



Children's Academy

Group of Schools

Student Leave Rules & Regulations

1. Mode of Application

All applications for student leave must be submitted through the official School App only. Leave requests made through any other mode (verbal communication, diary notes, WhatsApp messages, or written letters) will not be considered valid.

2. **Advance Intimation of Leave** - As far as possible, leave applications must be submitted prior to proceeding on leave.

3. **Unplanned / Emergency Leave** - In cases where prior application is not possible due to unforeseen circumstances, the leave application must be submitted at the earliest on the official school app.

4. **Mandatory Application Before Rejoining** - In all cases, the leave application must be submitted and recorded on the School App before the student resumes school.

5. **Short-Term Leave (Up to 3 Days)** - Leave of up to three (3) consecutive working days does not require any supporting documentation, provided that: No other short-term leave has been taken by the student in the preceding fifteen (15) days.

6. **Leave Requiring Documentation** - Leave of more than three (3) working days, or frequent short-term leave within a short interval, will require submission of appropriate supporting documents. Such documentation may include, but is not limited to:

- Doctor's prescription
- Medical bills
- Medical reports (if any)
- Any other relevant records as required by the school



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7. **Leave Not Permitted for Social, Travel, or Religious Reasons** Leave requests for more than three (3) working days due to social gatherings, vacations/trips, or religious occasions cannot be granted. Any such leave availed will be treated as unauthorised leave and will attract disciplinary action as per school rules mentioned under behaviour and discipline.
8. **Approval of Leave** – Grant of leave is subject to approval by the school authorities. If the leave is not approved online, the parent will be called for a meeting on the day the student resumes school.
9. **Consequences of Unapproved Leave** – If the leave is not approved or is deemed unauthorised, the student may be suspended for the same number of days as the unauthorised absence.
10. **Commencement of Suspension** – Any such suspension shall commence only after the parent and student report to the Section Head upon completion of the leave period.

Leave & Examinations

11. **Absenteeism Before Examinations**
No leave will be granted under any circumstances during the three (3) days preceding any examination.
Strict action will be taken against students who remain absent without a valid reason during this period.
12. **Absence During Examinations or Tests**
No re-examinations or re-tests will be conducted for students who are absent during tests or examinations.

Absenteeism on Working Saturdays

13. **Working Saturday Attendance**
Students who remain absent on three (3) working Saturdays in a term will face a three-day suspension during the same term.



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Attendance Requirement

14. Minimum Attendance

Students must maintain a minimum attendance of 75% to be eligible for promotion to the next higher grade.

Impact on Learning

15. Academic Impact of Absenteeism

Frequent or prolonged absences can severely impact a student's academic progress. Parents are requested to avoid unnecessary leave to ensure uninterrupted learning and continuity in academic development. Your cooperation in adhering to these guidelines is greatly appreciated.

Note / Disclaimer

The school reserves the right to amend, modify, or interpret these leave rules as deemed necessary in the interest of students, academic discipline, and institutional requirements. Decisions taken by the school authorities regarding leave approval, attendance, and disciplinary action shall be final and binding. These rules are to be read in conjunction with the School Code of Conduct and other applicable school policies.

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