



JAIN PUBLIC SCHOOL
SCHOOL FOR LEADERS

Attendance Policy: Mandatory Notification and Procedures

Acad 24- 25/Cir – 18 / 21st November, 2024

Dear JPS Families ,

We sincerely request your cooperation in ensuring that your child's attendance is regular and any absences are properly communicated to the school. Please note the following guidelines for when your child needs to take leave:

Mandatory Notification for Absences:

1. If your child is absent from school for two or more consecutive days, it is essential to inform the school beforehand or as soon as possible.
2. A proper leave request must be sent via email or a written letter, along with supporting documents (e.g., medical certificate for illness, travel documents for unavoidable circumstances).

Meeting with Class Teacher and Coordinator:

Upon returning to school after an absence of two or more days, your child is required to meet the Class Teacher and the Coordinator in person to ensure that their absence is documented and to discuss any academic follow-up needed.

This process is crucial to:

1. Maintain clear communication and transparency between parents and the school.
2. Ensure that students stay accountable and do not fall behind academically.
3. Address any concerns promptly and provide necessary support to the child.

We thank you for your understanding and cooperation in helping us create a disciplined and supportive learning environment for all our students.

Regards

Tr Saravanan Thiyagarjan

Principal

T. Jayaraj
21/11/24.