

ABSENCE OR LEAVE

- Attendance is compulsory on the first and last working day of every term.
- Students who have been sick for more than three days must produce a medical certificate from their doctor on joining school.
- Leave for going out of station should be obtained from the Principal prior to proceeding on leave.
- Student who is absent on the previous day will not be admitted to the class without a note from the parent addressed to the class teacher stating the reason for absence
- All students should put in minimum 75% attendance during the academic year.
- Repeated absence without notice or unexplained absence without written application for more than six consecutive days renders the student liable to have her/his name struck off the rolls. Re-admission may only be granted after payment of a re-admission fee.

Please know that the following absence is permitted during academic year

- During an illness or injury which prevents from attending the school.
- Due to death or serious illness of immediate family members.
- In case of appointment with doctor or any officials.
- Due to religious festival or family functions.
- Due to academic related work, data collection, field trips, competitions, etc.
- Due to mother's maternity
- A student, returning to school after suffering an infectious or contagious disease, should produce a doctor's fitness certificate permitting her/him to attend school. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to school:

Chicken Pox	Till the scabs fall completely	Not < 15 Days
Cholera	Till the child has completely recovered	Not < 15 Days
Measles	Two weeks after the rash disappears	Not < 10 Days
Mumps	Until the swelling has gone; about one month	Not < 15 Days
Whooping Cough	Till the doctor certifies	Not < 20 Days
Hepatitis	Till the doctor certifies	Not < 20 Days