



DARSHAN ACADEMY



Kirpal Bagh, Sant Kirpal Singh Marg, Delhi-9, Tel: 79698638, 8588806008/9 *ISA (2013-16)*
Website: www.darshanacademy.org, email – infodelhi@darshanacademy.org *IDS (2022-25)*
CBSE Affiliation No. 2730364 School NO.: 1309235

“25 Years: Sparkling Souls, Spreading Peace”

No. DA/KB/ Cir. No:20 / 2024

Dated: 25.10.2024

Dear Parents

This has reference to the circular by CBSE vide circular number No. CBSE/ CE/ Coord/2024 /E-file-163685 dated: 09.10.2024 regarding Strict Compliance with Attendance Requirements as per CBSE Examination Bye-Laws for Board Examination 2024-25. The school is not just a center for academic learning but plays a critical role in the overall development of our students. Along with imparting subject knowledge, we facilitate extracurricular activities, peer learning, character building, values inculcation, teamwork, collaboration, respecting diversity, inclusion, and many more. Therefore, the regular attendance of your wards in the school is vital to ensuring their holistic development.

In light of this, it is directed by CBSE that 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.

- ❖ **Leave Procedures:** In case of medical emergencies, students must submit a leave application along with 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. Leave without a written request will be considered unauthorized absence from the school. **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.**
- ❖ **Regular Attendance:** In case a student frequently misses school or fails to meet the attendance requirement, **it may result in the student being disqualified from appearing in the board exams.**
- ❖ **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 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.**

Kindly take this reminder seriously and ensure the presence of your ward in school on daily basis in their best interest.

Regards

(Mamta Sabharwal)
Head of the School



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