

Application for/extension of leave of absence from childcare, 0–6 year of age
pursuant to the rules below

New Application **Extension**

Child's full name	Personal ID (CPR) no.:
Full name of the payer	Personal ID (CPR) no.:
Address and postcode	Tel. private/work
Email address	
Leave being requested from space at	Period from: to:
Signature of the payer	Date

MUST BE FILLED IN BY THE DAY-CARE FACILITY (REMEMBER TO RESPOND TO ALL FIELDS)

The above application was approved for:

- Return to same institution/childminder
- Return to age-appropriate guaranteed daycare place
- The age of the child taking leave is not between the ages of 2 years and 10 months up to 3 years and 4 months.
- The age of the child taking leave is between the ages of 2 years and 10 months up to 3 years and 4 months, but a linguistic evaluation has been carried out/is scheduled.

Date

Stamp and signature

An application for leave is to be submitted to your day-care facility which sends it for approval to Placement Service and Pupil Administration (Pladsanvisning og Elevadministration) in the Municipality of Aarhus.

An application for an extension of leave is to be submitted by email directly to Placement Service and Pupil Administration (Pladsanvisning og Elevadministration)

Application for/extension of leave of absence from childcare, 0–6 year of age pursuant to the rules below

Rules for taking leave of absence

The right to leave of absence applies to children enrolled in a municipal day-care institution or child-minding facility or an independent institution. The minimum length of the leave of absence is 2 months.

If your child has been granted a delay in school admission, special rules apply. Please contact your day-care institution. .

Application deadline

Leave of absence must be applied for by giving at least **two months' notice** effective from the 1st or 16th day of the month. In all cases, the earliest date on which leave of absence can be applied for is after the child has been using the space for **at least one month**.

Example: If a space has been accepted per 1 September, the earliest date on which leave of absence may be applied for is 1 October and, by giving two months' notice, the leave of absence may begin on 1 December.

Therefore it is not possible to accept a space (reserve a space) and start out by taking a leave of absence.

Guaranteed space after the leave of absence

After the leave of absence, the child is guaranteed to be able to return to a guaranteed age-appropriate space.

Before the day-care institution or child-minding facility sends the form to Planlægning og Pladsanvisning, it must consider whether the child must be guaranteed a space in the same institution, with the same childminder or according to the guarantee of childcare scheme.

Linguistic evaluation

According to Section 11(2) of the Day-care Facility Act, any child who is not enrolled in a day-care facility must undergo a linguistic evaluation. The linguistic evaluation is mandatory regardless of the child's linguistic background and it must be done during a period that starts when the child is 2 years and 10 months old and ends when the child is 3 years and 4 months old.

When a child is taking a leave of absence from a space for a child between the ages of 0 to 6, he/she is put on the same footing a child who is not enrolled in a day-care institution or with a childminder. If the child is taking a leave of absence between the ages of 2 years and 10 months and 3 years and 4 months, a completed linguistic evaluation must exist or an agreement for a linguistic evaluation must be made before the leave of absence may be granted.

Extension of a leave of absence

An application to extend a leave of absence must be submitted in writing to Planlægning og Pladsanvisning **no less than two months** before the original leave of absence expires.

For an extension of the leave of absence, it must be reconsidered whether the child is guaranteed space in the same institution, with the same childminder or a guaranteed space.

Interruption of leave

If there is a wish to discontinue a leave of absence, Planlægning og Pladsanvisning must be contacted. It is not possible to guarantee that the child will be assigned the same space, but he/she will be referred to a corresponding space pursuant to the guarantee of childcare scheme. A new offer if childcare after the discontinued leave will be sent as soon as possible.

Withdrawal

In the event there is a wish to withdraw from a space during the leave of absence period or after the completion of the leave of absence, notice of the withdrawal must be submitted in writing by email by giving **two months' notice** effective from the 15th or last day of the month.

Sibling discount

Any sibling discount ceases/changes automatically in the event that a leave of absence is granted/discontinued.

Free/subsidised space

If the leave lasts for more than three months, the free/subsidised space will cease, which is why it will be necessary to reapply for a free/subsidised space after the leave of absence ends.

Sick-related absence for children

If parents of a child wish to take sickness leave with immediate effect, such as due to sudden and perhaps prolonged hospitalisation, this may be granted on the basis of an individual assessment and a doctor's statement. Contact Planlægning og Pladsanvisning about this.