



IIS/CIR/058/2023-2024
31/08/2023

Dear Parents,

“Greetings from IIS Family”

In line with an important circular issued by CBSE (No. CBSE/CE/SPPS/2023) dated 29.08.2023 regarding **compliance of rules 13 & 14 of the Examination Bye laws on attendance**, the school would like to remind the parents and students of Board classes (Grade IX-XII) to ensure the following guidelines strictly. Regular attendance of students in school is important as students' presence in the school contributes to a student's academic success, Personal development and overall well being. If the students do not attend school, their all round development will be hampered.

- It is mandatory to have **at least 75% minimum attendance** as stipulated in the Examination Bye laws of the Board. (25% relaxation is given in attendance considering exigencies and emergencies faced by the students and their families as per rules 13 & 14 of the Examination Bye laws.) Kindly refer **Annexure 1** for the valid reasons for condonation of shortage of attendance.
- Any student, if on leave due to a medical emergency, needs to apply for the leave to the school with proper medical prescription, certificate, etc immediately after falling ill.
- In the rest of the cases, students will follow the due process for availing the leave informing the valid reason for leave in writing to the school at the time of availing leave.
- Schools will ensure the students are attending the school regularly, and in case any student is not serious about his/her attendance and frequently availing the leave or not attending school, then the school has to inform the parents in writing to ensure attendance as per Board's norms, otherwise the students will not be allowed to appear in the Board Examination.
- Schools are also directed to ensure that their students are attending the school regularly, attendance registers are maintained properly by marking the attendance of the students every day in the attendance register, attendance registers are duly signed by the teachers and the authorities of the school and these are readily available in the office of the school for verification by the Board as and when required.
- The CBSE may conduct surprise inspection of schools without prior intimation to the schools to verify the regular presence of the students from classes IX to XII in the school.

Parents are strictly reminded to go through all the instructions carefully. Any attendance shortage of the students of Grade XI – XII for this academic year will be escalated to Board for further actions.

Your cooperation & understanding will be highly appreciated in this regard.

Stay safe and healthy!

PRINCIPAL
Ms. Qurat Ul Ain

Annexure 1

S No.	Valid reasons for condonation of shortage of attendance
1.	Prolonged illness
2.	Loss of father/mother or some other such incident leading to his/her absence from the school and meriting special consideration.
3.	Any other reason of similar serious nature
4.	Authorized participation in Sports at National level organized by CBSE/SGFI
5.	Authorized participation in Sports at National/International level organized by recognized Federations.