

General Rules

PUNCTUALITY & ATTENDANCE

1. All students must be regular and punctual to school and at school activities. No one is allowed to leave the school premises without the permission of the Principal.
2. No leave of absence is granted unless prior written application from parent / guardian is submitted. Leave may not be presumed except in case of unforeseen circumstances.
3. In case of leave except on grounds of illness, the parent / guardian of the student should, as far as possible get the leave granted by the Principal beforehand. No application of "sick leave till recovery" will be granted. In case, sick leave for more than two days is availed, the application should be supported by a Medical Certificate.
4. Every absence (sick leave or otherwise) must be entered briefly in the Leave Record page of the Diary and signed by the parent or guardian.
5. Every Student is required to put in 75% of attendance in an academic session. No Student will be allowed to sit for the promotional examination unless he / she puts in the minimum number of attendances.
6. An unauthorised absence for 3 consecutive days may result in the removal of the student from the rolls.
7. No leave for half day will be granted. In case of emergency, the parent /guardian may personally take the child with him / her after taking permission from the Principal.
8. Students are not granted leave outside the regular vacation periods except in case of illness. A student who suffers from any infectious disease must produce a fitness certificate from a competent authority to the effect that he may attend the school without risk of conveying infection.
9. Students who come late to school and those who have been absent on the previous day must bring an application for late attendance / absence countersigned by the parent and submit the same to their class teacher and seek his/her permission to attend classes.

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10. Students suffering from any one of the following diseases must observe the prescribed period of quarantine before returning to class.
 - a. Chicken Pox : Till complete falling of scabs.
 - b. Cholera : Till the child is completely well.
 - c. Measles : Two weeks after the rash disappears.
 - d. Mumps : Until the swelling has gone.
 - e. Whooping Cough : Six weeks.
 - f. Jaundice : Six weeks.
11. Students should join immediately on reopening after vacation. Leave to attend marriages or other social functions is not encouraged. Those absenting themselves without sanction of leave or on refused leave may be dealt with severely by imposition of heavy penalty including expulsion from school in cases of persistent default. Also students not doing their home task for 3 consecutive days or making consistent defaults in this regard are liable to be expelled from school.
12. Students securing 100% attendance (both the meetings of the day) in an academic session shall be awarded in the Annual Function of the following academic year.
13. Withdrawal of a student during school hours for attending religious/social functions is not allowed. In case of emergency Principal may be contacted.