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ATTENDANCE POLICY DURING SA1

Dear Parents,

Greetings!

This is to inform you that the SA1 (Summative Assessment 1) for all grades will commence from **15th September 2025 to 1st October 2025**. The detailed date sheet and syllabus will be shared in due course.

We would like to emphasize the following important points regarding the conduct of the examination:

- **Attendance in all subjects of the SA1 examination is mandatory.**
- In case of **any absence**, even for a single day, **a valid medical certificate must be submitted** along with a leave application addressed to the class teacher.
- Kindly ensure that students are not sent to school if they are unwell, and appropriate medical certificate is submitted.
- In the absence of a valid medical certificate, the student's absence will be considered unauthorized, and it will impact the inclusion of SA1 marks in the overall evaluation for promotion to the next grade.
- No retest will be conducted for the missed examination.

Your cooperation is essential in ensuring that students maintain consistent attendance and prepare diligently for the assessments. We request you to kindly make note of the above and plan any personal commitments accordingly.

Thank you for your continued support.

Regards,

**Principal
Mariyam Nizar Ahamed**