



# DELHI PUBLIC SCHOOL JAMMU

SCHOOL ATTENDANCE POLICY - 2024-25

Dated: 3<sup>rd</sup> April 2024

Dear Parents and Students,

We believe that regular attendance of students is fundamental to achieving academic success. As we commence the new academic session, we would like to emphasize the importance of attendance and active participation in classes.

**1. Policy & Procedure:** As per CBSE rule, it is mandatory to have 75% attendance for every student. Parents need to send an application via email to school, informing about the absence of the child. In case of prolonged illness, the student is required to submit a medical certificate from an authorized doctor, stating the illness of the child. **Student's absence for more than 15 days without any intimation will lead to striking off the name of the child from the school records.**

**2. Importance of Attendance:** Regular attendance is crucial for effective learning outcomes. It ensures that students stay engaged with the curriculum and do not miss out on valuable lessons and discussions.

**3. Attendance Requirement:** As per CBSE regulations, it is mandatory for every student to maintain a minimum of 75% attendance throughout the academic year. Falling below this threshold can have serious implications for a student's academic progress.

**4. Communication Protocol:** In case of absence, parents are requested to promptly inform the school via email, providing a valid reason for the student's absence. For prolonged illness, a medical certificate from a certified medical practitioner must be submitted to the school office.

**5. Prior Approval for Leave:** Any planned absences, including emergencies, must be approved in advance by the school. Parents should ensure that leave applications are submitted in a timely manner, along with supporting documentation if required.

**6. Consequences of Erratic Attendance:** Erratic attendance can significantly impact a student's learning capacity and disrupt the teaching-learning process. It is imperative that both students and parents understand the repercussions of irregular attendance.

**7. Monitoring and Support:** Our school will actively monitor student attendance records and provide support to those facing challenges in maintaining regular attendance. We encourage open communication between parents, students, and teachers to address any concerns regarding attendance.

**8. Rescheduling of Assessments:** Please note that rescheduling of assessments or examinations due to absenteeism will not be granted routinely. Exceptions may be considered for students with prolonged illness or in case of unfortunate circumstances, such as the loss of life.

We urge all parents to partner with us in ensuring that their child attends school regularly and punctually. Together, we can create an environment conducive to academic excellence and holistic development.

Thank you for your cooperation.

Warm regards,

Ruchi Chabra  
Principal  
Delhi Public School Jammu