



## ATTENDANCE & FEE POLICY 2025-26

**Date of Review: 1<sup>st</sup> Jan 2025**

**Next Date of Review: 31<sup>st</sup> December 2025**

### ATTENDANCE

When in session, students are expected to attend school regularly as per the dates published for each academic year. Parents are discouraged from allowing students to absent themselves from school. If holidays are taken, it is to be clearly understood that the effect on the student's education is the responsibility of the parent and not that of the school.

1. While class or subject teachers may, at their discretion, help students catch up on course work they miss during their absence, this can in no way compensate for formal instruction in the classroom.
2. If parents or guardians require students to miss school for a valid reason, the parent or guardian must inform the Principal in writing in advance and get clearance prior to making any travel arrangements.
3. When students are absent for medical or other unexpected reasons, a written note from the parent or guardian must reach the Principal on the first day of the student's return to school. This must be supported by a medical certificate in case of sick leave for more than two days.
4. If a child has been suffering from a communicable/contagious disease, he/she will be allowed to attend school only after submission of a medical certificate of fitness from a qualified doctor.
5. Unexplained absences will be followed up by the Principal.
6. Repeated absence without permission or unexplained absence for more than six consecutive days renders the student liable to have his/her name struck off the rolls. Re-admission may be granted only at the discretion of the Principal.
7. For reasons of security, students in Grades 6-12 who arrive late must immediately report to the Principal's Office. Primary students will report to their Class Teachers.
8. Students who arrive late more than once a week need to obtain appropriate sanction from the Principal.
9. Students who arrive late must ensure that their homework reaches the appropriate subject teachers.
10. As per CBSE guidelines, a student must have an overall attendance of minimum 75% attendance in the academic session.

11. **Children leaving school early** - If parents collect their children early from school, they must fill in an exit gate pass at reception before their child will be collected from the classroom by a member of admin staff. The teacher will sign the exit pass as the child is collected. As the child is handed over to the parent by the reception team, parents will be given an exit slip to hand to the guard on leaving the premises. If the child normally uses the bus, teachers and transport staff are informed that the child has gone home. Details of children going home early are recorded on the gate register.

#### **OUR FEE POLICY**

1. The fees cover all expenses, including teaching expenses, for the academic year. It is therefore of utmost importance that all fees be paid promptly.
2. For all the students, fees must be paid by the 10th of the month in each of the four quarters i.e. April, July, October and January.
3. Should the 10th be a holiday, then payment is to be made on the last working day before the 10th of the relevant month.
4. Parents are requested to make all payments by draft or cheques drawn in favour of '**Tagore Public School, Gurugram**', payable in Gurugram
5. Wire transfer is available for parents residing overseas. Further details can be obtained from the Accounts Office. The transaction charges levied by the bank must be paid by the parent.
6. There is also a facility of submitting the school fee online through plastic money or UPI.

#### **LATE FEES**

1. Late fee charges are @ INR 50 per day. This shall be levied from the 11th of the month (the date by which school dues are to be paid), till the end of the month. If the dues are not cleared even by that date, the name of the student will be struck off the rolls. Re-admission may be allowed at the discretion of the Principal, only after the payment of the complete pending fee and the re-admission fee.
2. No student, whose fee remains unpaid either in full or in part, will be allowed to sit for the examinations.
3. Until the outstanding fee is received, no internal examination results, reports or recommendations to other schools/colleges will be issued to the student or parent.
4. If the fee is not paid continuously for two months, the school will take action as per the rules of HSER 2003.
5. All fee dues have to be cleared by the end of March every year for the student to be promoted to the next class.

**Fee Payment Circular - [View](#)**