

Circular No.: CIR_KGS/2025-26/021

June 28, 2025

Dear Parents,
Greetings of the day!!

Sub: Circular regarding absence of Students from School

Dear Parents,


Attending school regularly is extremely essential for Students and this is the bare minimum, expected from a student.

It is the utmost duty of every Parent to ensure that their ward attends school every day without fail.

Please note the following points if a student remains absent from school on any particular day.

- (i) **If a student from Class 9 to 12** remain absent (*even for a day*) from school without any concrete reason (**the reason if genuine should be proved with documentary evidences**), the child may be further suspended from school for one week or more depending upon the child's performance in Academics and other Co-curricular activities. The minimum suspension would be for 3 working days. If the reason is genuine and proved, the Parent would be required to speak/meet the Academic Coordinator & Class-teacher to explain and then with the Principal too (if required). A written application duly signed by Parent would be required for each absence with the documentary evidence.
- (ii) **If a student from Class Nursery to Class 8** remains absent from school, the Parent should inform the same to the Class-teacher with a supporting application well in advance. Failing to do this, the child may further suspended from school and the minimum suspension would be for 3 working days. The absence of more than 1 day should be justified with genuine documents along with the application from Parent.

Warm Regards,



Principal