



M.E.S INDIAN SCHOOL, DOHA-QATAR

LEAVE RULES

1. Parents have to submit a written application for leave and obtain necessary permission from the respective Head of Section before their wards proceed on leave. Parents are advised to meet the Head of Section with their wards before they attend classes after long leave.
2. Application for leave on medical grounds should be supported by authentic medical certificates.
3. Absence without permission should be avoided. A students' name will be removed from the roll if he/she is absent for 15 continuous working days unless the leave is sanctioned by the Principal in advance.
4. Students of classes IX to XII will not be permitted to prefix or suffix leave even for a day with summer or winter vacation.
5. 75% of attendance is necessary to be considered for promotion in CBSE.
6. Granting of leave does not necessarily mean that the students' name will be retained in the register indefinitely. It is liable to be struck off on the expiry of the leave granted or in the event of non-payment of fee.
7. During examinations leave will not be granted.