



INNOCENT HEARTS SCHOOL

Learning Today... Leading Tomorrow !

Student's Leave Application form

Applicant's Name : _____

Adm. Code : _____ Grade : _____ Section : _____ Roll No. : _____

Reason for leave : _____

For _____ days & from(date) _____ to _____

Applicant's Signature

Signature of Parents/Gaurdian

Date :

For Office Use

Remarks of the Incharge

Sanctioned/Rejected

Principal

Leave Rules

1. No application will be considered without signatures of the parent/guardian.
2. Leave will not be granted without genuine reason.
3. Leave has to be sanctioned in advance, except in case of illness/emergency.
4. In case of illness, the student must submit Medical Certificate from the qualified MBBS doctor who is giving treatment.
5. Student absent without leave will be fined.
6. Continuous absenteeism from school for 15 days without leave would lead to striking off the student's name from the school rolls.