

DAV PUBLIC SCHOOL
BRS NAGAR, LUDHIANA

Dear Parents
Namaskar!

Subject: Compliance of Rule No. 13 & 14 of CBSE Examination Bye-Laws on Attendance.

Regular attendance in the school plays a pivotal role in your child's educational journey. It directly impacts their academic progress, personal development, and overall well-being. As part of the guidelines of Central Board of Secondary Education (CBSE), it is mandatory for students to have at least 75% attendance to be eligible for appearing in the Board examination. In recognition of unforeseen circumstances, CBSE has incorporated a relaxation of 25% attendance, considering emergencies and exigencies, in accordance with Rules 13 and 14 of the Examination Bye-Laws. No authority except CBSE can condone off shortage of attendance in special circumstances.

Keeping the examinations Bye-Laws and Standard Operating Procedures in mind you are hereby requested to ensure that your ward (Class X/XII) must attend the school regularly so as to maintain at least 75% attendance in the school record.

Attendance of Class X & XII will be calculated as on 1st January, 2024 of the academic session. In case of shortage of attendance, school can only recommended genuine cases duly supported with documentary proof to the CBSE by 7th January, 2024.

Mandatory documents required are listed below:-

Sr. No.	Reason	Mandatory Documents
1	Prolonged illness of student	1. Request(s) from the parent. 2. Medical Certificate(s) for the period of absence from a Government Doctor. 3. All medical reports, X-rays etc.
2	Loss of father/mother or some other such incident leading to his/her absence from the school.	1. Request(s) from the parent. 2. Death Certificate issued by the concerned authority.
3	Authorized participation in Sports at National level organized by CBSE/SGFI	1. Request from the parent. 2. Certificate issued by the concerned Authority supporting the nature of the reason.
4	Authorized participation in Sports at National / International level organized by recognized Federations	1. Request from the parent. 2. Recommendation letter from Sports Authority of India. (SAI)

The school requests your cooperation in adhering to these attendance regulations. The school shares attendance of your ward on daily basis through the Edusecure app. Your active involvement in monitoring your child's attendance in the school will undoubtedly contribute to their sound academic performance, participation in extracurricular activities, character building and growth as a well-rounded individual.

Seeking your full cooperation,
Yours truly

(J.K. Sidhu)
Principal