

Circular No: CIS/Acad/2025/118

Date: 29.08.2025

## Subject: Mandatory Attendance Requirement – CBSE Norms

Dear Parents/Students,

As per the Central Board of Secondary Education (CBSE) Examination Bye-Laws, it is mandatory for every student to secure a **minimum of 75% attendance** of the total working days in the academic session to be eligible to appear for the **Board Examinations and school assessments**.

### Important Points to Note:

1. Absenteeism will not be permitted except in genuine medical or unavoidable circumstances, duly supported with valid documents.
2. Students with attendance below 75% will be **detained** and not allowed to appear in the Board/Final Examinations.
3. In exceptional cases (serious illness, calamities, national/state-level sports or cultural participation), the school may forward a request for relaxation. However, the **final decision lies with CBSE Regional Office**.
4. Parents are requested to ensure regular attendance of their wards and avoid unnecessary leave without prior approval.

We seek your cooperation in ensuring regularity, punctuality, and consistency so that your child's academic performance and examination eligibility remain unaffected.

Warm regards,

Principal  
Chinmay International School-CBSE