

Dear Parents

Sub: Mandatory 75% attendance requirement criteria to appear in Board Examination 2025-2026.

In reference to circular no. CBSE/COORD/Shortage-attend. /2025 dated 04.08.2025 it is hereby informed that students need to maintain 75% of the attendance of total number of working days in the session. Any student on leaves due to medical or any other reason need to apply for the leave to school with proper medical & other documents at the time of availing the leave. Leave without a written request will be considered unauthorized absence from school.

Leave Procedures:

In case of medical emergencies, students must submit a leave application with other medical documents immediately after availing the leave. For other reasons students must inform to schools of their absence with a valid reason, in writing only. At the time of inspection by CBSE if a student is found absent without proper leave record, CBSE will assume it as non-attending case & may be treated as non-attending /dummy candidate. **CBSE shall not allow such candidate to appear in the Board Examinations.**

Regular attendance is not only essential in meeting Board examination requirement but also for fostering responsible & well-rounded individuals.

Thanks