



Vivekanand School

D-Block, Anand Vihar, Delhi - 110 092

Date: 29/7/2026

VS/SW/2026-27/Cir-062

Policy Regarding Early Dispersal on Examination Days

Dear Parents,

Namaste!

It has been observed that on examination days, an increasing number of requests are being received for the early dispersal of students immediately after the examination on grounds such as illness, medical appointments or other urgent personal reasons.

While the school is sensitive to genuine medical emergencies, it has also been noticed that this facility is being misused in some cases, thereby affecting the seriousness and discipline associated with the examination process.

To ensure fairness, uniformity and maintain the sanctity of examinations, the following policy shall be implemented with immediate effect:

1. A student may be permitted to leave the school early after the examination **only in case of a genuine medical emergency**, and only when the parent/guardian personally reports to the school and completes the prescribed formalities.
2. Such permission shall be granted a **maximum of two times during an Academic Session**.
3. Early dispersals already availed during the current Academic Session shall be counted towards the above limit. Accordingly, **students who have already availed early dispersal on two or more occasions shall not be permitted any further early dispersal during the remainder of the Academic Session**.
4. If early dispersal is sought for the **third time or thereafter**, the student shall be marked **absent for that examination**, irrespective of whether the examination has been attempted, and **0 (Zero) marks** shall be awarded for the concerned examination.

5. Parents/guardians reporting to collect their ward for early dispersal are requested to wait patiently while the prescribed formalities are completed and the student is handed over. Immediate dispersal may not always be possible, particularly during examination hours.

6. The decision of the school authorities regarding the genuineness of the medical emergency and permission for early dispersal shall be final.

This policy has been framed to ensure fairness, uniformity and accountability for all students while maintaining the discipline and sanctity of the examination process. Parents are expected to extend their full cooperation in adhering to these guidelines. **No requests contrary to this policy shall be entertained.**

Warm regards,

Principal (Officiating)