



**The BGES School (ICSE)**  
**12B Heysham Road**  
**Kolkata 700020**

**NOTICE : CONSEQUENCES FOR NOT APPLYING FOR INFORMED LEAVE  
ABSENCE**

The school has specially designed a system for the students for intimating the school of their absence which is known as "Informed Leave Absence".

A student is expected to maintain the desired percentage of attendance ranging between 75% to 80% in each academic session (depending on the class) failing which he/she is liable to be dealt with as per school rules given in the school Diary.

After having been absent if the system reflects "A" i.e. Absent even after 3 days of Absence it shows that student has not applied for Informed absence.

Some of Consequences of "A" being reflected in the system are given below:-

1. The student will be classified as disregarding the school rules/regulations repeatedly.
2. The school authorities have the right to treat it as a case of gross indiscipline.
3. Such irresponsible / in disciplined conduct coupled with a subsequent attempt at claiming the leave on medical grounds, as afterthought, shall not be entertained. Relevant rules as applicable may be applied on the student.
4. Such slipshod approach of a child would reflect his lack of interest in academics.

This is a very serious issue and be noted accordingly by all.

Brij Bhushan Singh

Headmaster  
Brij Bhushan Singh  
Headmaster  
25 Nov 18