



LEAVE APPLICATION FORM

Student's Name: _____ Class & Sec: _____ Date: _____

The Class Teacher,
The Heritage School, Rohini, Delhi - 110085

Respected Sir/Ma'am,
I would like to apply for (no.) day/s leave i.e. from (date) to (date) , on behalf of my ward, as (reason)

Kindly grant him/her _____ (Medical Leave/Any Other Leave) for the above mentioned duration.

Following Assessments are scheduled during this period: **(applicable only for Grades VIII to XII)**

| Assessment Type | Subject | Date of Assessment |
|--|---------|--------------------|
| Pen paper/Practical/Speaking/Listening | | |
| Pen paper/Practical/Speaking/Listening | | |

| Assessment Type | Subject | Date of Assessment |
|--|---------|--------------------|
| Pen paper/Practical/Speaking/Listening | | |
| Pen paper/Practical/Speaking/Listening | | |

Sincerely

Parent's Signature

Please read the Attendance Rules printed overleaf before applying for any leave.

TO BE FILLED BY THE CLASS TEACHERS

SECTION A :

- Received this Leave Application Form on (date) .
- Student's Leave Record (as on closing of previous month), according to the Class's Attendance Register is as follows:

| CURRENT YEAR | |
|---------------------|--|
| Total Working Days | |
| Total Days Attended | |
| Attendance % | |

| LAST YEAR | |
|--------------|--|
| Attendance % | |

Remarks/Recommendation by the Class Teacher:

SECTION B :

- Leave has been considered as On-Duty/Medical/Sanctioned/Non-Sanctioned Leave considering (reason)

Same has been noted in the Attendance Register and the Application is being filed in the Class Leave Records File.

.....
Signature of the Class Teacher(s) Name of the Class Teacher(s) Date of Filing of Application

Note : For leave up to 2 days, fill Sections A and B. For leave for 3 days or more, fill Section A and forward the Leave Application Form to the Principal. Update Section B once you receive the Leave Application Form from the Principal.

TO BE FILLED BY THE PRINCIPAL

Leave for (student's name) studying in Class sec has been considered as (On-Duty/Medical/Sanctioned/ Non-Sanctioned) leave, in view of
 (reason)

.....
Signature of the Principal (Date)

ATTENDANCE AND LEAVE RULES

1. All the students are expected to maintain 100% attendance in the school.
2. All the students from class Pre School to class X should have the minimum of 95% attendance and for class XI and XII the minimum of 90% attendance.
3. Students of Classes XI and XII, who have secured CGPA 9.5 and above in Class X and are preparing for the competitive examinations, will be granted an additional leverage of 5% leave and would require the minimum of 85% attendance.
4. Students participating in National/State/ Zonal level events must have the minimum of 60% attendance. These events will be treated as duty, if approved by the School. Such students will have to submit the supportive documents of participation against the leave.
5. Leaves will be granted only on reasons like prolonged illness, demise of a parent or any other reason of similar serious nature, authorized participation in sponsored tournaments, cultural events and sports meets of not less than Inter School Level. Permission would be granted only for events approved by the school.
6. While sanctioning the leave applied for reasons other than those mentioned above, Class Teacher / Principal may sanction leave based on student's previous leave record, performance, behavior and any other priority or event in the School. The School reserves the right to decline a leave.
7. **Student must avail a leave only in case of urgency.**
 - **Every absence from the school (even for one day) must be supported by a Leave Application specifying the reason for absence.**
 - **Leaves should be intimated through this Leave Application Form seeking permission from the Class Teacher. Other than an emergency, approval of the leave/s should be sought at least seven days in advance.**
 - **In case of unforeseen circumstances the child must submit a leave application clearly stating the reason for absence, on the day he/she joins back School.**
8. Class Teacher is authorized to sanction leave up to 2 days. Leave for three days or more will be sanctioned by the Principal. In case of an emergency where the leave could not be applied in advance, intimation can be sent to the School through mail or call and the leave application must be submitted to the Class Teacher on the first day of resuming the school.
9. A Medical Certificate issued by a Registered Medical Practitioner/Hospital as applicable must support the leave on Medical grounds. The requisite certificate is required to be submitted on the day the student joins the school after availing the leave. In case the absence is likely to exceed three days, an interim Medical (sickness) Certificate is required to be submitted within three days.

During the Summative Assessment/ Terminal examination, in case of illness, the leave application must be sent on the same day along with the Medical Certificate. In case of inability to send the Medical Certificate on the same day it should be submitted within three days of absence.
10. A student joining after suffering from an infectious or contagious disease or any serious ailment is required to produce a certificate of fitness issued by the concerned doctor / hospital permitting him / her to attend the School.
11. Attendance on the last working day of school preceding vacations / holidays and the first working day thereafter is compulsory. No leave shall be granted for any extension of holidays before or after especially for social gatherings or trips.
12. Attendance on all important events/functions is compulsory. The students found absent, are liable to face disciplinary action.
13. Short leave will not be permitted unless there is dire emergency.
14. Students with attendance below the prescribed level or indulging in frequent absenteeism or where leave is not authorized for certain reason(s) by the School, will call for action.
15. Repeated absence without prior sanction of leave, unexplained absence for more than six consecutive days renders the student's admission liable to be cancelled.

**Please refer to the Assessment & Evaluation Policy, on the School Website for details on the Criteria for assigning weightage during Formative Assessments.*