



## **SYNA International School, Katni (MP)**

**Date:18.9.18**

**Dear Parents,**

It has been observed that a lot of day-boarding students are absenting from school every now and then. The parents of boarding students too have been taking their wards for outings too frequently and it has become a pervasive trend to report late invariably after every outing. It goes without saying that each time when a student remains absent from the school he/she misses out on the important lectures and learning that was imparted on that day. Consequently it reflects in the poor performance of the students in the examination. The CBSE also rejects the admittance in the Board/Final examination in the upshot of less than 75% attendance of a student.

The school has an unambiguous 'leave policy' for the students. A maximum of 5 days leave at a stretch, in an academic year, can be granted for genuine reasons supported by proper documents. A maximum leave of two days only in the event of marriages of first cousins can be availed. The parents are requested not to put forward any other leave application besides those quoted. If a student is absent for any test she / he will be awarded zero in that test. If a student is absent on the day of the test due to medical reasons, a written application supported by a medical certificate must be submitted on the same day. In case of medical leave for 3 days or more, it is mandatory for the student to submit all necessary documents including doctor's prescription, medical examination/pathological reports, medicine bills, fitness certificate etc. on joining back.

The parents must dissuade propensity of frequent absenteeism or truancy in order to ensure a better grooming of their children. They must educate their children about the importance of respecting the school rules and discipline. The school will much appreciate the co-operation of parents in the welfare of their own children.

Regards.

**Dr. Aditya Kumar Sharma**

**PRINCIPAL  
SYNA International School, Katni.**