



مدرسة تونا الثانوية - الانجليزية - الشارقة (فرع البنين)
**OUR OWN ENGLISH HIGH SCHOOL, SHARJAH
BOYS' BRANCH**



Policy and Procedures

Student Leave Policy

Date of Adoption: August 2014

Date Reviewed: April 2019

Date of Review: April 2021

Verified By

Srivalsan Murugan

Principal & CEO



Student Leave Policy

All students are expected to maintain a 100% attendance. However, the school recognizes the fact that sometimes situations may arise where students may have to take leave. This policy outlines the commitment of the school to handle reasonable requests in a responsible manner.

- All students are expected to be present on the first and the last working day of each term.
- Irregularity in attendance will be viewed seriously. If a student's frequent absence is found to be willful or is not supported by a note of absence from the parent/guardian this would warrant strict disciplinary action as per MOE guidelines.
- 75% attendance is compulsory in accordance with the rules of the Ministry of Education and CBSE to meet the promotion criteria. Absence from the tests and exams will be considered only on medical grounds and under such circumstances, students must submit to the Class Teacher a medical certificate attested by the Ministry of Health, subject to approval by the Principal and CEO.
- In all cases of absence, parents/guardians are expected to notify the class teacher/Supervisor through an online application on Phoenix Classroom on the same day and fill in the Leave Record Section of the school diary on the day of reporting.
- Prolonged absence (up to three days) on medical grounds, should be supported by a Medical Certificate attested by the Ministry of Health.
- Prior sanction must be sought from the Supervisor through the online Student Leave Application Form (available on Phoenix).
- In cases of absence of ten days to fifteen days, prior sanction must be sought from the Headmistress through the online Student Leave Application Form.
- In cases of absence exceeding more than fifteen days, prior sanction must be sought from the Principal & CEO through the online Student Leave Application Form.
- Repeated or extended absence (of 15 days or more) or leave without prior permission shall be reported to the Ministry of Education for necessary action.
- Students suffering from contagious or infectious diseases must refrain from attending school until the completion of the quarantine period. They will not be permitted to attend school until they produce a Medical Certificate of Fitness.
- Fees including the current month and the leave period must be paid before proceeding on leave.
- Parents must take sole responsibility for the portions missed during the leave period and ensure that their ward covers and completes the work done in the class during the period of absence. The school, of course will provide the necessary support.
- Continuous unapproved absence of 25 days or more may result in striking off the name of the student from the school records.