

Attendance and Leave rules

- All the students must attend the classes on the opening day of the school, after any vacation and on the last day before any vacation
- A minimum of 80% attendance is mandatory for promotion to the next class.
- Students should reach school five minutes before the assembly. Bring books and note books as per the time table.
- Students must carry their School Diary regularly to the School.
- Parents must ensure that their ward attends school on all working Saturdays.
- Application for leave upto 4 days should be submitted to the class teacher and for more than 4 days should be submitted to the Principal for sanction.
- Students seeking leave must submit application on the prescribed form as given in Pupil Diary before or immediately after the period of leave, duly signed by parent /guardian. Students suffering from infectious diseases should not attend the school, and submit a Medical Certificate together with leave application. After recovery they should attend classes along with fitness certificate from the Doctor.
- In case of any accident or emergency during the school hours, parents will be informed at once and First Aid will be administered by the qualified Doctor in the School infirmary. If there is a delay in the parents coming to the school, the child will be taken to General Hospital Sector 6, Panchkula.
- Students who leave the school without due notice or keep away from School, for over a month, offering no written explanation for their absence, their name are struck off from the rolls. For getting the student re-admitted the parents shall have to pay the arrears of fee, late Fees and other dues along with a re-admission fee of Rs. 1000/-