

**Article 30-3-c 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**

Name of the pupil

First name

Class

Class teacher

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

→ on ..... during ..... period

→ from ..... to .....

Please **systematically** provide supporting documents with your request (e.g.: invitation to an appointment, proof of a cancelled flight, etc.) otherwise the request cannot be processed and will be returned:

.....  
 .....  
 .....

Name of the parent: ..... E-mail: .....

Signature : ..... Date: .....

**Please submit this request to the Deputy Director of the relevant cycle:**

- Nursery-Primary cycle : [LIST-MAM-SECRETARIAT-MAT-PRI@eursc.eu](mailto:LIST-MAM-SECRETARIAT-MAT-PRI@eursc.eu)
- Secondary cycle : [LIST-MAM-SECRETARIAT-SECONDAIRE@eursc.eu](mailto:LIST-MAM-SECRETARIAT-SECONDAIRE@eursc.eu)

☐ Absence authorized by the Director

Date : .....

Name and signature: .....

☐ Absence NOT authorized by the Director

Date : .....

Name and signature : .....

Remark : .....