

ABSENCE RULES AND REGULATIONS

1. Students who have been sick should bring a medical certificate from their Doctor upon joining the school. A copy of the certificate is to be submitted to the school for follow-up.
2. **Maintaining 75% Attendance is mandatory every month.**
3. No Leaves will be granted for vacations/weddings/functions or celebrations during the school session. Kindly plan them during school summer or winter holidays.
4. To avail of leave and permission to be excused from school, use the leave application pages (attached at the back of the diary).
5. Extra photocopies may be made for each day the student is absent from school stating the reasons for absence.
6. No one absent on the previous day will be admitted to the class without a letter from the parent, addressed to the Class Teacher, stating the reason for absence.
7. Seeking leave for more than 3 days should be addressed to the Principal.
8. Leave shall be granted on special grounds only.
9. Students returning to the school after suffering from an infectious or contagious disease, should produce a doctor's certificate permitting them to do so.
10. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to class:
 - (A) Chicken Pox - Till complete falling of the Scabs
 - (B) Cholera - Till the child is completely well
 - (C) Measles - Two week after the rash Disappears
 - (D) (D)Mumps - Until the swelling has gone, (about one month)
 - (E) Whooping Cough - Six weeks
 - (F) Jaundice - Six weeks
11. Repeated absence without leave or unexplained absence for more than six consecutive days renders the student liable to have his/ her name struck off the roll. Re-admission may be granted only on payment of fresh admission fee.
12. No medically unfit child will be allowed to appear in tests or examinations.