



Children's Academy

Group of Schools

Leave of Absence

- ✿ Any requests for leave/half-day must be through the handbook only.
- ✿ Long leave for religious ceremonies or any other social functions will not be granted under any circumstances.
- ✿ The section head has the authority to grant or reject the leave. Any leave not granted will be considered as unauthorised leave and will lead to strict disciplinary action as per the rules of the school.

Planned Leave:

- ✿ In the event of leave up to three days, a note should be sent by the parents through the handbook to the class teacher for approval.
- ✿ In case of leave for more than three days, prior permission should be sought from the Section Head, through an application in the handbook.

Medical / Emergency Leave:

- ✿ In case of medical/emergency leave note should be sent by the parents to the class teacher through the handbook.
- ✿ A student who remains absent for more than three days owing to ill health will have to furnish a medical certificate and other relevant documents confirming the same. The name of the student shall be struck off the rolls if he/she, without serious reason, is absent for more than fifteen days. As a rule, such students are not re-admitted. If re-admitted, they will have to pay the admission fee again.

Students who do not report on the reopening day after summer vacation will have to pay the admission fee again unless they have a valid reason for the delay. Such students will not be allowed to attend school without written approval from the principal.

A student who remains absent prior to any examination without any valid reason will not be allowed to appear for the examinations.