

## LEAVE RULES

1. In all cases of leave of absence, prior permission from the HM should be obtained, except in case of unforeseen circumstances, for which an authenticated reason should be furnished by the parent when the ward joins back school.
2. In case a child is to be taken for sick report during school hours, the parents must intimate the HM before taking the child and also at the time of dropping him/her back in school.
3. In case of planning for long leave/annual leave please discuss the dates in advance. The school follows a set schedule of examinations. Request for conducting **re-exam will not be entertained.**
4. In case of absence due to illness a medical certificate is to be attached with the leave application.
5. If a child is suffering from an infectious disease, a doctor's certificate stating that the student is fit to attend school after completion of quarantine period must be submitted.