

AICS Guidelines for Extraordinary Leave and extensions outside designated school vacation periods

1. Extraordinary Leave request

The Dutch Compulsory Education Law (Leerplichtwet) 1969 (LPW 1969) states that a request for Extraordinary Leave must be submitted in writing to the Absence Administration a minimum of 6-8 weeks in advance. In accordance with Article 14 (LPW), the Absence administration on behalf of the Principal can grant requests of Extraordinary Leave up to a maximum of ten (10) school days. Requests for Extraordinary Leave exceeding ten (10) days must be submitted to the Truancy Office (Bureau Leerplicht Plus). The response deadline from the Absence Administration is within 2 school weeks.

The Absence administration is legally obliged to report any student who is absent from school without permission to the Truancy Office. Please note: when asking for an extension, written declarations and / or supporting documents are mandatory.

1.1 Extra Vacation leave request (Article 13a)

Parents of school-age children must adhere to the designated school vacation periods.

The Absence administration must receive written evidence from the employer that the specific nature of one of the parent's professions does not make it possible for a joint vacation of two consecutive weeks within the designated school vacation period.

This type of leave can only be granted: once per school year for a maximum of two consecutive weeks per school year and should not fall in the first two weeks of the school year.

1.2 Religious observance

If a student requires this type of leave, the parent/guardian should provide written notice to the Absence administration at least 6 to 8 weeks in advance.

1.3 Exceptional circumstances

The following are examples of exceptional circumstances:

To comply with legal obligations which can only take place during school hours

To attend a wedding of blood relative or extended family member

- within The Netherlands (maximum 2 school days)
- outside The Netherlands (maximum of 5 school days)

Serious life-threatening illness of blood relative or 1st/2nd family member.

Passing of blood relative or 1st/2nd family member.

Only in cases of absolute emergency is it possible to request Extraordinary Leave retrospectively.

Written evidence must be submitted within two (2) school days after the period of absence.

The following are examples of exceptional circumstances which will not be considered valid:

- Visit of family or friends from other countries or from country of origin.
- Travel arrangements made to take advantage of low season travel discounts
- Earlier departure or return travel arrangements to avoid peak travel times.
- Activities of associations such as scouting or sports camps.
- Other children in the family are on different vacation periods.
- Sabbatical leave.