



RULES AND REGULATION: ABSENCE

1. Attendance on the first and last working day of every term is compulsory. Parents are requested to plan their vacations in accordance with the Almanac.
2. Parents should fill in the “Record for Non-Attendance” for absence up to 2 days. If the student is absent from school for a longer period, a leave application, addressed to the Principal, is to be submitted to the respective Class Teacher. A Medical Certificate is necessary, in case of illness for three days or more.

Please note that if a student joins schools after his/her absence, without a proper leave note duly signed by his/her parent, strict action will be taken.

3. **Leave for going out of station during the normal school session, will not be allowed.**
4. Students, who require medical attention during school hours, may be sent by the teacher to the school infirmary after filling the columns for “School Infirmary Record”. Kindly check these pages on a regular basis.
5. Students suffering from the following and other such contagious diseases, must observe the mandatory quarantine period before returning to school:
a) Chicken pox b) Measles and Mumps c) Conjunctivitis.
6. Frequent absence without leave or unexplained absence for long duration renders the student liable to have his/her name struck off the rolls. Re-admission may be granted at the discretion of the school authority.
7. It is compulsory for every student to complete at least 75% of the attendance in the academic session, to make them eligible for the final examination and also for promotion to the next class.

The percentage, however, could be relaxed on medical grounds, at the sole discretion of the Principal.