



## **M.E.S INDIAN SCHOOL, DOHA-QATAR**

### **LEAVE POLICY**

1. Parents have to submit a written application for leave or email 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. **Long Absentees:** Absence without permission will not be accepted. **A student's name will be removed from the roll if he/she is absent for 30 continuous working days** unless the leave is sanctioned by the Principal in advance. No reminder shall be issued in this regard.
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.
8. Leave for going out of town should be approved of prior by the Principal before proceeding on leave.
9. Students suffering from the following diseases must observe the prescribed period of quarantine before returning to class:
  - a. Covid-19 : As per MOPH regulation.
  - b. Chicken pox : Till complete falling of the scabs.
  - c. Cholera : Till the child is completely well.
  - d. Measles : Two weeks after the rash disappears.
  - e. Mumps : Until the swelling has gone, about one month.
  - f. Jaundice : Six weeks after recovery.