



# HVM Convent School

(A Senior Secondary School)

Karamsar Colony, New Subhash Nagar, Basti Jodhewal, Ludhiana.

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## Circular

**Subject: Attendance and Punctuality Guidelines**

*Dear Students & Parents*

This is to inform all students that maintaining discipline in terms of attendance and punctuality is essential for academic success and smooth functioning of the school.

- **Late Arrival:** Students are expected to reach school by 07:45 AM sharp. Late comers **will not be allowed to enter** the school premises.
- **Attendance Requirement:** As per CBSE guidelines, a minimum of 75% attendance is compulsory for all students to be eligible to appear in examinations.
- **Long Absence:** Students who remain absent for a prolonged period without prior information or valid reason may have their names struck off from the school rolls. This is the responsibility of students and parents to get their leave sanctioned from the school office keeping in mind the criteria of 75 % attendance.

*All students are advised to adhere strictly to these rules and maintain regularity in attendance.*

**Principal**