

MLZS HOSTEL ATTENDANCE POLICY
FOR STUDENTS

Consistent attendance in Hostel is a critical component for students' academic success. Therefore, attendance policy and procedures have been carefully designed to encourage regular attendance.

FOR PARENTS AND STUDENTS

1. Encourage each child to be in the hostel regularly.
2. For classes 10th& 12th, it is mandatory for every student to maintain an attendance of at least 85% during the academic year in the hostel.
3. 10% shortage in attendance can be considered on account of Medical Grounds (To be validated with Medical Certificate)
4. Leave of Absence is granted only for compelling/unavoidable reasons subject to a written application well in advance.
5. No leaves would be granted throughout the year without genuine reason
6. In case of participation in PVA or Sports events for competitions outside the school, parents must submit the letter of participation and exemption can be given in genuine case, but in no case attendance can be shorter than 70% of working days.
7. Proper leave application in the prescribed format is to be submitted by the parents/guardians at the school 2 days prior the leave. No other formats will be entertained.
8. Early leaves and half days will not be entertained expect the medical case.
9. It is permissible only if it is approved atleast 2 days prior.
10. State level, National level competition winners can be given a grace of 10%. (In terms of attendance)
11. No leaves will be granted during Revisions before any exams and during exams unless and until it is a genuine medical reason.

12. For the students appearing for board exams (classes 10TH& 12TH), it is compulsory to attend PT-1, TERM-1, PRE-BOARD -1 & 2 and the revision classes before final examination.