



GUIS Attendance Policy

Reporting

- Students must be present in the school by 7:30 a.m.
- All students must be present in school on the first and the last day of each term
- No student may leave the school premises without the permission of the supervisor before dispersal time
- Late comers will be admitted to the class only with the permission of the Supervisor/Vice Principal/Principal
- While 75% attendance is required for promotion to the next grade, the school encourages students to be present on all days. Students with 100% attendance will be honoured with a certificate and reward.

Student Absenteeism

The School operates on a full attendance policy. However, sometimes, absences cannot be avoided. Parents must communicate this to the respective supervisor/class teacher by e-mail or a phone call to the school reception before 8.30 am.

A minimum of 75% attendance is required for promotion to the next grade.

- In case a child is absent for 1-3 days the parent/guardian is expected to make an entry in the Non-attendance/leave record section of the student's diary.
- Absence for 3 days or more, on medical grounds, should be supported by a medical certificate.
- Prior sanction to be sought from concerned Supervisor/Head of Supervisor for 4-14 days of leave

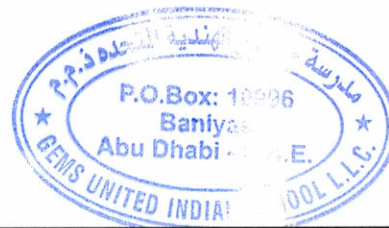


- Prior sanction should be sought from the Principal through a written application for any absence exceeding 30 days. (Only in case of emergency)
- Students who have been absent from school for one month or more, without permission are liable to have their names struck off the rolls.
- Students suffering from contagious or infectious diseases must stay away from the school till the quarantine period is completed. It should be clearly indicated in the Medical Certificate that the student is permitted to attend classes.
- Parents need to bring to the notice of the school authorities/ clinic any life threatening medical conditions their wards may be suffering from, so that appropriate medical attention may be arranged in case of emergency.

RULES FOR CONDONATION OF SHORTAGE OF ATTENDANCE:

(a). If a candidate's attendance falls short of the prescribed percentage in case of students appearing for the examination conducted by the Board, the Head of the School may submit her name to the Board provisionally. If the candidate is still short of the required percentage of attendance within three weeks of the commencement of the examination, the Head of the School shall report the case to the Regional Officer concerned immediately. If in the opinion of the Head of the School, the candidate deserves special consideration, she may submit her recommendation to the Regional Officer concerned not later than three weeks before the commencement of the examination for condonation of shortage in attendance by the Chairman, CBSE, who may issue orders, as he may deem proper. The Head of the School, in her letter requesting for condonation of shortage in attendance should give the maximum possible attendance by a student counted from the day of commencement of teaching of class X (beginning of the session) up to the 1st of the month preceding the month in which the examination of the Board commences, attendance by the candidate in question during the aforesaid period and the percentage of attendance by such candidate during the aforesaid period.

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(b). Shortage up to 15% only may be condoned by the Chairman in respect of those students appearing for the Secondary School Examinations conducted by the Board. Cases of candidates with attendance below 60% in class X, appearing for the Board's examinations, shall be considered for 22 condonation of shortage of attendance by the Chairman only in exceptional circumstances created on medical grounds, such as candidate suffering from serious diseases like cancer, AIDS, Tuberculosis or similar serious diseases requiring long period of hospitalization.

(c). The Head of the School shall refer a case of shortage within the above prescribed limit of condonation to the Board, either with the recommendations or with valid reasons for not recommending the case.

(d).The following may be considered valid reasons for recommending the case of the candidate with attendance less than the prescribed percentage: -

- (i) prolonged illness;
- (ii) loss of father/mother or some other such incident leading to her absence from the school and meriting special consideration; and
- (iii) any other reason of similar serious nature;
- (iv) Authorized participation in sponsored tournaments and Sports' meet of not less than interschool level and at NCC/NSS Camps including the days of journeys for such participation shall be counted as full attendance.

(e) This policy holds good for all students KG-VIII condoned by the Head of School.

