



VANASTHALI PUBLIC SCHOOL

Vasundhara, Ghaziabad

Circular

CIR/VPS/ 05

Date: 01 /05/2026

Subject: Request for Submission of Leave Application for Student Absence

Date: 01 May 2026

Day: Friday

Dear Parents,

Greetings!

This is to inform you that regular attendance is essential for your child's academic progress and overall development. In case a student is unable to attend school, it is mandatory to inform the school and submit a proper leave application.

We kindly request all parents/guardians to ensure that whenever their child is absent from school, a written leave application is submitted either in advance. This helps the school maintain accurate attendance records and ensures the safety and accountability of every student.

Your cooperation in maintaining proper communication with the school is highly appreciated.

Warm regards,

Vice Principal