

GDGPSB/2026-27/ X & XII/July/35

02.07.2026

Dear Parents/Guardians,

Subject: Mandatory School Attendance for Eligibility to appear in CBSE Board Examination

It has been observed with concern that several students have been remaining absent from school on a regular basis. Such irregular attendance not only affects their academic progress, classroom learning, practical work, and internal assessments, but may also impact their eligibility to appear in the CBSE Board Examination.

Parents are requested to note that the Central Board of Secondary Education (CBSE) has reiterated the requirement of a minimum of 75% attendance for students of Classes X, XI and XII to be eligible for the Board Examination, as per CBSE Circular No. CBSE/COORDI/Shortage-Attend./2025 dated 04.08.2025, alongwith the earlier CBSE Circular No. CBSE/CE/Coord/2024 dated 09.10.2024.

In view of the above, all parents are requested to:

1. Ensure that their ward attends school regularly and punctually.
2. Avoid unnecessary leave during the academic session.
3. Inform the school immediately and submit appropriate documents in case of illness or any genuine emergency with an application.
4. Regularly monitor their ward's attendance and academic performance.

Kindly note that shortage of attendance may adversely affect your ward's academic progress and may also result in non-fulfilment of CBSE eligibility requirements for the Board Examination. Your cooperation is essential in ensuring the academic success and overall development of your ward.



Principal
Team G. D. Goenka Public School,
Bahadurgarh



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)

CBSE/COORD/Shortage-Attend./2025

Dated: 04.08.2025

To

The Principal/Head of Schools
Affiliated to CBSE
(Through CBSE Website)

Please read and understand this communication so that directions could be implemented strictly.

Subject: Strict Compliance with attendance requirements as per CBSE Examination Bye-Laws for Board Examination Eligibility – reg.

This is in continuation of circular No. CBSE/CE/Coord/2024 /e-file-163685/ dated 09.10.2024 wherein it was directed to all schools to adhere to Rules 13 and 14 of the CBSE Examination Bye-Laws strictly regarding student attendance for Class X and XII Board examinations-2024-2025.

In light of above, the same is being reiterated for both the academic session 2025-2026 and Examination 2025-2026. 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.

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 criteria and the potential consequences of not meeting this criteria. Any student, if on leave due to a 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 and only in writing. If it is observed at the time of sudden inspection of the schools by CBSE that students are absent without proper leave records, it will be presumed that they are not attending the schools regularly and may be treated as non-attending/dummy candidates. **CBSE shall not allow such students to appear in the Board examinations.**

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के. मा. शि. बो., एकीकृत कार्यालय परिसर, सेक्टर-23, फेज-1, द्वारका, नई दिल्ली-110077
CBSE INTEGRATED OFFICE COMPLEX, SECTOR-23, PHASE-1, DWARKA, NEW DELHI-110077

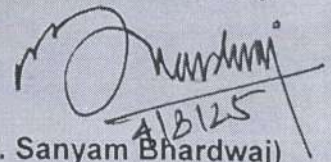


3. **Attendance Monitoring:** Schools must regularly monitor and maintain correct attendance records. Attendance registers should be updated daily, signed by the class teacher and the competent authority of the school and be readily available for inspection by the CBSE.
4. **Parental Communication:** 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 and also failure to comply attendance norms may result in the student being disqualified from appearing in the board exams. Keep record of communication safely. A copy of this communication be sent to the parents of all the schools through e-mail for the information and strict compliance by the students and parents.
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 the school regularly 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 also find the Standard Operating Procedures (SOPs) for condoning the shortage of attendance and a Proforma to be used when submitting cases for condonation.

Regular attendance is not only essential for meeting the Board's examination requirements but also for fostering responsible and well-rounded individuals. Therefore, it is once again directed to all schools to disseminate the above information to their students timely.

Yours faithfully,



(Dr. Sanyam Bhardwaj)
Controller of Examinations

Copy to web admin with the request to upload on the CBSE website.



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-1636857

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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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.

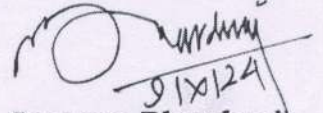
Attached to this letter, you will find the **Standard Operating Procedures (SOPs)** for condoning the shortage of attendance and a **Proforma** to be used when submitting cases for condonation.

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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