

LEAVE OF ABSENCE

a. If a student falls ill or is unable to attend classes during any working day, entries should be properly made in the leave record duly signed by the parent or guardian in the student's diary and submit it to the Class Teacher/ Principal.

b. All the letters must be addressed to the Principal in a formal way.

C. 85% attendance is a pre-requisite for promotion.

d. A Student:

(i) who has been absent for more than 4 continuous days, should come with parent to the school with documents (Medical Certificate, etc.) in support of leave.

(ii) If he/she is absent for 15 continuous working days without prior information, the student's name will be removed from the roll. However the Principal could re-admit such students if satisfied with the explanation. Are admission fee of Rs. 1000/- is to be paid.