

SOP FOR GRANT OF LEAVE TO CADETS

The guidelines mentioned below shall be utilized to decide on sanctioning leave to the cadets:

1. Parents may request for leave of their ward only on the following grounds

- (i) Death of a family member (Close relative)
- (ii) Medical emergency cases of parents, siblings and Grandparents.
- (iii) Marriage ceremony of siblings and sibling of Parents (at the discretion of principal for slow learners).

2. During examinations, leave shall be granted to cadets only on the following grounds:

- (i) Death of a family member (close relative)
- (ii) Medical exigencies related to cadet (with recommendation from SMO)

3. In case of any medical issues, parents may seek leave only if the School Medical Officer recommends consultation of a specialist. However, the cadet shall submit all medical documents pertaining to his treatment during the duration of his/her leave on reporting back to school.

4. The maximum number of leave permitted for a cadet in an academic session shall be 10 days. At any point of time leave shall not exceed 03 days (excluding Sundays & Holidays).

5. Parents shall forward the request letter for leave in proper format, duly signed and addressed to the Principal at least 03 days in advance. The letter shall be forwarded to bpssainikschool@gmail.com as an attachment to the mail mentioning subject Name/SR No./House/Class of the Cadet/Section.

6. In case of any unavoidable circumstance where in the cadet has to extend his/her leave, a request letter shall be forwarded to the school with supporting documents well in advance failing which leave will not be granted and will be treated as unauthorised absence. This clause shall also be applicable to cadets who report late to school after vacation without obtaining prior approval.

7. Principal will be the sole authority to sanction leave and his decision shall be final and binding.

8. No leave shall be granted to cadets for birthday celebrations, festivals, religious ceremonies, family functions etc.

Note: Parents to refrain from asking leave every now and then for flimsy reasons as it is going to adversely affect the studies and performance of their ward

As per rule No 13 and 14 of latest CBSE Exam Bye Laws, it is mandatory to have minimum 75% attendance in an academic session for a student to appear in Term End examinations.

Your cooperation is highly appreciated.

Points for Parents

- 1. Welcome to visit on _____ between _____.**
- 2. No outpass permitted.**
- 3. Calls permitted _____ only. Important issues can be highlighted to hostel warden.**
- 4. Parents not permitted for outside the**
- 5. Please do not handover money/valuable.**
- 6. Campus cleanliness. Educate your ward.**
- 7. Parents are requested not to smoke, chew paan, drink inside the campus.**
- 8. Follow the traffic rules.**
- 9. Make and send Parada/ general cleanliness – so please educate your children stitching/repairs.**