

B. REGULARITY RECORD

22. Regular and punctual attendance is insisted upon. Unauthorized absence from the school is not tolerated except in sudden illness or unforeseen circumstances. Students should not absent themselves from school without prior permission in writing. Should absence on account of ill health or due to unforeseen circumstances which may exceed two or three days, a leave application should be sent to the Principal, without which the student will not be admitted to class.
23. It is mandatory for the students to attend the school on days marked "Compulsory Attendance". In case of sickness, notify the Principal on the same day with relevant medical documents. Students should be present on the first and last day of each school term.

24. Admission to the class for absentees is granted only when they show the class teacher the Application/Regularity Record duly countersigned by the Principal / Vice Principal.
- If absent for one/two days enter the reason in the regularity record and show only to Class Teacher.
 - If the leave is for more than two days the leave application has to be first signed by the Principal & then shown to the Class Teacher.
25. All leave must be applied for in writing to the Principal. **NO STUDENT SHALL PROCEED ON LEAVE WITHOUT SANCTION AND PERMISSION, SPECIALLY WHEN THE LEAVE EXCEEDS 2 DAYS.** Such reasons as birthdays, excursions, festivals, weddings, urgent business, preparation for examination are not considered sufficient.
26. If any unauthorized **ABSENCE EXCEEDS TEN CALENDAR DAYS**, the defaulter's **NAME WILL BE STRUCK OFF THE ROLLS** and considered withdrawn.
27. No transfer certificate will be issued to the student without clearing the dues.
28. Early departure from school to be entered in the space provided for in the school diary and the student will be marked absent for the day.

C. PUNCTUALITY

29. School begins at 7.20 a.m. Students should be inside the gate latest by 7.15 a.m. after which the gates will be closed. **The late comers will not be allowed to enter in.**
30. Submission of projects, note books for correction should be as instructed by the teacher. On late submission, the teacher is not entitled to mark the students.