter

Name: _____ DOB: ____/____/____

Class: _____

From: ____/____/____ Until: ____/____/____

He / She will be absent from school for _____ days.

Reason: (please tick the applicable box)

☐ **Holiday outside the regularly scheduled school holidays, only as a result of the specific nature of the profession of one of the parents (article 11, subheading f / article 13a)**

Attach, if applicable, a statement from the employer.

☐ **Pressing circumstances (article 11, subheading g / article 14)**

Describe the circumstances and attach supporting written evidence:

Name of parent/guardian: _____

Signature of parent/guardian: _____

Telephone: _____

Email: _____



For leave of absence based on article 11 subheading *f* or *g* governing the law on school attendance of 1969

To be completed by the Director of the International Department

School Stamp

Decision: The leave is granted ☐ yes

☐ no

Explanation: _____

Director's signature: _____

The application for leave has been forwarded to the school attendance officer of the municipality where the child resides on (date) _____ by (name) _____

The school has sent the decision to the applicant on (date): _____