



IIS/CIR/007/2018-2019
18/04/2018

“Greetings From IIS Family!”

Punctuality and Attendance

Dear Parents,

As you are aware that regular attendance and punctuality are essential for all our students to make good progress. Our aim is to keep attendance at over 95%. It is the responsibility of stakeholders (Parents, Students and Teachers) to ensure that this is achieved.

Kindly Ensure the Following Points in order to have smooth functioning of the School:

1. We have noticed that some of the students are arriving late in the mornings. This not only affects their own education but it interrupts the lesson and learning of the other students. We request the parents to think carefully about punctuality, attendance and early leave requests.
2. The students must report to the school sharp by 7.25 am, the school gate will be closed by 7.50 am in the morning and the students who are reporting late must meet the Principal along with the parent. Morning routine is a very important part of our IIS day, as it includes Internal Assembly.
3. The bus drivers will no longer wait for the students who are late to the Bus Stop. Parents must adhere to the time which is allotted by the Transport Department.
4. The School will not authorize absence and late arrivals unless it is supported by Medical documents.
5. It has also been noticed that some Own Transport parents come late to school to pick their wards. Kindly note the pickup time should not exceed 1.45 pm.
6. No student from a school affiliated to the Board shall be eligible to take the examination unless he/she has completed 75% of attendance counted from the opening of class IX, X, XI and XII up to the first of the month preceding the month in which examination commences (March 2019) in all the subjects. In this connection if your ward is absent on a particular day the parents have to call the reception and inform the school authorities before 8 am. On medical or any genuine emergency the leave for your ward will be sanctioned based on the medical certificate.

As usual, we know that we can count on your support by sending your children to school on time.

We thank you for your support and cooperation in this regard.

Principal