



# 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)



No.CBSE/CE/Coord/2024/Efile-163685/

Dated: 09.10.2024

To,  
The Principals/Heads of Schools  
Affiliated to CBSE  
(Through CBSE Website)

**Subject: Strict Compliance with Attendance Requirements as per CBSE Examination Bye-Laws for Board Examination Eligibility-reg**

Madam/Sir,

It is well understood that schools are not just centers for academic learning but play a critical role in the overall development of students. Alongwith imparting subject knowledge, schools facilitate extracurricular activities, peer learning, character building, values inculcation, teamwork, collaboration, respecting diversity, inclusion, and many more. Therefore, the regular attendance of students in the school is vital to ensuring their holistic development.

In light of this, all schools must adhere strictly to **Rules 13 and 14** of the CBSE Examination Bye-Laws regarding student attendance for Class X and XII board examinations. As per the Board's regulations, 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, provided the necessary documentation is submitted.

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 and the potential consequences of not meeting it. Any student, if on leave due to a medical emergency, needs to apply for the leave to the school with proper medical prescription and certificate etc. immediately after falling ill. Leave without a written request will be considered unauthorized absence from the school.

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"शिक्षा केन्द्र", 2, सामुदायिक केन्द्र, प्रीत विहार, दिल्ली-110092  
"SHIKSHA KENDRA" 2, COMMUNITY CENTRE, PREET VIHAR, DELHI-110092



2. **Leave Procedures:** In case of medical emergencies, students must submit a leave application alongwith valid medical documentation immediately 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 the CBSE that **students are absent without proper leave records, it will be presumed that they are not attending the schools regularly, CBSE shall not allow them to appear in the Board examinations.**
3. **Attendance Monitoring:** Schools must regularly monitor and maintain accurate 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 CBSE.
4. **Parental Communication:** In case a student frequently misses school or fails to meet the attendance requirement, the school should notify the parents in writing, stressing the importance of regular attendance and informing them **that failure to comply may result in the student being disqualified from appearing in the board exams.**
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 regularly, the school 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 find the **Standard Operating Procedures (SOPs)** for condoning the shortage of attendance and a **Proforma** to be used when submitting cases for condonation.



Kindly ensure compliance with the above directions to support the academic success and holistic development of your students. Regular attendance is not only essential for meeting the Board's examination requirements but also for fostering responsible and well-rounded individuals.

Thank you for your cooperation.

**Yours faithfully,**



**(Dr. Sanyam Bhardwaj)**  
**Controller of Examinations**

- Copy to:-**
1. Regional Director/Officer, Regional Office, CBSE for sending to all concerns
  2. Parents of the students studying in Class X and Class XII
  3. Web-admin with the request to upload on the CBSE website and sending through e-sandesh