

## LEAVE RULES FOR STUDENTS

1. Children are expected to attend school regularly. All students, especially those appearing in the Board Examination, are expected to log in a minimum attendance of 75% of the total working days in the academic session but for the school 90% attendance is compulsory. As such, no leave of absence on plausible grounds of absence.
2. In the case of sickness, a Medical Certificate must be attached with leave application.
3. In case of unauthorized absence exceeding 3 days, the name of the defaulting student will be struck off the rolls of the school. A re-admission fee of Rs.500/- shall be charged in case re-admission is granted.

Norms relating to withdrawal of a student from the school, Withdrawal of a student from the school is necessitated under certain circumstances either in the student's family or in the school itself. The norms followed in this respect are given below. Parents must read these norms carefully and comply with them.

1. If a student's needs to be withdrawal from the school, the parents/guardians of the student must submit a notice in writing, a month in advance, failing which all school charges for a month in lieu of the notice period will be charged.
2. A student can also be asked by the school to be withdrawn on academic or disciplinary grounds including submission of false information to the school at the time of admission, Disciplinary action may even involve expulsion. The Principal's decision in such matters is final.
3. Misbehaviour on the part of parents/guardians with any member of the school staff may also lead to withdrawal of the student from the school.
4. Transfer Certificate (TC) on withdrawal is issued only after all the school dues are cleared by the parents/guardians.

Acknowledgment for clear understanding of the above.

Parent \_\_\_\_\_ Student \_\_\_\_\_ SDM \_\_\_\_\_