

SALWAN PUBLIC SCHOOL, MAYUR VIHAR
Academic Session: 2026-2027
Circular for Mandatory 75% Attendance Requirement: Classes IX-XII

Ref No. SPS/MV/2026-2027/ 6160

Date: 25/03/2026

Dear Parents
Pranam!

This is to inform you that as per CBSE Examination Bye-Laws and CBSE Circular No. CE/F.22/2008/363-88 dated 22/09/2008 (Annexure 1), a minimum of 75% attendance is mandatory for students to be eligible to appear for the Board examinations. The Board offers a 25% relaxation only in cases such as medical emergencies, participation in national or international sports events, and other serious reasons, if supported by the necessary documents/record. This requirement has been reiterated by CBSE every year.

Please note the following important guidelines:

1. Students must have a minimum of 75% attendance during the academic session.
2. Leave without a written request will be considered unauthorized absence from the school.
3. In case of medical emergencies, students must submit a leave application along with valid medical documentation immediately after availing the leave.
4. With reference to Circular No. CBSE/COORDI/Shortage-Attend./2025 dated 04-08-2025 (Annexure 2), if it is observed during a sudden inspection by CBSE that students are absent without proper leave records, it will be presumed that they are not attending school regularly and may be treated as non-attending/dummy candidates. CBSE shall not allow such students to appear in the Board examinations.

We request all parents to ensure that their ward attends school regularly and follows the attendance rules strictly. Your cooperation is vital in helping your child meet the eligibility criteria for the board examinations.

Annexures are available on Edunext.

Regards

P. P. P.

Class Co-ordinator

PARENT'S CONSENT

I, the parent/guardian of _____, studying in Class _____, Section _____, hereby acknowledge that I have read and understood the contents of Circular No. SPS/MV/2026-2027/ _____ dated 01/04/2026 regarding the mandatory requirement of 75% attendance in Classes IX, X, XI, and XII for the Academic Session 2026-2027.

I assure you that I will ensure my ward maintains the required attendance as per the school and CBSE guidelines.

Father's Name _____ Father's Signature with date _____

Mother's Name _____ Mother's Signature with date _____



Annexure I

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Union Ministry of Human Resource Development Govt. of India)

"SHIKSHA KENDRA", 2. COMMUNITY CENTRE, PREET VIHAR, DELHI-110301

पत्रांक CE / F.22/2008/363-88

दिनांक 22/09/2008

No

Date.

To

**Heads of all the
Affiliated schools of the Board**

Subject : Requirement of 75% of attendance in Class X/XII

Sir/Madam,

As you are aware, that as per Examination Bye-laws of the Board, It is essential for every student to complete 75% of attendances counted from the opening of Class X/XII upto the first of the month preceding the month in which the examination commences. The students who have not completed a regular course of study i.e. have not completed **75% of attendance in Class X/XII** are not eligible to appear for the Board's Examination of Class X/XII.

Given below is the relevant extract of Rule 13.2 of the Examination Bye-laws:-

NO STUDENT FROM A SCHOOL AFFILIATED TO THE BOARD SHALL BE ELIGIBLE TO TAKE THE EXAMINATION UNLESS HE HAS COMPLETED 75% OF ATTENDANCES COUNTED FROM THE OPENING OF CLASS IX/XI/XII UPTO THE FIRST OF THE MONTH PRECEDING THE MONTH IN WHICH THE EXAMINATION COMMENCES IN THE SUBJECTS OF INTERNAL ASSESSMENT.

It is pertinent to mention here that every year in the month of February, even in the first week of March i.e. at the time of commencement of Board's Exam, the Board starts receiving requests from large number of candidates / schools requesting the Chairman to condone the shortage of attendance. It is further stated that shortage upto 15% of attendance only may be condoned by the Chairman on the recommendation of the Principal of the School. The candidates / parents while representing the matter to the Board invariably state that their school has never informed them about the shortage of attendance.

In view of above, I am writing to request you to bring the above essential condition of completion of 75% attendance to the notice of all the candidates and their parents whose names have been sponsored by your school for Board's Examination - 2009. In those cases where students are not regularly attending the school for various different reasons whatsoever may be, the rule position of the Board must be brought to their notice in writing.

An immediate action in the matter would be appreciated and the parents and students be informed that in the case of shortage of attendance without valid reasons, they would not be permitted to appear for Board's examination. We are sure that once the students are aware of the necessity of completing 75% of attendance, majority of students would certainly attend the classes regularly. This would reduce large number of requests for condonation at the last minute.

Kindly acknowledge receipt.

Your faithfully,


M.C. Sharma

Controller of Examinations





केन्द्रीय माध्यमिक शिक्षा बोर्ड
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)
CENTRAL BOARD OF SECONDARY EDUCATION
(An Autonomous Organisation under the Ministry of Education, Govt. of India)

CBSE/COORD/Shortage-Attend./2025

Dated: 04.08.2025

To

The Principal/Head of Schools
Affiliated to CBSE
(Through CBSE Website)

Please read and understand this communication so that directions could be implemented strictly.

Subject: Strict Compliance with attendance requirements as per CBSE Examination Bye-Laws for Board Examination Eligibility – reg.

This is in continuation of circular No. CBSE/CE/Coord/2024 /e-file-163685/ dated 09.10.2024 wherein it was directed to all schools to adhere to Rules 13 and 14 of the CBSE Examination Bye-Laws strictly regarding student attendance for Class X and XII Board examinations-2024-2025.

In light of above, the same is being reiterated for both the academic session 2025-2026 and Examination 2025-2026. As per the CBSE Examination Bye Laws Rule 13 and 14, a minimum of 75% attendance is mandatory for students to be eligible to appear for the Board examinations. The Board offers a 25% relaxation only in cases of exigencies such as medical emergencies, participation in national or international sports events, and other serious reasons, if supported by the necessary documents/record.

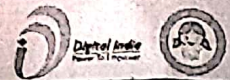
Schools are hereby directed to ensure the following:

- 1. Inform Students and Parents:** All students and parents must be made aware of the mandatory 75% attendance requirement criteria and the potential consequences of not meeting this criteria. Any student, if on leave due to a medical or any other reason, needs to apply for the leave to the school with proper medical and other documents at the time of availing leave. Leave without a written request will be considered unauthorized absence from the school.
- 2. Leave Procedures:** In case of medical emergencies, students must submit a leave application along with valid medical documentation immediately after availing the leave. For other reasons, Students must inform the school of their absence with a valid reason and only in writing. If it is observed at the time of sudden inspection of the schools by CBSE that students are absent without proper leave records, it will be presumed that they are not attending the schools regularly and may be treated as non-attending/dummy candidates. CBSE shall not allow such students to appear in the Board examinations.

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के. मा. शि. बो., एकीकृत कार्यालय परिसर, सेक्टर-23, फेज-1, द्वारका, नई दिल्ली-110077
CBSE INTEGRATED OFFICE COMPLEX, SECTOR-23, PHASE-1, DWARKA, NEW DELHI-110077



Phone (off.) : 011-24050336-42, Website: www.cbse.gov.in

3. **Attendance Monitoring:** Schools must regularly monitor and maintain correct attendance records. Attendance registers should be updated daily, signed by the class teacher and the competent authority of the school and be readily available for inspection by the CBSE.
4. **Parental Communication:** In case a student frequently misses school or fails to meet the attendance requirement, the school should inform the parents in writing through Registered/Speed Post, e-mail stressing the importance of regular attendance and also failure to comply attendance norms may result in the student being disqualified from appearing in the board exams. Keep record of communication safely. A copy of this communication be sent to the parents of all the schools through e-mail for the information and strict compliance by the students and parents.
5. **Inspections by the CBSE:** The Board may conduct surprise inspections to verify student attendance records. During such inspections, if it is found that the records are incomplete or if it is manifest that students have not been attending the school regularly may face strict action, including disaffiliation. The students may be disqualified from appearing in the board exams.

Please note that no changes to the attendance records will be permitted once the school has submitted the shortage of attendance cases to the CBSE. Attached to this letter, you will also find the Standard Operating Procedures (SOPs) for condoning the shortage of attendance and a Proforma to be used when submitting cases for condonation.

Regular attendance is not only essential for meeting the Board's examination requirements but also for fostering responsible and well-rounded individuals. Therefore, it is once again directed to all schools to disseminate the above information to their students timely.

Yours faithfully,



(Dr. Sanyam Bhardwaj)
Controller of Examinations

Copy to web admin with the request to upload on the CBSE website.