



GYANSHREE SCHOOL

Timings, Regularity and Punctuality Policy

Academic Session: 2026-28

Version:1

Regular and punctual attendance is essential for a student's learning, well-being and participation in the School programme. Parents are expected to ensure that their child attends School regularly, arrives on time and remains in School for the complete school day.

School Timings

- **Pre-Nursery to Kindergarten:** 7:45 a.m. to 12:00 noon
- **Grade I and above:** 7:45 a.m. to 2:45 p.m.

Students must report to School by **7:45 a.m.** Parents are advised to plan their child's journey after allowing adequate time for distance, traffic, weather conditions and other possible delays. The School is ordinarily unable to alter its timings or grant routine exemptions on account of individual commuting arrangements.

Late Arrival and Timing Exemptions

Requests for late arrival, delayed reporting or any other exemption from the prescribed timings will be considered only in exceptional circumstances, such as a medical requirement, family emergency or another unavoidable situation. Such requests must be submitted in advance, wherever possible, and will be subject to approval by the School. Repeated or regular exemptions cannot ordinarily be accommodated.

Early Departure and Half-Day Attendance

Half-day attendance and early departure are strongly discouraged, as they affect the student's learning and may create concerns relating to safety, transport coordination, authorised handover and communication between the School and parents. Medical appointments and personal engagements should therefore be scheduled outside school hours, wherever possible.

Early departure will be permitted only in an urgent or exceptional situation upon receipt of a formal request from the parent and completion of the School's authorised handover procedure. Students will be released only to a parent, guardian or duly authorised person.

Parent Responsibility



Parents are requested to support the School by maintaining consistency in their child's attendance and daily routine. Regular late arrival, early departure or absence for part of the school day may be reviewed by the School and discussed with the parents in the interest of the child's learning, safety and well-being.