



LEAVE OF ABSENCE APPLICATION

Compulsory education is regulated by the Basic Education Act. Most pupils complete compulsory education by participating in basic education organised in accordance with the Basic Education Act, i.e., by attending a comprehensive school.

As a comprehensive school pupil, a person subject to compulsory education has obligations under the Basic Education Act. Pupils must attend school unless they are temporarily exempted for a specific reason. Pupils' obligation to attend school means the obligation to be present during school hours.

Outside school holidays, pupils may be absent only if they have been authorised to do so. Permission may be granted only for a specific reason and is decided by the school principal, or a person designated by the principal.

In addition to sickness and other unforeseeable reasons, specific reasons may include, for example, important family events, such as the funeral of a close relative or a competition or exhibition in connection with a hobby, which does not interfere with the pupil's schoolwork.

The school monitors the number of absences granted to a pupil and the number of absences taken. It is the responsibility of the parent or guardian to ensure that the pupil does homework, examinations, and other schoolwork normally, despite the absence. It is not the teacher's responsibility to provide extra teaching material or to organise extra lessons for the pupil because of the absence. It should also be noted that absences can have an impact on the student's assessment.

APPLICATION FOR LEAVE OF ABSENCE FROM BASIC EDUCATION

Guardians must fill in and return the attached application form to the class teacher at least 2 weeks before the date of the requested absence.		
Pupil's surname	Grade	
Pupil's first name(s)		
Leave of absence is requested for the following dates		
Specific reason for the absence		
We are responsible for ensuring that my/our child's/children's homework and school duties will be carried out as normal despite the absence.		
Date	Guardian's signature and name in block letters	Guardian's signature and name in block letters

The school principal or a person designated by the principal may grant permission for absence from school.

<input type="checkbox"/> I give permission for absence <input type="checkbox"/> I do not give permission for absence	
Date	Signature and name in block letters of the person issuing the permission