

RIDGE VALLEY SCHOOL DLF PHASE – IV, GURUGRAM, HARYANA

ATTENDANCE POLICY

1. Parents are strongly urged not to let their wards miss the first working day and the last working day of a term.
2. All students need to fulfill the attendance criteria of 75% for the academic year 2019-20.
3. The school supports those students with attendance compensation, who have an extraordinary flair for sports and/or other co-scholastic events at the District/State/National Level.
4. Attendance on every school programme /activity/function is compulsory.
5. Students must report to classes on time.
6. No student will be permitted to leave school during the school hours without a valid permission slip from the Principal and/or Class Teacher.
7. Information must be given to the class teacher via the school Almanac or a written application in case of absence from the school even for a day.
8. **The school does not have a policy of retest.** No retest will be conducted. The provision for appearing for a retest lies on the discretion of the Principal.
9. If a student has been absent due to medical reasons, the leave application needs to be accompanied by a medical certificate stating the cause of illness and fitness to join school. It must be submitted on the same day the student reports to school.
10. If a student remains absent for more than 20 days without any intimation, his/her name is liable to be struck off the rolls, and dues adjusted accordingly.