



THE
HERITAGE
SCHOOL
AN EXPERIENTIAL LEARNING SCHOOL

D-2 Vasant Kunj, New Delhi – 110070

ATTENDANCE POLICY

Maintaining 100% attendance in school is crucial for ensuring consistent learning and academic progress. Regular presence allows students to actively participate in lessons, discussions, and activities, helping them build a strong understanding of concepts and develop essential skills. Full attendance also fosters discipline, responsibility, and a sense of commitment, while enabling students to stay connected with teachers and peers. Moreover, consistent attendance minimizes gaps in learning, reduces the need for make-up work, and cultivates habits that are valuable for future academic and professional success.

Reaching school on time is essential as it promotes discipline, responsibility, and effective time management among students. Punctuality ensures that learners do not miss important instructions or activities at the start of the day, allowing them to fully engage in academic and co-curricular programs. It helps reduce stress, encourages active participation, and fosters a sense of belonging within the school community. Moreover, developing the habit of arriving on time prepares students for future academic and professional success while minimizing disruptions to the teaching-learning process.

Learners arriving late at school miss out on the opportunity to start their day in a relaxed and comfortable manner. This also brings about a disconnect in the child's understanding of what has been done and what is being done. To build a strong culture of discipline in the lives of our children, it is important we realize and respect the value of their "learning time" and adhere to the school timings. It is important to note that:

Grade(s)	Arrival	Dispersal
I – XII	7:30 am – 7:38 am (For safety facilitation, students' entry will be permitted from 7:25 am onwards)	1:40 pm - Van, Walker and Bus Learners 1:50 pm - Personal
Pre-School & Pre-Primary	7:45 am - 8:00 am	12:30 pm

Grade Pre – School to XII

- Parents who drop their children to school are expected to ensure that the children are in school by 7:38am (Grade I – XII) and 8:00 am (Grade PS– PP).
- In case the child is traveling to school by van, it is the parents' responsibility to inform van drivers to reach school and drop learners safely as per school timings.

- In case the child is availing the school bus facility, it is the school's responsibility to ensure timely arrival at school. Parents should drop their child at the designated pick-up point at least 5 minutes prior to the scheduled time and be present at the drop-off point at least 5 minutes before the scheduled drop time.
- Support from parents is crucial in ensuring that children reach school on time, as this not only prepares them for the day and sets a positive tone for all, but also ensures their safety.
- After the stipulated time it will be considered as late coming and appropriate action will be taken by the school.
- A child may be permitted to report late to school only in cases of genuine emergencies or unavoidable circumstances. From the third instance of late reporting onwards, the child may be sent back home..

Attendance Rules and Leave Policy

The school encourages regular attendance whereas discourages leaves unless unavoidable circumstances, such as medical reasons or unforeseen situations. Consistent classroom presence is essential for nurturing life skills like self-discipline, responsibility, and punctuality. Together, as parents and educators, we can help children understand that regular attendance and timeliness play a key role in ensuring the best possible learning outcomes. Frequent absenteeism, on the other hand, can cause gaps and disrupt the flow of learning.

While learners may complete missed tasks and assignments, the richness of classroom learning—through discussions, demonstrations, group activities, labs, and student-teacher interactions—cannot be fully replicated. Irregular attendance often results in a gradual build-up of conceptual gaps, which can affect overall progress.

It is important that Learners and Parents take cognizance of the following: -

- All the learners are expected to maintain 100% attendance in the school.
- All the learners from Grade Pre-School to X should have a minimum of 95% attendance and for Grade XI and XII the minimum of 90% attendance.
- Learners of Grades XI and XII who have secured 90% and above in Grade X and are preparing for competitive examinations will be granted an additional relaxation of 5% in attendance, with a requirement of maintaining a minimum of 85% attendance.
- **Special Considerations** - Learners participating in any of the events / competitions / representations at the following levels may be given a leverage of attendance by the percentage as shown against that area. These events will be treated as duty, if approved by the school. Aspiring learners will have to submit supportive documents of participation against the leave.

International level events	:	50 %
National level events	:	40 %
State level events	:	30 %
Zonal level events	:	As per school attendance policy (95% from grade IV to XII)

- In any case when consideration is required for the attendance of the learner, an application is to be submitted by the parents requesting for consideration with valid reasons and approval for attendance. The competent authority/sports committee may consider and sanction the same request of application justifying the facts.
- In case a learner participates in an event on a personal basis outside school, he / she needs to inform school and obtain prior approval from the school, if time permits.
- While sanctioning the leave applied for reasons other than those mentioned above, the leave may be sanctioned based on learner's previous leave record, academic performance, behavior and any other priorities or events in the school. The school reserves the right to decline leave.

Learners must maintain regular attendance and avail leave only in cases of urgency.

- Every absence from school (even for one day) shall be supported by applying for leave Online through Entab or email. Email should be sent from registered email ID of parents clearly mentioning name of the child, class, dates leave applied for with number of days and reason.
- Class teachers are authorized to recommend sanction leaves up to 2 days. Leave for 3 days or more will be sanctioned by the HOS. Leave on the day of Exams/Assessment will be sanctioned by the HOS only
- Other than an emergency, approval of the leave/s should be sought at least seven days in advance.
- In case of unforeseen circumstances, the leave application clearly stating the reason for absence should be submitted on the first day when the child joins back School.
- In case of any test scheduled on the day of absence, remarks on the leave applied should clearly state the same.

In case of leave on medical grounds

- A Medical Certificate issued by a Registered Medical Practitioner/Hospital as applicable should support the leave.
- While applying for the leave online, documents can be scanned and forwarded to the school or to be uploaded on Entab portal.

- The requisite certificate is required to be submitted on the day the learner joins the school after availing of the leave.
- In case the absence is likely to exceed three days, an interim Medical (sickness) Certificate is required to be submitted within three days.
- During any Assessment, in case of illness, the leave application must be sent on the same day along with the Medical Certificate. In case of inability to send the Medical Certificate on the same day it should be submitted within three days of absence.
- In case a student resumes school after recovering from an infectious or contagious illness or any serious ailment, a fitness certificate from the attending doctor or hospital permitting the child to attend school must be submitted.
- Attendance on the last working day of school preceding vacations / holidays and the first working day thereafter is compulsory. No leave shall be granted for any extension of holidays before or after, especially for social gatherings or trips.
- Attendance at all important events/functions is compulsory.
- Half day and Short leave may not be permitted unless there is an emergency.
- Learners with attendance below the prescribed level or indulging in frequent absenteeism or where leave is not authorized for certain reasons(s) by the school, may call for action as per the CBSE norms.
- The name of a learner may be struck off the rolls by the head of the school on account of continued absence without leave application/ information as per the guidelines of Delhi School Education Act & Rules 1973.

Kindly note:

In cases where attendance falls below 75%, the matter will be referred to the CBSE Chairman with an application and supporting documents, and the learner shall be permitted for exams subject to approval from Chairman, CBSE.