

The BGES School (ICSE)
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23/08/2016

To
Mr. BIJAY CHHAJER
F/O : KISHLAY CHHAJER
34 JELIA PARA, 1ST BYE LANE, LP -104/6 HOWRAH 711101,

Sub: CONDONATION OF MINIMUM ATTENDANCE

Dear Sir,

Please find extract of Regulations of the Council for the Indian School Certificate Examinations.
**"REGULATIONS INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION
THE COUNCIL INDIAN CERTIFICATE OF SECONDARY EDUCATION EXAMINATION
CHAPTER 1**

C. Minimum Attendance Requirement

Candidates whose attendance is below 75% of the working days are ordinarily not eligible to sit for the examination. However, the Chief Executive and Secretary has the authority to condone the shortage in the case of candidates whose minimum attendance is not less than 60% of the working days. This is inclusive of illness and other special circumstances. Heads of schools may represent, to the Chief Executive and Secretary, cases of candidates who deserve special consideration for condonation, provided that the attendance of such candidates is not less than 60% of the working days, during each year of the two-year course. Heads of schools are not to refer condonation of attendance in cases of candidates having below 60% attendance. The last date for computing attendance at school is 15th February of the year of Examination."

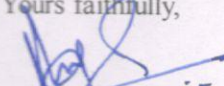
Your ward's attendance as on 22nd Aug 16 stands at 67.82%. At this rate attendance percentage predicted for complete year will be 74%.

In case Kishlay is not able to come up to the minimum required attendance the school will be constrained to inform of the ineligibility of Kishlay to sit for the examination.

It may please be noted that as of now there seem to be no reasons meriting special consideration for referring the matter to the council for condonation of minimum attendance.

You are requested to take necessary steps to ensure Kishlay has minimum required attendance. There shall be no liability of the school in this respect.

Thanking You,
Yours faithfully,


Brij Bhushan Singh

Headmaster