



# Rich Harvest Public School

## CIRCULAR

CLASSES: Class IX - XII

**Circular No: RHPS/2026-27/Attendance**

**Date: 05/05/2026**

Dear Parents

This to inform you that according to the CBSE Examination bye-laws a student should attain minimum 75% attendance counted from the day of commencing classes for IX to XII up to the first of the month preceding the month in which the Annual/Board Examination begins. If a candidate's attendance falls short of the prescribed attendance percentage, he / she will not be eligible to sit for the Annual/Board Examination.

It should therefore be ensured a student has **at least 75% attendance**. In case, a student takes leave from school, intimation should be sent to the class teacher through an application. Medical certificate for leave issued by a competent authority should be submitted to the class teacher if a student wants to avail sick leave.

Kindly take a printout of this circular, sign and send back through your ward to the class teacher latest by 8<sup>th</sup> May.2026

Your cooperation is solicited.

Principal

### PARENTS ACKNOWLEDGEMENT

I \_\_\_\_\_ father/mother of \_\_\_\_\_ studying in class\_\_\_\_\_ hereby acknowledge that I am aware that as per CBSE Examination bye-laws 75% attendance is mandatory for my ward. Failing this, he/she may be debarred from sitting for the Annual/Board Examination.

Student's Sign

Father's Sign

Mother's Sign

Date:

Contact No.-

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