



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/SPPS/2023

Date 29.08.2023

To,

**The Principals/Heads of
Schools Affiliated to CBSE**

Sub:- Compliance of Rules 13 & 14 of the Examination Bye-Laws on attendance

Madam/Sir,

Schools are known as the temple of learning and are responsible for transforming the journey of a student by giving them education as a lifelong process to learn and grow. Schools are not only meant for imparting subject knowledge to their students. During schooling, students' overall development is ensured by way of extracurricular activities, peer learning, character building, inculcation of values, collaboration, respecting diversity and inclusion, respectful interactions, teamwork, and so on. Overall, schools play a vital role in shaping well-rounded individuals.

Regular attendance in school is therefore important as students' presence in the schools contributes to a student's academic success, personal development, and overall well-being. If the students do not attend school, their all-round development will be hampered.

Accordingly, the CBSE has issued circulars and Standard Operating Procedures (SOPs) and has prescribed mandatory at least 75% attendance for appearing in the Board examination. 25% relaxation is given in attendance considering exigencies and emergencies faced by the students and their families as per rules 13 and 14 of the Examination Bye-Laws.

CBSE therefore directs schools to strictly follow the Board's Examination Bye Laws Rule No. 13 & 14 and also to ensure the following:-

- All the students and parents may be informed that it is mandatory to have at least 75% minimum attendance as stipulated in the Examination Bye-Laws of the Board.
- 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.
- In the rest of the cases, the student will follow the due process for availing the leave informing the valid reason for leave in writing to the school at the time of availing leave.
- The schools will ensure that students are attending the schools regularly and in case, any student is not serious about his/her attendance and frequently availing the leave or not attending school, then the school has to inform the parents in writing to ensure attendance as per Boards norms otherwise the student will not be allowed to appear in the examinations.



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- (e) Schools are also directed to ensure that their students are attending the school regularly, attendance registers are maintained properly by marking the attendance of the students every day in the attendance register, attendance Registers are duly signed by the teacher and the authorities of the school and these are readily available in the office of the school for verification by the Board as and when required.
- (f) The CBSE may conduct surprise inspections of schools without prior intimation to the schools to verify the presence of the students from classes IX to XII in the school.
- (g) In case, during the inspection, it is found that the students are not present and the desired records are not complete or available, CBSE will initiate disaffiliation proceedings against the school, and such students who would not be fulfilling the attendance criteria, will not be allowed to appear in the Board's Examination.
- (h) In case, students of Class X and Class XII are sent on educational tours or for any other activity, appropriate records should be maintained and are available in such a manner that they could be made available at the time of sudden inspection to the team.

Please also find the Standard Operating Procedures to be followed strictly by the schools for condoning the shortage of attendance. The schedule mentioned should also be strictly adhered to.

If it is observed that schools are not adhering to the instructions issued and engage in activities that are against the board rules, a strict action which includes financial penalty or disaffiliation of the school will be taken by the Board.

Schools are, therefore, directed to comply with the above directions strictly as regular attendance of students is important and a must.

Yours faithfully,

(Dr. Sanyam Bhardwaj)

Controller of Examinations





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STANDARD OPERATION PROCEDURES FOR DEALING WITH STUDENTS HAVE ATTENDANCE LESS THAN THE PRESCRIBED PERCENTAGE OF ATTENDANCE

1. Schools will take the following action:-

- Inform the importance of attendance and classes etc. to the students and their parents in the beginning of the session;
- Sensitize the students and parents about the relevant rules and the attendance requirement during the academic session;
- Inform the students and parents the grounds on which shortage of attendance could be condoned;
- Inform the students and parents to submit a medical certificate(s) from the competent authority/leave application supporting the reason for availing /taking leave as and when leave is availed;
- Warn the students and parents if they are not attending the classes regularly and maintain the records of such students;
- Will inform the parents about the shortage of attendance;
- Schools will recommend the cases as per Examination Bye-laws only;
- Attendance will be calculated as on 1st January of the Academic session;
- Shortage of attendance cases received in the concerned Regional Office up to 7th January of the academic session of Class X or XII will only be considered by the Board.
- No case will be accepted after 7th January of the academic session of Class X or XII;
- Cases without Mandatory documents will be summarily rejected.

2. In case of shortage of attendance, schools shall be required to procure the following documents from the student(s)/parents(s) and submit them to the concerned Regional Office of the Board while forwarding the cases for considering condonation of shortage of attendance:

S.No.	Valid reason for condonation of shortage of attendance	Mandatory documents
1	Prolonged illness	<ol style="list-style-type: none"> Request(s) from the parent Medical Certificate(s) for the period of absence from a Government Doctor. All medical reports, X-rays etc. Recommendation of school in the proforma attached
2	Loss of father/mother or some other such incident leading to his/her absence from the school and meriting special consideration	<ol style="list-style-type: none"> Request from the parent Death Certificate issued by the concerned Authority Recommendation of the school concerned in the proforma attached
3	Any other reason of similar serious nature.	<ol style="list-style-type: none"> Request from the parent Certificate issued by the concerned Authority supporting the nature of the reason. Recommendation of the school concerned in the proforma attached



CBSE

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4	Authorised participation in Sports at National level organized by CBSE/SGFI	<ol style="list-style-type: none"> 1. Request from the parent 2. Certificate issued by the concerned Authority 3. Recommendation of the school concerned in the proforma attached
5	Authorised participation in Sports at National/International level organized by recognized Federations	<ol style="list-style-type: none"> 1. Request from the parent 2. Recommendation letter from Sports Authority of India 3. Recommendation of the school concerned in the proforma attached 4. Action be taken as per Standard Operating Procedures issued by CBSE for students participating in National/International sports events.

3. The following will be the schedule for sending the request to the CBSE for condonation of attendance:-

S.No.	Activity	Schedule
1.	To consider attendance put in by the student(s) in view of Rule 14(i) of Examination Bye-laws	upto 1 st January of the academic session for Class X or XII
2.	Schools to compile all such shortage of attendance cases at 1 above in tabular form (separately for Class X and XII) supported with documents as mentioned above.	To be sent to the concerned Regional Office so as to reach within 07 days of Activity at S.No. 1 i.e. 7 th January of the academic session.
3.	Regional Office will also communicate deficiency, if any, to the schools	Within 15 days from the date of receipt i.e. latest by 21 st January of the academic session.
4.	Schools will communicate fulfillment of deficiency to the Regional Office	Within 07 days from the date of activity at S.No. 3 i.e. 28 th January of the academic session.
5.	The last date for approvals by CBSE	7 th February of the examination year.

All schools are directed to read, understand, and comply with the SOPs in toto. Schools will ensure that all the documents as per requirement are obtained from the student(s)/parent(s) concerned and provided to the concerned Regional Office, wherever required.

(Dr. Sanyam Bhardwaj)
Controller of Examinations



**(PROFORMA FOR FORWARDING SHORTAGE OF ATTENDANCE CASES BY SCHOOLS)
 CONDONATION OF SHORTAGE OF ATTENDANCE IN CLASS X/XII
 (SEPARATE PROFORMA EACH FOR CLASS X AND XII)**

1. The following candidates of Class _____ have not attained the required percentage of attendance during the academic session 20.....20..... as per details mentioned against each:

S.No.	Name of Candidate	Regn. No./Roll No.	Class X/XII	No. Teaching days in the school	No. of days attended by the students	Percentage of attendance put in by the student upto 1 st Jan. 20.....	Recommendation as under- R for Recommended N for Not Recommended
1							
2							
3							
4							
5							

2. The following documents duly attested are attached to the following cases

S.No.	Name of Candidate	Name of Documents(s) attached
1		
2		
3		
4		
5		

CS

Signature: _____
Name of Principal: _____
School Name: _____
School No.: _____
Affiliation No.: _____
Seal of the school: _____