



Attendance and Leave Policy (AY 2024-26)

1. **Attendance Requirement:**
Students are expected to maintain a minimum of 95% attendance throughout the academic year.
2. **Leave of Absence:**
 - Any leave of absence must be submitted in writing or via email to the principal or class teacher. The request should include the following information:
 - Student's grade and section
 - GR Number
 - Reason for the leave
 - Upon return to school, students must present a leave note signed by their parents. For illnesses exceeding two days, a medical certificate is required on the day the student returns to school.
3. **Physical Education and Games:**
 - No student is exempted from Physical Education (PE) or games unless a doctor's valid certificate and a parent's appeal are submitted and approved by the principal.
4. **Leaving Campus During School Hours:**
 - If a student needs to leave the school campus during school hours, a written note from both the principal and the class teacher is required. No student is permitted to leave the premises unless accompanied by a parent or guardian.
5. **Holidays and Attendance:**
 - Students must adhere to the school's holiday schedule and should not extend vacations without a valid reason. Attendance is mandatory on the opening and closing days of each term.
6. **Unauthorized Absence:**
 - A student's name will be removed from the school roll after any unaccounted absence exceeding 21 consecutive days. Re-admission will be required in such cases.
7. **Application for Leave:**
 - Leave applications for serious illnesses or urgent matters must be submitted to the school office before the term's opening day.
8. **Infectious Diseases:**
 - Students returning from an infectious disease must present a fitness certificate from a registered medical practitioner.
9. **Correspondence:**
 - All correspondence with the school should be directed to the principal and must include:
 - Full name of the child
 - Class and section
 - GR Number
10. **Emergency Situations Leave:** Leave can be taken but must be regularized in writing upon return. Prolonged absence for more than 21 consecutive days may lead to disciplinary action and withdrawal from school records.
11. **Board Examination Attendance:** A minimum of 95% attendance is required to appear for Final/Board Examinations. Rules for condonation of attendance shortages will follow the guidelines set by the CBSE.
12. **Exam Preparatory Leave:** School may grant students leave for exam preparation, which will be communicated officially by the school.

13. **Eligibility for Online Classes:** Students may only be considered for online classes (for limited period) after their case has been reviewed and approved by the principal. In such case, attendance for online classes is mandatory and will be included in the overall attendance calculation. Students will not be permitted to attend any term or final examination online.

Authorized Absences Policy

Schools may authorize the following types of absences, provided they are supported by a signed letter from parents or official documentation from appropriate authorities:

1. **Illness:** Absences due to the student's illness (*supported by medical leave from doctor if the illness is exceeding 2 consecutive days*).
2. **Death in the Family:** Absences related to the death of a first- or second-degree relative.
3. **Medical Appointments:** Scheduled medical appointments prior to the absence.
4. **Official Community Tasks:** Participation in community service or tasks that are officially recognized.
5. **Mandatory Appearances:** Required appearances before an official body.
6. **Family Emergency Travel:** Essential travel for urgent family matters, such as medical care, escort leave, or attending a funeral.
7. **Participation in Events:** Attendance at conferences, competitions, and events (e.g., Model United Nations, sports events, Olympiads) with prior permission from the Principal.
8. **Entertainment Industry Work:** Absences for work in the entertainment industry.
9. **Religious Observances:** Observance of religious holidays not defined as public holidays in the UAE.
10. **Examination Leave:** Leave for board and pre-collegiate examinations, subject to approval by ADEK.
11. **Study Leave:** Up to 4 weeks of study leave annually for board and pre-collegiate examinations, subject to ADEK approval.
12. **Medical or Therapeutic Leave:** Leave for medical or therapeutic reasons for students with additional learning needs.
13. **Extreme Weather Closures:** Absences due to government-approved school closures resulting from extreme weather conditions.

The school will take all necessary actions to enforce the attendance policy. The school will not be held accountable for any consequences arising from non-compliance with this policy.



Approved By:

Rachna Prakash
Principal
Bright Riders School
Next Review: AY 2026-2027