

OPS INTERNATIONAL SCHOOL  
GAJRAULA

**Leave Rules**

1. All application for leave is to be signed by the parents. No application shall be valid without the signature of parents.
2. Application leave for medical ground should be support by a medical certificate form registered medical officer.
3. No half day leave will granted.
4. Leave application exceeding two days will be considered by the principal being forwarded by the class teacher.
5. Regularity and punctuality are very important for student for student; minimum 75% attendance is must during the session. Students having less than 75% attendance shall not be allowed to sit in exams.
6. In case of infectious diseases students should submit medical certificate.