



Leave of absence form - PYP

Pupils in primary schools in Sweden have compulsory schooling, which means that they will participate in the learning provided. The school is responsible for ensuring that each student reaches the goals of the primary school and teacher-led instruction in school is the basis for this learning.

According to Swedish School Law, the school has the right to grant leave to a student for a maximum of 10 days per school year for personal reasons. Family holidays, travel, visits to relatives and friends, etc. should be planned during the designated school holiday periods.

Applications for leave for up to five days is given by the student's teacher and the assessment is based on each individual pupil's school situation. This means that the school can refuse requested leave based on academic requirements.

Application - to be filled in by the parents/guardians

Student's name:	Personal number:
Address:	Phone:
Postcode and city:	Class:
From (date)..... to.....	
Reason:	
Guardian's signature:	Date:
Guardian's signature:	Date:

Request of leave for up to 5 days - Teacher's decision

The student has previously been granted days absent during this school year	
<input type="checkbox"/> Request for leave granted <input type="checkbox"/> Request for leave not granted	
Reason:	
Date:	Teacher's signature:

Request of leave for up to 10 days - Teacher's opinion

The student has previously been granted Days absent in this school year	
<input type="checkbox"/> Request agreed with <input type="checkbox"/> Request not agreed with	
Reason:	
Date:	Teacher's signature:

Request of leave for up to 10 days - Principal's decision

<input type="checkbox"/> Request for leave granted <input type="checkbox"/> Request for leave not granted	
Reason:	
Date:	Principal's signature:

This form is to be submitted to the mentor. A copy will be returned to the parent/guardian when the decision is made.

Note: unapproved leave may result in the student being Withdrawn from the school.