

RULES CONCERNING LEAVE / ABSENCE

Student's regular attendance in the school is very important in connection with Periodical Evaluation System as per the latest directives of CBSE.

1. Leave is granted only on a hand-written request in the form of an application submitted by the Parent/Guardian, well in advance (except in cases of unforeseen circumstances), and that too, only on genuine grounds.

More than one day sick leave must be accompanied with a medical certificate. Not more than three days leave may be granted at a time in one month if the month has working days in full. But, if a particular month has less than 26 working days the number of leaves for which a student is entitled may be reduced on pro rata basis for that particular month. A student will be marked absent if he/she does not report to his/her class teacher five minutes before the 'First Bell'.

2. Leave for half-day or only one day can be processed through the school almanac (page nos. 65, 66), duly signed by the Parent/Guardian. Leave for more than one day must be processed in the form of a hand-written application submitted by the Parent/Guardian.
3. Half-Day Leave shall be granted on the date of application after 10:00 AM (for shift A) and after 2:00 PM (for shift C) only. Further, such leave should be opted on medical emergency only, which needs to be justified with relevant document(s) on the date of resuming the class. For shift B, the application for half day leave should be processed through the class teacher one day in advance.
4. No student will be relieved even in the last period for going out of station on any ground other than medical which needs to be justified with relevant document.
5. Absence for seven consecutive days without the prior approval of the Principal would lead to the suspension of admission. In such cases, the continuation of admission of the child shall be granted on producing written request along with other relevant documents by the

parent and payment of Rs. 5000/- (Rupees five thousand only) as retainment fee.

6. If a student suffering from any infectious disease wishes to resume after recovery, he/she must obtain a certificate from the competent authority stating that he/she can attend the school without the risk of communicating the infection further, and submit the same before the Principal for permission. Students suffering from any of the following diseases must observe the prescribed period of quarantine before returning to class.

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| (a) | Chicken Pox | – | Till complete falling of scabs |
| (b) | Cholera | – | Till the child recovers completely |
| (c) | Measles | – | Two weeks after the rashes disappear |
| (d) | Mumps | – | Until the swelling reduces (3 to 4 weeks) |
| (e) | Whooping Cough | – | Six weeks |
| (f) | Conjunctivitis | – | Till the child recovers completely |