



Sachdeva Public School

Sector 13, Rohini, Delhi 110085

PARENTAL CIRCULAR

Thursday, August 7, 2025

Dear parents

We wish to bring to your notice that CBSE has a strict mandate for attendance for students appearing for Class X and XII Board examinations.

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. In this regard, kindly note:

1. 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 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 specified in application.
3. 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. Failure to comply attendance norms may result in the student being disqualified from appearing in the board exams.
4. Inspections by the CBSE: The Board may conduct surprise inspections to verify student attendance records. During such inspections, if it is found that students have not been attending the school regularly they 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. For more details, kindly check the given link:

Link: [https://www.cbse.gov.in/cbsenew/documents/Strict Compliance attendance Eligibility 05082025.pdf](https://www.cbse.gov.in/cbsenew/documents/Strict%20Compliance%20attendance%20Eligibility%2005082025.pdf)

Regular attendance is not only essential for meeting the Board's examination requirements but it also fosters responsible and well-rounded individuals. Therefore, it is once again reiterated that as their guardians we work diligently towards instilling regularity and consistency as essential traits of their individuality.

Regards

Dr.(Mrs.)NAMITA SHARMA
PRINCIPAL