



Our Lady of Pillar Convent School

Gangana Road, Pal Village, Jodhpur (Raj.) 342 001 Phone : 0291-2766098, 9214220098

Student's Leave Application

(To be applied for period of absence due to medical or other reasons)

1. Name of Student :
2. Class : Section : Roll No. : Registration No. :
3. Date of Birth :
4. Mother's Name :
5. Father's Name :
6. Duration of leave; with effect from : to
7. Number of days of absence :
8. Reason for Application (Please put ✓ OR ✕): **Medical** () **Work-related** () **Personal** ()
9. Reason of Leave (should be mentioned clearly) :

I hereby request leave from school as indicated above and certify that such leave is requested for the purpose indicated. I understand that I must comply with my school's procedures for requesting leave (and provide additional documentation, including medical certificate, if required) and that falsification on this form may be grounds for disciplinary action, including removal.

Date : Signature of Parent or Guardian Student's Signature
(Class VI on words)

Class Teacher's Remarks : (For Office Use)

1. Signature of the Parent or Guardian verified (yes/no) :
2. Information about the students till today :
(a) Total working days :
(b) Number of days of unexplained absence : (c) Number of days of leave :
(d) Total number of days of leave & absence : (e) Numbers of days attended :
3. Whether missed or going to miss any Assessment (FA/SA) during
this leave period or before (yes/no) :

If yes, Assessment	Date	Subject
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.....
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4. Leave recommended/not recommended (yes/no) :

Date : (Signature of the Class Teacher)

Leave sanctioned/not sanctioned (yes/no) :
(Signature of the Principal)

RULES CONCERNING ABSENCE



1. **No leave of absence is granted except on receipt of prior application from parents or guardians but only for serious reasons** (in the case of family medical emergencies and the marriage of a member of the immediate family)
2. Students will be granted two days leave to attend a wedding of intimate family member, apart from the time taken in traveling.
3. Student should take written permission from the class teacher prior to proceeding on outstation leave.
4. Every absence (due to sickness or otherwise) must be entered briefly in the Non-Attendance Record of the almanac & signed by the parent/guardian.
5. The leave application for any kind of absence has to be submitted in the prescribed format.
6. **In case of absence due to medical reason the leave application must be supported with a medical certificate for leave to be granted.**
7. The application may be xeroxed or downloaded from the school website in A4 size paper.
8. It is compulsory for the students to complete 75% of the attendance before each Summative Assessments of Term of one academic session in order to be eligible to appear for Summative Assessments or Promotion may not be granted to the next higher class. The percentage, however, can be relaxed on genuine medical grounds.
9. In case the attendance is short, the student will not be eligible for any academic prize.
10. **It is compulsory for students to be present for one among all parts of each Formative Assessments and both Summative Assessments (SA1 and SA 2), even in any unavoidable circumstances.**
11. The student should return within the time period agreed upon when the application was approved.
12. **Not more than 4 leaves per month will be given to each student (Total leaves should not exceed 15 days per year).** Information concerning Leave of Absence may be obtained from the school almanac.
13. A Student's name will be struck off the rolls on account of continued, unexplained absence for 10 or more consecutive days.

This application is only relevant for use in Our Lady of Pillar Convent School, Jodhpur for the above related matters. The application should be submitted to the concerned class teacher.

