



Children's Academy

Group of Schools

Leave of Absence

- Parents must make an application for any kind of leave ONLY through the handbook.
- Application for leave up to **three days** may be made in the handbook and shown to the class teacher in advance. In case of an emergency, the application may be shown to the class teachers on the day the student resumes school.
- In case of leave for more than three (3) days will not be granted except in case of emergencies.
- Leave of more than 3 days for social and religious purposes will not be granted.
- In case of medical leave for more than three (3) days, application must be made to section head, through the handbook before the ward resumes school along with required documentation like prescriptions, Doctor's note, etc.
- In case prior permission can not be obtained, parents are requested to intimate the school as soon as possible through the official app or email.
- **Prior information provided to the school does not mean sanction / approval of the leave. Leave availed, if permission is not granted, will be considered as unauthorised leave.**
- In case of absenteeism during examinations without valid reasons, stringent action will be taken.
- No re-examination will be conducted in case of leave taken during examinations or tests.
- Parents are requested to refrain from taking leaves frequently or taking long leaves since this will affect the education of the student.
- In case **unauthorised leave** is availed the student will be asked to remain at home for the number of unauthorised days he/she has missed the school. Suspension starts from the day the student reports to school with the parent. It is mandatory for the parent to meet the section head before resuming the school after unauthorised leave.