



Holy Child School, Panchkula
CIR HCS/24-25/85

Date: 13.09.24

Dear Parents

This is to draw to your notice that Rule 13 of the Examination Bye-Laws of the CBSE Board specifies the attendance requirements for a student to be eligible to appear for the Class 10 and 12 examinations of the CBSE.

As per the Rule 13 of Examination Bye-Laws, a student who has at least 75% attendance as on 01st January of the year of examination is eligible for appearing in Board's Class 10 and 12 examinations.

In case of shortage of attendance, you shall be required to procure following documents and submit to the school 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
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
3.	Any other reason of similar serious nature.	1. Request from the parent 2. Certificate issued by concerned Authority supporting the nature of the reason. 3. Recommendation of school
4.	Authorised participation in Sports at National level organized by CBSE/SGFI.	1. Request from the parent 2. Certificate issued by concerned Authority 3. Recommendation of school
5.	Authorised participation in Sports at National/ International level organized by recognized Federations	1. Request from the parent 2. Recommendation letter from Sports Authority of India 3. Recommendation of school

You are requested to treat this circular as most urgent and important.

Best regards,

Sunita Gangahar
Principal