

Class Nursery-XII : NORMS FOR LEAVE

Dear Parents,

Experts agree that most habits are acquired in the formative years. That importance of habit is so great that we cannot afford to neglect the habit that our children are acquiring. Attention to these details early on would pay rich dividends at a later stage. Regularity in school attendance assists students in developing key life skills including self-discipline, responsibility and punctuality, It is important that we as parents and educators promote the view that regular attendance and timeliness are important to ensure the best possible learning outcomes. Irregularity and frequent absenteeism also leads to a critical disconnect in children's learning.

Children arriving late to school miss out on the opportunity to start their day in a relaxed and comfortable manner. To build a strong culture of discipline in the lives of our children, it is important we realize and respect the value of their "learning time" and adhere to the school timings.

It is important to note that :

- ☞ *Students of class IV to XII are required to have 90% attendance in an academic year.*
- ☞ *Students of Classes Nursery to III are required to have 80% attendance in an academic year.*
- ☞ *The school will not permit students to absent themselves before or after holidays notified in the school calendar. Parents should plan trips and outings during the holidays defined by the school.*
- ☞ *Leave applications should only be sent through the reason for absence slip in the almanac. Telephone calls, e-mails or SMS's are only meant as provisional information for the class teacher. The same has to be followed by an application in the reason for absence slip in the almanac.*
- ☞ *We would like to reiterate that leave should be availed only in case of unavoidable circumstances or medical reasons. The protocol to be followed is tabulated below*

Leave Duration	Sanctioned by	Other Important Details
Upto 3 days	Class Teacher	-
3 days to 7 days	Principal	Parent to fix appointment with Principal to personally submit the application
In excess of 7 days [★]	Principal	Sanction to be obtained in advance through a personally submitted application

★ Approval of leave would be based on previous leave record and impact on academics

- ☞ ***Medical Leave** - In case a child is unwell and is advised rest for a period in excess 7 days, the parents should immediately inform the class teacher about the same. A leave application, along with a medical certificate/ Prescription from a Registered Medical Practitioner/ Medical Card should be submitted once The child continues normal schooling. (No child Suffering from an infectious or contagious disease should come to school unless he/she has fully recovered)*
- ☞ *Make-up work is required for all work missed due to absences. The make-up work is the responsibility of the students. Assignments missed can be taken from the respective teachers. It is the student's responsibility to contact teachers to clarify any questions regarding the work. The work missed due to absence must be completed within the given time and submitted to the respective teachers. Parents of students from Nursery to Class III consult the class teacher for missed work.*
- ☞ *There is no half day or short leave for students. In case they have any personal commitments then they should take the day off instead of taking a half day or short leave.*

With warm regards

PRINCIPAL