

**ATTENDANCE:**

As regular attendance is an important requisite for successful schoolwork, no student should absent himself / herself from the class without sufficient reasons. No special / extra classes will be conducted for students who are absent during regular classes (Both theory and practical). In case of serious illness, the Principal must be informed in time, and leave application should be submitted with a Medical certificate. Long period of absence from the school without prior intimation will be viewed seriously. They are liable to be removed from the roll. If re-admitted, he/she has to pay there-admission fee of Rs.100/-

Absence due to illness or any other reasons should be intimated at once. Prior permission is required even for short period of a day or two. Leave letter should be produced to the class teacher, counter signed by the Principal.

Pupils will not be allowed to leave the school premise during the working hours. In case of emergency, the parent or the guardian should seek permission from the Principal in person.

Absence from tests or examinations will be considered a serious breach of school discipline. Pupils who absent themselves from any of the terminal examinations, for any reason, other than sickness justified by Medical Certificate, will be considered as having failed in that particular examination.

Absentees on the first day of every term and after any long holidays will have to pay a fine of Rs.10/- for that day and Rs.1/- for each subsequent day of absence.

Students have to attend the morning assembly and join the prayers. Those who come late shall not enter the class, but report to the Teacher designates and get marked in the late attendance record in the hand book. Routine late coming will not be tolerated but will be viewed seriously. Sick and unhealthy students and those suffering from contagious diseases will not be permitted to attend the classes.