

ATTENDANCE & LEAVE POLICY

At **Little Star Public School**, regular attendance is essential for a child's academic growth and overall development. To maintain consistency in learning, we have set the following attendance guidelines:

- 1. Minimum Attendance Requirement** – Students must maintain a minimum attendance of **75%** throughout the academic session.
- 2. Strict Prohibition Below 75%** – Attendance below **75%** is strictly prohibited and may lead to disciplinary action, including restrictions on participation in assessments or school activities.
- 3. Excused Absences** – In case of medical emergencies or unavoidable circumstances, parents must inform the school in writing and provide supporting documents (medical certificates, etc.).
- 4. Late Arrivals & Early Departures** – Students arriving late or leaving early must have prior approval from the school authorities. Frequent late arrivals may impact attendance records.
- 5. Leave Request Process** – A formal leave application must be submitted for planned absences, and approval must be obtained in advance.
- 6. Attendance Monitoring** – Parents are encouraged to monitor their child's attendance through regular updates from class teachers.

Regular attendance ensures a structured learning environment and helps children build discipline, responsibility, and a strong academic foundation. Let's work together to support our little stars' learning journey! 🌟 📅