

Request for Leave Form

Forms should be submitted to the school office and will be given to the relevant school Head to be considered. No arrangements and/or travel bookings should be made until the request has been approved by the Head of School. The ISE must conform to Dutch law (Article 13a & 14 of the Compulsory Education Law of 1969) with regard to student attendance. The only exemptions for students to be absent from school are illness, a religious obligation and due to exceptional circumstances. A summary of regulations can be found in the school guide.

Name of student Date of Birth		Primary Secondary	Class
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First date of leave requested		How many days in total are requested?	
Last date of leave requested			

Reason for leave	Religious obligation Exceptional Circumstances (includes bereavement, marriages, anniversaries of close relatives etc.)
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Please give details	Please give details of your request and attach any relevant information which corroborates your request such as invitations, appointment cards etc
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Applicant name		Relationship to student	
Applicant signature		Date signed	

To be completed by the Head of School

This has been	Granted Refused	Agreements/ Reason for refusal	
Head of School Signature		Date	