

Leave Rules

- 75% attendance is compulsory as per CBSE rules for every student.
- Half day or short leave is not allowed on working days (except in case of emergency)
- Leave up to three days will be sanctioned by the class teacher, more than that the leave should be sanctioned by the Principal on the recommendation of the coordinator.
- In case of emergency, student must inform the school authorities and later submit the application otherwise the student will be marked absent.
- The leave application should be signed by the parents or guardian.
- Name will be struck off the school rolls if the student remains absent for six days without any intimation.
- In case of serious and infectious ailment i.e. chicken pox, conjunctivitis, the parents are advised not to send their ward to school and inform the concerned class teacher or the coordinator.
- Sick leave must be followed by a medical certificate from a qualified doctor.
- On all school functions and examination, attendance is compulsory.