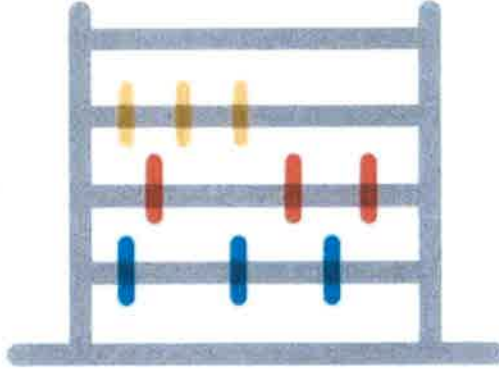




Student Leave Policy



GEMS
EDUCATION

Date of adoption: August, 2014

Date of review: April 2026

Date of next review: April 2027

Verified & Signed

Mr. Srivalsan Murugan

Principal & CEO



Student Leave Policy

All students are expected to maintain 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 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 action as per SPEA guidelines.
- 75% attendance is compulsory in accordance with the rules of SPEA and CBSE to meet the promotion criteria. Absence from the tests and exams will be considered only on medical grounds. 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.
- Parents/guardians are requested to respond immediately to the automated message sent to them if their son/ward is marked absent.
- 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 upto five days. ○ In cases of absence between six days to ten days, prior sanction must be sought from the Head of Section through the online Student Leave Application Form. ○ In cases of absence between ten days to twenty days, prior sanction must be sought from the Vice Principal through the online Student Leave Application Form. ○ In cases of absence exceeding twenty days, prior sanction must be sought from the Principal & CEO through the online Student Leave Application Form.
- 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 for 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.

