

RULES REGARDING LEAVE OF ABSENCE

1. Absence must be explained in the form of a leave note on the page of the diary set apart for the purpose along with the parent's/guardian's signature. Only the parent / guardian will enter remarks or sign in the diary.
2. Leave of absence for more than two days is not granted except on **PRIOR WRITTEN APPLICATION** from parent / guardian (except in the case of unforeseen circumstances). Repeated or extended absence (of fifteen days or more) without written permission shall render the student liable to have his / her name struck off the roll.
3. For long absence on account of illness, a medical certificate must be submitted. A student returning to school after suffering from an infectious or contagious disease should produce a doctor's certificate, permitting him / her to attend school. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to class.
 - a) Chicken Pox - Till complete falling of scab.
 - b) Cholera - Till child is completely well.
 - c) H1N1 - Till child is completely well.
 - d) Measles - Two weeks after the rash disappears.
 - e) Mumps (about one month) - Until the swelling has gone (about one month)
 - f) Whooping Cough. - Six weeks
 - g) Jaundice. - Six weeks
 - h) COVID 19 - as prescribed by Ministry
4. Students will not be permitted to take leave while parents are on vacation.
5. Avoid your children from going on long leaves for personal reasons.