

LOTUS PETAL SR. SEC. SCHOOL

ATTENDANCE & LEAVE POLICY

Purpose

To ensure regularity, punctuality and safety of all students by maintaining clear procedures for attendance, leave requests and late/early departures.

Scope

This policy applies to all students from **Nur to Grade 12**, including academic hours and all school-related events and examinations.

School Timings

Class Level	Timing
Nur to Grade 5	8:15 AM – 2:30 PM
Grades 6 to 12	8:00 AM – 3:00 PM
School Assembly	8:30 AM

Students are expected to reach school **at least 5 minutes before** assembly time.

Attendance Requirements

- Daily attendance is **compulsory**.
- Students must maintain **minimum 85% attendance** to be eligible for final examinations, activities and recognitions.
- Attendance will be taken **every period / morning and afternoon** and recorded officially.
- Parents must ensure the regular presence of their children.

Leave Rules

Planned Leave (Known in advance)

- Must be requested **in writing** by the parent/guardian in the prescribed leave format.
- Leave exceeding **2 consecutive days** requires approval from the Class Teacher and Head.
- Long leave requests (> 5 days) must be approved by the Principal.

Unplanned/Emergency Leave

- Parents must inform the school **on the same day by phone/WhatsApp/email**.
- A written application must be submitted when the student returns to school.

Medical Leave

- Illness of more than **three days** requires a doctor's certificate.
- After infectious/contagious diseases, a **medical fitness certificate** is compulsory before rejoining.

Late Arrivals & Early Departures

Late coming

- Students arriving late must report to the School Office and record details in the **Late Attendance Register**.
- Repeated lateness (more than 3 times in a month) will result in a parental meeting and warning note.

Early departure

- Not allowed without **written permission** from parents.
- The child may only leave **accompanied by a parent/authorized guardian**.

Absenteeism

- Absence without information is considered **unauthorised**.
- Absence for **more than 10 consecutive days without notice** may lead to **removal of the student's name from rolls**.
- Students are responsible for completing all missed classwork and homework.

Consequences for Non-Compliance

Issue	Action
Frequent lateness	Written warning → Parent Meeting
Repeated absence	Parent counselling → Restriction from activities
Absence > 10 days without information	Name struck off rolls
Unauthorised leave	Entry in record → disciplinary note

Parent Responsibilities

- Ensure punctuality and regular attendance of their child.
- Inform school immediately about any illness or emergency.
- Attend PTMs regularly and collect progress reports in person.
- Provide updated phone number & address to school.

Communication Channels

Parents may submit leave requests through:

- School diary note
- Written application
- Email / WhatsApp to Class Teacher / School office