

SHREE VASISHTHA VIDHYALAYA, SURAT

(English Medium, CBSE affiliated, Member-NPSC, Recipient-International School Award)

Date: 13th August 2025

Subject: Mandatory Attendance Requirements for Board Examination Eligibility

Dear Parents and Students of Grade X & XII,

This is to inform you that as per **CBSE Examination Bye-Laws (Rules 13 & 14)**, a **minimum of 75% attendance** is mandatory for students of Classes X and XII to be eligible to appear in the Board Examinations.

Key points for strict compliance:

1. Attendance Requirement:

- Students must have at least **75% attendance** by 1st January of the academic session.
- A relaxation of up to 25% may be granted **only** in genuine cases such as prolonged illness, participation in national/international sports events, or other serious reasons, supported by proper documentation.

2. Leave Procedure:

- Any absence must be supported by a **written leave application**.
- In medical cases, submit a **valid medical certificate** immediately after availing leave.
- Leave without a written request will be treated as **unauthorised absence**.

3. Attendance Monitoring:

- Attendance will be recorded daily and may be checked by CBSE during surprise inspections.
- Students found absent without proper leave records may be treated as **non-attending/dummy candidates**, and will **not** be allowed to appear in Board Exams.

4. Parental Communication:

- Parents will be informed in writing if their ward's attendance is below the required limit.
- Schools must maintain records of such communications.

5. No Changes After Submission:

- Once the shortage of attendance cases are sent to CBSE, **no changes** will be accepted.

Important:

We urge all parents to ensure that their ward attends school regularly and avoids unnecessary absences. Attendance is not only a CBSE requirement but also essential for academic growth and overall development.

For more details, refer to **CBSE Circular No. CBSE/COORD/Shortage-Attend./2025 dated 04.08.2025** available on the CBSE website.

[https://www.cbse.gov.in/cbsenew/documents/Strict Compliance attendance Eligibility 05082025.pdf](https://www.cbse.gov.in/cbsenew/documents/Strict_Compliance_attendance_Eligibility_05082025.pdf)

Mrs. S. Srivastava

Principal

Shree Vasishtha Vidhyalaya