



**Article 30 of the General Rules of the European Schools: Absences on personal grounds**

- i. Only the Director may give a pupil permission to be absent from School.
- ii. Except in cases of force majeure, the pupil's legal representatives must apply for such permission at least one week in advance. Applications shall be made in writing, indicating the period of absence and giving reasons.
- iii. Permission may be granted for a maximum of two days plus reasonable travelling time.
- iv. Except in cases of force majeure, permission may not be granted for the week preceding or the week following school holiday periods or public holidays.
- v. In the case of the death of a close relative a longer absence may be permitted."

**REQUEST FOR PERMISSION OF ABSENCE**

<b>Name of the pupil</b>		<b>First name</b>	
<b>Class</b>		<b>Class teacher</b>	

I hereby request permission for my son/daughter to be absent from school:

→ on ..... during ..... period

→ from ..... to .....

**Justification:**.....  
 .....  
 .....

Name of the parent: ..... Date:.....

Signature : .....

***Please submit this request at least one week in advance to the deputy director.***

**Absence authorized by the Director**

Date : ..... Name and signature : .....

**Absence NOT authorized by the Director**

Date : ..... Name and signature : .....

Remark :  
 .....  
 .....  
 .....

NOT AUTHORISED BY THE DIRECTOR

IF PARENTS NEVERTHELESS DECIDE THAT THE PUPIL WILL BE ABSENT, THE ABSENCE WILL BE CONSIDERED AS UNJUSTIFIED, BUT NO DISCIPLINARY MEASURES WILL BE TAKEN.

IF A TEST IS PLANNED DURING THE ABSENCE, THE PUPIL WILL NOT HAVE THE POSSIBILITY TO RE-SIT IT