



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 two days may be made in the handbook and sent with your ward on the day he/she resumes school.
- ✿ Leave up to three (3) working days will be granted if prior permission is sought through the handbook from the class teacher by the parents.
- ✿ In case of leave for more than three (3) days, prior permission must be sought from the Section Head, through an application in the handbook.
- ✿ In case of medical leave for more than three (3) days, permission must be sought from the Section Head, through an application in the handbook before the ward resumes school along with all required documentation like prescriptions, Doctor's note etc.
- ✿ In case prior permission can not be obtained, parents are requested to intimate the class teacher as soon as possible
- ✿ Leave of 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.
- ✿ 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.
- ✿ No re-examination will be conducted in case of leave taken during examinations or tests.
- ✿ In case of absenteeism during examinations without valid reasons, stringent action will be taken
- ✿ 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 school as per the rules mentioned in the handbook. Unauthorised leave may also lead to loss of privileges.