

Attendance & Leave Rules

1. Leave applied well in advance may be granted for genuine reasons. In case of sickness support of medical certificate is a must. The grant of leave will not count for condonation of required attendance.
2. No student who has been absent on the previous day will be allowed to attend class unless her/his parent has entered an explanation stating the reasons for the absence, in the 'Record of Non-Attendance' section of the diary, for each day the student has been absent from school. In case a child reports to school without an explanation in diary, then the parents will be summoned to school and child may be sent back home.
3. It is the responsibility of absentee students to ensure that their parents have entered the relevant information and signed the diary, failing which, the student's parents may be called to school and asked to take their ward back home. In case of absence of more than two days on Medical Grounds, Medical Certificate & prescription shall be attached in the diary.
4. The student may be allowed to leave the school only with the authorized person, the parents have deputed with identity.
5. A student suffering from any one of the following disease must observe the prescribed period of quarantine before returning to class.
 - a) Chicken-pox : Till the scabs fall completely.
 - b) Cholera : Till the child gets completely well.
 - c) Measles : One week after the rashes disappear.
 - d) Mumps : Until the swelling has subsided.
 - e) Whooping Cough : Six Week or recover.
6. Leave can be granted to student only on the following grounds:
 - a) In case of serious illness or death of very near relative.
 - b) For a condolence visit, if custom demands he/she should make a visit.
 - c) To attend the marriage of his real brother/sister, aunt or uncle.
7. Parents will be promptly informed in the event of serious illness or emergencies and may be requested to come to school to take their ward home if necessary.

8. All students are expected to attend school on the opening day immediately following the vacations. Absence on the day of reopening of the school will attract strict disciplinary action.
9. If a student is absent for more than three days, it renders the students liable to have his/her name struck off the rolls. (readmission may be processed)
10. The granted leave of any kind does not count the presence for qualifying attendance requirement for examination.
11. Parents, for your better awareness, the school frequently issues 10 points notice, registered letter related to different affairs. Please consider it and act accordingly.
12. **Attention parents:** For examination Home / Board the qualifying attendance is 75%. For your knowledge the Board criteria is displayed to you.

Board Rules: High School & Senior Secondary

1. No Student from a School affiliated to the Board shall be eligible to take the Senior School Certificate Examination Conducted by the Board unless he/she has completed 75% of attendance counted from the opening of class XII up to the first of the month preceding the month in which the examination commences in the internal assessment.
2. No student from a School affiliated to the Board shall be eligible to take the any board exam AISS & Senior School Certificate Examination conducted by the Board unless he has completed 60% of attendance in respect of students participating in Sports at National level organized by recognized Federations/CBSE/SGFI counted from the opening of class upto the first of the month preceding the month in which the examination commences in the subjects of internal assessment.
3. Also no student from a School affiliated to the Board shall be eligible to take the Class IX & XI Examination conducted by the school unless he has completed 60% of attendance in respect of students participating in Sports at National level organized by recognized Federations/CBSE/SGFI in the subjects of internal assessment.

Rules for Condonation of shortage of Attendance

1. If a candidate's attendance falls short of the prescribed percentage, in case of students appearing for the Secondary and Senior School Certificate Examinations conducted by the Board, the Head of the School may submit his name to the Board provisionally. If the candidate is still short of the required percentage of attendance **within three weeks of the commencement of examination, the Head of the Institution shall report the case to the Regional Officer concerned immediately. If in the opinion of the Head of the Institution the candidate deserves special consideration, he may submit his recommendation to the Regional Officer concerned not later than three weeks before the commencement of the examination** for condonation of shortage in attendances by the Chairman, CBSE who may issue orders as he may deem proper.
2. The Head of the School in his letter requesting for condonation of shortage in attendance, should give the maximum possible attendance by a student counted from the day of commencing teaching of Classes X/XII (beginning of the session) upto the 1st of the month preceeding the month in which the examination of the Board commences attendance by the candidate in question during the aforesaid period and the percentage of attendance by such a candidate during the aforesaid period.
3. **Shortage up to 15% only may be condoned by the Chairman in respect of those students appearing for the Senior School Certificate examination conducted by the Board.**
Cases of candidates with attendance below 60% class XII, appearing for the Boards. Examinations shall be considered for condonation of shortage of attendance by the Chairman only in exceptional circumstances created on medical grounds, such as candidate suffering from serious diseases like cancer, AIDS, TB or similar serious diseases requiring long period of hospitalization.
4. The Principal **shall refer a case of shortage within the above** prescribed limit of condonation to the Board, either with the recommendations or with valid reasons for not recommending the case. Latest by 20th JANUARY.

5. The following may be considered valid reasons for recommending the cases of the candidates with attendance less than the prescribed percentage:
- a) Prolonged illness;
 - b) Loss of Father/Mother or some other such incident leading to his/her absence from the school and meriting special considerations;
 - c) Any other reason of similar serious nature; and
 - d) Authorized participation in sponsored tournaments and Sports Meets of not less than inter school level and NCC/NSS Camps including the days of journeys for such participation shall be counted as full attendance.
 - e) Authorized participation in Sports at National level organized by recognized Federation/CBSE/SGFI.