

Attendance & Leave Policy

POLICY

Session 2026-27

At **Atulya Defence Academy**, attendance is the **first step of discipline**. Turning up on time for classes, PT, and hostel routines teaches cadets **responsibility, focus, and reliability**. This policy explains why attendance matters, how leave is managed, and what we expect from both cadets and parents. The goal is simple — to build **habits that last a lifetime**.

Why Attendance Matters

-  Keeps cadets in step with academics and drills.
-  Builds consistency in study and training.
-  Strengthens bonds of teamwork and peer spirit.
-  Teaches punctuality and commitment.

“Discipline starts with showing up, day after day.”

Expectations from Cadets

-  Attend classes, PT, assemblies, and roll calls regularly.
-  Arrive on time and avoid unnecessary absences.
-  Seek prior approval for any leave required.
-  Stay committed to assignments and scheduled activities.

Types of Leave

Medical Leave

Requires doctor's note for extended absence.

Emergency Leave

For urgent family matters with approval.

Special Leave

For cultural events/family functions with prior request.

Official Leave

When cadets represent the school externally.

Attendance Standards

-  Minimum **75% attendance** required for exams & activities.
-  Unauthorized absences may invite disciplinary action.
-  Daily records maintained with parent updates.

-  Hostel cadets must attend evening roll calls.

How to Apply for Leave

1.  Parents submit written request.
2.  Medical leave beyond 2 days needs doctor's note.
3.  Emergency leave must be quickly communicated.
4.  Approval given by teacher/warden/principal.

Role of Parents

 Avoid unnecessary absences.

 Ensure cadet leaves home on time daily.

 Reinforce discipline and punctuality at home.

 Inform school promptly in case of illness.

If Attendance Slips

- 1  Reminder or call to parents.
- 2  Counseling and written warning.
- 3  Restrictions on privileges or activities.
- 4  Loss of exam eligibility or disciplinary steps.

Celebrating Punctuality

Cadets with **excellent attendance** are appreciated in assemblies, awarded certificates, and celebrated as role models. Recognition inspires others to follow with pride.

Closing Words

The **Attendance & Leave Policy** is more than rules – it's about teaching cadets that **reliability and discipline** form the foundation of leadership. By valuing attendance, cadets prepare themselves for **success in academics and defence life**.

"Showing up each day is the first step toward becoming a dependable leader."

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