

ATTENDANCE POLICY

1 Absence

- A student is marked absent if he does not attend school.
- In case there is a valid reason and the leave is sanctioned then the leave will not be deducted from his attendance.

Leave maybe sanctioned for the following reasons :

- Absence due to sickness which should be proved by medical certificates and reports approved by the concerned authorities.
- The official tasks assigned to students by prior permission from the school Principal.
- Death of a relative: For three days only.
- Other cases allowed by the Director of Education Area.

The school retains the discretion to sanction leave for any urgent and reasonable absence for which there is a written request.

Attendance awards:

- Students attaining 100% attendance will be awarded certificate in an award ceremony. Sanctioned leave is however not taken into account while considering the award.
 - In the primary classes they will be awarded Golden Stars for attaining maximum attendance.
1. No student has to miss his/her class or keep away from other curricular and co-curricular activities conducted in the school.
 2. Each student is required to keep at least 75% of the attendance of the total working days to entitle him/her to appear for the final examination.
 3. Condonation in deserving cases is granted only when the parent applies for the leave of his ward on any of the following grounds and supported by the medical certificate wherever necessary.
 - a) Sickness of the pupil
 - b) His/ her medical treatment.
 - c) Medical treatment of the parents or confinement of the mother and parents' inability to arrange for the stay of the child.
 - d) Bereavement in the family.

- e) Any other ground acceptable to the Principal
4. Staff leave is granted on the basis of Labour law and Private Education Law.
 5. Staff attendance are registered through an advanced system of Bio-metric Attendance Programme.
 6. Student attendance is recorded manually by the class teacher in the classroom and by the attendant inside the bus.
 7. The absentee list is forwarded to the Reception on everyday basis before 09.00 a.m. by the class teacher.
 8. Every member of the staff is expected to report in advance about their absence directly to the Principal of the School only.
 9. Students are expected to report their absence post or prior to the days of absence before 48 hours are out.
 10. Unauthorized absence may invite disciplinary actions.