



All the Heads of Institutions  
Affiliated to CBSE

**Sub: Standard Operating Procedures for dealing with students having attendance less than the prescribed percentage of attendance**

Madam/Sir,

You are aware that Rule 13 of the Examination Bye-Laws of the Board specifies the attendance requirements for a student to be eligible to appear for the Class X and XII examinations of the CBSE. Rule 14 of the Examination Bye-laws state the percentage of attendance upto which it can be considered for condonation and the grounds for its consideration.

Following has been observed:-

1. students, parents and schools are not following Rule 13 and Rule 14 of the examination Bye Laws strictly;
2. they are not submitting desired documents and certificates of the Competent Authority while seeking exemptions in attendance;
3. Schedule for submission of documents and certificates is not being adhered to;
4. Schools are not sending all the cases of shortage of attendance to the CBSE;
5. Students are not attending the school regularly; and
6. as per analysis of the result of 2019 of the students whose attendance had been condoned have performed poorly in the examinations.

To ensure the importance of the classes and the attendance, CBSE is taking following two measures:-

1. has prepared Standard Operating Procedures for dealing with students having attendance less than the prescribed percentage of attendance for the information and compliance by Schools, Students and Parents.
2. Schools are requested to communicate information and rule position to students and parents.



**Standard Operating Procedures for dealing with students having attendance less than the prescribed percentage of attendance**

1. Schools will take following action:-
  - a. inform the importance of attendance and classes etc to the students and their parents in the beginning of session;
  - b. sensitize the students and parents about the relevant rules and about the attendance requirement during the academic session;
  - c. inform the students and parents the grounds on which shortage of attendance could be condoned;
  - d. inform the students and parents to submit medical certificate(s) from the competent authority/leave application supporting the reason for availing/taking leave as and when leave is availed;
  - e. warn the students and parents if they are not attending the classes regularly and maintain the records of such students;
  - f. will inform the parents about shortage of attendance;
  - g. schools will recommend the cases as per Examination Bye-Laws only;
  - h. Attendance will be calculated as on 1<sup>st</sup> January of the Academic session.
  - i. Shortage of attendance cases received in the concerned Regional Office upto 7<sup>th</sup> January of the academic session of Class X or XII will only be considered by the Board.
  - j. No case will be accepted after 7<sup>th</sup> January of the academic session of Class X or XII;
  - k. Cases without Mandatory documents will be summarily rejected.
  
2. In case of shortage of attendance, schools shall be required to procure following documents from the student(s)/parent(s) and submit to the concerned Regional Office of the Board while forwarding the cases for considering condonation of shortage of attendances:

S. No.	Valid reason for condonation of shortage of attendance	Mandatory documents
1	Prolonged illness	1. Request(s) from the parent 2. Medical Certificate(s) for the period of absence from Government Doctor 3. All medical reports, X-rays etc 4. Recommendation of school in the proforma attached
2	Loss of father/mother or some other such incident leading to his/her absence from the school and meriting special consideration	1. Request from the parent 2. Death Certificate issued by concerned Authority 3. Recommendation of school concerned in the proforma attached





3	Any other reason of similar serious nature.	<ol style="list-style-type: none"> <li>1. Request from the parent</li> <li>2. Certificate issued by concerned Authority supporting the nature of the reason.</li> <li>3. Recommendation of school concerned in the proforma attached</li> </ol>
4	Authorised participation in Sports at National level organized by CBSE / SGFI.	<ol style="list-style-type: none"> <li>1. Request from the parent</li> <li>2. Certificate issued by concerned Authority</li> <li>3. Recommendation of school concerned in the proforma attached</li> </ol>
5	Authorised participation in Sports at National/ International level organized by recognized Federations	<ol style="list-style-type: none"> <li>1. Request from the parent</li> <li>2. Recommendation letter from Sports Authority of India</li> <li>3. Recommendation of school concerned in the proforma attached</li> </ol>

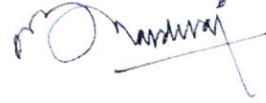
3. Following will be the schedule for sending the request to the CBSE for condonation of attendance:-

S.No.	ACTIVITY	SCHEDULE
1.	To consider attendance put in by the student(s) in view of Rule 14(i) of Examination Bye-laws	upto 1st January of the academic session for Class X or XII
2.	<b>Schools to compile all such shortage of attendance cases at 1 above in tabular form (separately for Class X and XII) supported with documents as mentioned above.</b>	<b>To be sent to concerned Regional Office so as to reach within 07 days of Activity at SI.No.01 i.e. 7<sup>th</sup> January of the academic session.</b>
3	Regional Office will also communicate deficiency, if any, to the schools	Within 15 days from the date of receipt i.e. latest by 21st January of the academic session.
4	Schools will communicate fulfilment of deficiency to the Regional Office	Within 07 days from the date of activity at SI.No.03 i.e. 28th January of the academic session.
5	Last date for according approvals by CBSE	07th February of the examination year.



All schools are directed to read, understand and comply the SOPs in toto. Schools will ensure that all the documents as per requirement are obtained from the student(s)/parent(s) concerned and provided to the concerned Regional Office, wherever required.

**Yours faithfully,**

A handwritten signature in black ink, consisting of a large circular flourish followed by a series of sharp, vertical strokes, ending with a horizontal line that crosses the signature.

**(DR. SANYAM BHARDWAJ)  
CONTROLLER OF EXAMINATIONS**





**(PROFORMA FOR FORWARDING SHORTAGE OF ATTENDANCE CASES BY SCHOOLS)**

**CONDONATION OF SHORTAGE OF ATTENDANCE IN CLASS X / XII**  
**(SEPARATE PROFORMA EACH FOR CLASS X AND XII)**

1. Following candidates of Class \_\_\_\_\_ have not attained the required percentage of attendance during the academic session 20..... - 20....., as per details mentioned against each:

S. No.	Name of Candidate	Regn. No./ Roll No.	Class X / XII	No. of teaching days in the school	No. of days attended by the student	Percentage of attendance put in by the student upto 1 <sup>st</sup> Jan. 20.....	Recommendation as under - R for Recommended N for Not Recommended
1							
2							
3							
4							
5							

2. Following documents duly attested are attached with following cases

S.No.	Name of Candidate	Name of Document(s) attached
1		
2		
3		
4		
5		

Signature: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

School Name: \_\_\_\_\_

School No. \_\_\_\_\_

Affiliation No. \_\_\_\_\_

Seal of the school \_\_\_\_\_

