

**Application to be submitted to the teacher/mentor**

Personal data provided in the context of the application will be treated in accordance with the Swedish Personal Data Act (PuL).  
For more information, please refer to the website of the Municipality of Köping at [www.koping.se/personuppgiftslagen](http://www.koping.se/personuppgiftslagen).

School is a place of work where every single task carried out is important. Extended periods of absence may result in educational shortcomings and it may sometimes be difficult to compensate for the loss of teaching time.  
The 280 days (40 weeks) of the academic year represent – once Saturdays, Sundays, public holidays, school holidays and teacher-training days have been deducted – a total of about 178 working days. In order for the school to be able to provide the pupils with the knowledge and skills that society requires, teaching time must not be further reduced.

Foreign travel, skiing holidays, visits to family and friends, shopping trips, etc., should, as far as possible, take place during regular holidays.

**Pupil**

Family name	Given name	Personal identity number
School		Class

**Leave of absence desired**

Dates from – to (inclusive)	Number of school days	Time from – to (inclusive) (in the case of leave for part of a day)
Reason for leave		

**Signatures** (in the case of joint custody, both parents' or legal guardians' signatures are required)

Pupil's signature			
Parent's/legal guardian's signature		Parent's/legal guardian's signature	
Date	Name in block letters	Date	Name in block letters

**To be filled in by the teacher/mentor**

Approved/

Granted  Yes  No

If No, state reason

Teacher's/mentor's signature

**Previous leave(s) of absence taken during the current academic year**

From date (incl.)	To date (incl.)	From date (incl.)	To date (incl.)	Total number of days	Of which school days
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**Principal's decision**

Granted <input type="checkbox"/> Yes <input type="checkbox"/> No		If No, state reason
Date	Name in block letters	
Principal's signature		

**Leave of absence**

By virtue of Chapter 7, Section 18, of the Swedish Education Act, a pupil enrolled in a type of school referred to in Section 17 may be granted a brief leave of absence for private business. If there are special reasons, a long leave of absence may be granted.

The principal of the school decides whether to grant a leave of absence.

**Catch-up study**

The parents/legal guardians of a pupil granted extra leave of absence must be willing to help the pupil catch up with material that has been dealt with at school.

Remedial teaching to compensate for the loss of teaching time can be provided only to pupils who have been absent for other valid reasons, such as illness.