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PANISHEOLA INDIRA SMRITI VIDYAPITH



(HIGHER SECONDARY)

(AFFILIATED TO THE CENTRAL BOARD OF SECONDARY EDUCATION)
ESTABLISHED - 1985

AFFLN No. : 2430022/94 ● School No. 15687

QUEST FOR EXCELLENCE

VILL. & P.O.- PANISHEOLA, P.S. - HARIPAL, DIST.- HOOGHLY (W.B.), PIN : 712 405

E-mail : psv.cbse.haripal@gmail.com.

Website : www.psv.in.

Ref. No. PISV/CBSE/CIR/04/2024-25

Date. 28/10/24

CIRCULAR FOR PARENTS

Attendance during the Academic Session (class X and XII)

Through- School ERP/Website/School Notice Board/Whatsapp Groups and Others.

URGENT

Dear Parents (Class:X and XII)

Greeting from P.I.S.Vidyapith

This is to bring your kind notice, as per the **CBSE Examination Bye Laws Rule No.13 and 14** and CBSE Circular No.**CBSE/CE/Coord/2024/E file-163685**/dated: 9 October 2024, a student should attain minimum 75% attendance counted from the day of commencing Classes :X and XII up to the 1st January of the academic session . If a candidate's attendance falls short of the prescribed attendance percentage, he/she will **not be eligible** to appear for the CBSE BOARD Examination. In continuation with the above, parent are requested to ensure the student has attained at least 75% ATTENDANCE DURING THE ACADEMIC SESSION 2024-25.

All parents of class X and XII are directed to note the following points as per circular of CBSE above noted annex herewith.

With regards

Soma Deb

Officiating Principal/Vice Principal

Panisheola Indira Smriti Vidyapith

Copy forwarded to :

1. School notice Board
2. All teachers of P.I.S.V
3. Parents of X and XII
4. School ERP
5. School Website
6. School Verified Whatsapp Group.

**STANDARD OPERATION PROCEDURES
FOR DEALING WITH STUDENTS WHO HAVE ATTENDANCE
LESS THAN THE PRESCRIBED PERCENTAGE OF ATTENDANCE**

1. Schools will take the following action:-

- a. Inform the importance of attendance to the students and their parents at the beginning of the session;
- b. Sensitize the students and parents about the relevant rules and 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 a medical certificate(s) from the Competent Authority/leave application supporting the reason for availing 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 correctly;
- f. Inform the parents about the shortage of attendance;
- g. Schools will recommend the cases as per Examination Bye-laws only;
- h. Attendance will be calculated as of 1st January of the academic session;
- i. Shortage of attendance cases be received in the concerned Regional office up to 7th January of the academic session;
- j. No case will be accepted after 7th 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 the following documents from the student(s) / parent(s) and submit them to the concerned Regional office of the Board while forwarding the cases for considering condonation of shortage of attendance :

S. No.	Valid reason for condonation of shortage of attendance	Mandatory documents
1	Prolonged illness	<ol style="list-style-type: none"> 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. 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.	<ol style="list-style-type: none"> 1. Request from the parent 2. Death Certificate issued by the concerned Authority 3. Recommendation of the school concerned in the proforma attached.
3.	Any other reason of similar serious nature.	<ol style="list-style-type: none"> 1. Request from the parent 2. Certificate issued by the concerned Authority supporting the nature of reason 3. Recommendation of the school concerned in the proforma attached.

4.	Authorized participation in Sports at National level organized by CBSE/SGFI	<ol style="list-style-type: none"> 1. Request from the parent 2. Certificate issued by the concerned Authority 3. Recommendation of the school concerned in the proforma attached.
5.	Authorized participation in Sports at the National level/International level organized by recognized Federations.	<ol style="list-style-type: none"> 1. Request from the parent 2. Recommendation letter from Sports Authority of India 3. Recommendation of the school concerned in the proforma attached. 4. Action be taken as per Standard Operating Procedures issued by CBSE for students participating in National level/International sports events.

3.The 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 1 st January of the academic session for Class X or XII
2.	Schools to compile all such shortage of attendance cases at Sl. No.1 above in tabular form (separately for Class X and XII) supported with documents as mentioned above.	To be sent to the concerned Regional Office so as to reach within 07(seven) days of Activity at S.No. 1 i.e. 7 th January of the academic session.
3.	The regional office will also communicate deficiency, if any, to the schools	Within 15 (fifteen) days from the date of receipt i.e. latest by 21 st January of the academic session.
4.	Schools will communicate fulfilment of deficiency to the Regional Office	Within 07 (seven) days from the date of activity at S.No. 3 i.e. 28 th January of the academic session
	The last date for approvals by CBSE	7 th February of the examination year.

All schools are directed to read, understand, and comply with 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.

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