

ATTENDANCE AND LEAVE RULES

1. Coming to school

- a. All the students must attend the classes on the opening day of a session or after vacation, and last day before any vacation.
- b. Students should reach 5 minutes before the assembly, with books ready as per the timetable.
- c. Parents are not permitted to visit the school during working hours, except for any emergency. Only the parent can come personally and take his/her child after seeking the Principal's Permission. This is to ensure the safety of the children.

2. Leave policy

- a. Students having less than 75% school attendance will NOT be permitted to appear for final examinations.
- b. Students who do not appear in any of the examinations; half yearly/final/PTs will be fined Rs. 250/- per subject. However, exemption will be granted if a Medical Certificate from a Registered Medical Practitioner is submitted within 2 days after the exam day.
- c. 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 names will be struck off from the rolls. For getting re-admitted, the parents shall have to pay the arrears of fee, including late fees along with a Re-registration fee of Rs. 1000/-.

3. Applying for a leave

- a. A written application on the prescribed form given in the school diary must be submitted before or immediately after the period of leave, duly signed by the parent/guardian or you can send through CSM app.
- b. Application for up to 4 days should be submitted to class teacher, and for more than 4 days to the Principal for sanction.
- c. Students suffering from infectious diseases should not attend the School, and submit a Medical Certificate in addition to leave application. After recovery they would be allowed in school once they get a fitness certificate from the Doctor. Period of isolation recommended for Measles and Mumps is 1 week. Chicken pox and small pox till the blisters dry and fall off. Conjunctivitis till no white discharge is coming out of the eyes.