Absence from School
75% Attendance is Must

* 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.**

* 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.**

* A student, returning to school after suffering an infectious or contagious disease, should produce a doctor’s fitness certificate permitting her/him to attend school. Students suffering from the following diseases must observe.

**The prescribed period of quarantine before returning to school:**

* Students who require medical attention during school hours, may be sent to the school Infirmary by the teacher concerned, who will enter the nature of the complaint and sign the ‘School Infirmary Record’ section of the diary. 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.

* 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.

* It is compulsory for students to achieve 75% attendance in each term in order to be eligible to take the end-of-term assessment. This stipulation can only be relaxed on genuine medical grounds, at the sole discretion of the Principal.

* Absence for more than three days, just before the vacation and immediately after the vacation renders the students to pay a fine of Rs. 30/- Per day. If absence is for more than three days, it renders the students liable to have his/her name struck off the rolls. (Readmission may be processed)

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.