

CHAPTER VII

ATTENDANCE, HOLIDAYS AND VACATION

- ¹[1. All Schools shall be closed for the Summer Vacation every year on the last working day on March and re-opened on the first working day of June unless otherwise notified by the Director].
- ²[2. **School year-** A School year shall be deemed to commence on the re-opening day and terminate on the last day of Summer Vacation].
- ³[2A. Academic year shall be deemed to commence on the re-opening day and terminate on the last day before summer Vacation].
3. **Minimum number of working days-** There shall ordinarily be a minimum of ⁴[220 instructional days excluding the days of examinations] in every school year. Under special circumstances, shortage in the number of working days may be condoned by the Educational Officer up to a maximum of 20 days and by the Director* beyond 20 days.
- ⁵[4. **Holidays-** (1) The Director* and the District Educational Officer so far as the Educational District is concerned may for adequate reasons declare any day as a special holiday for any or all schools.
- (2) The Headmaster of the School may for adequate reasons declare any day as a special holiday for the school and report the fact to the District Educational Officers provided the deficiency in the number of working days is made good by working on any other day.
- ⁶[(2A) Headmaster and non-teaching staff of school shall attend office on special holidays declared under sub-rules (1) and (2)].
- (3) Schools in which the majority of the staff or pupils are Muslims may have Fridays as holidays instead of Saturday which may be working days. In schools in which Fridays are not made holidays, the noon interval on Friday shall be two hours from 12-30 to 2.30 p.m. to enable Muslim staff or pupils to attend to prayers. The working hours on these days will be from 9.30 A.M to 12.30 P.M. and from 2.30 p.m. to 4.30 p.m.]
5. **Education Department Calendar -** (1) At least ten days before the commencement of every school year, the Director shall issue the

Education Department Calendar for that year, showing among other things;

- ⁷[(a) the opening day and the closing day];
- (b) the dates of Public holidays;
- (c) the dates of commencement and termination of Onam and Christmas holidays;
- (d) the dates of special holidays, if any;
- (e) the number of working days available, and
- (f) the deficiency to be made up, if any to raise the number of working days to the prescribed minimum.

(2) The Education Department Calendar with directions, if any, as to how the deficiency referred to in sub rule (1) should be made up shall be supplied to the Educational Officers for transmission to the Heads of all institutions under their control.

(3) The Director may, if found necessary, make and announce any alteration in the calendar.

(4) All Government and Private Schools shall follow the calendar issued by the Director.

6. Attendance Register - (1) Every School shall maintain an Attendance Register in Form 6 for each division of every Standard.

(2) The Percentage of attendance of every pupil during the school year shall be entered against his name in the attendance Register on the date of closing of the school for summer holidays.

7. Minimum Attendance - (1) A pupil's percentage of attendance during a school year shall be calculated to the nearest integer.

(2) A Pupil shall be deemed to have secured the minimum attendance if he had attended school on not less than 85 percent of the number of working days in the year. ⁸[A Pupil studying in a standard leading to a public Examination shall be deemed to have secured the minimum attendance if he had attended the school on not less than 85 per cent of the total number of working days as on the ⁹[last day of February of the year] in which the examination is held].

(3) No minimum attendance is prescribed for purpose of promotion of pupils of standards I to III.

(4) If in any year the results of the public examination are published late, the Director may fix a later date as the last date of resumption of attendance in the following year by the pupils who have failed in the Public Examination. In the case of such pupils, their attendance as well as the total number of working days shall be reckoned from the fixed date, but if any such pupil resumes attendance before the fixed date and if he is found wanting in attendance at the end of the year, the days on which he attended school before the fixed date may be included in this attendance to the extent necessary to make up for his deficiency in attendance. If any such pupil does not resume attendance on the fixed date his name shall be removed from the rolls forthwith.

Illustration - A pupil has been present on 147 out of 175 days from the last date for resumption of attendance and on 5 days before that date. His percentage of attendance is $147 \times 100/175$ or 84 and the deficiency of 1 percent shall then be made up by adding on 2 days' attendance out of the 5 days' previous attendance, the remaining three days' attendance being ignored.

8. **Pupils without minimum attendance not to be promoted or allowed to sit for examination-** (1) No pupil who has failed to secure the minimum attendance prescribed in Rule 7 during a school year, shall be promoted from a Standard unless the deficiency in attendance has been condoned as per Rule 9.

Note- Vide Rule 7 (3) in regard to pupils of Standard 1 to III.

(2) No pupil studying in a standard leading to public Examination who had failed to secure the minimum attendance prescribed in Rule 7 (2) during a school year shall be permitted to sit for the Public Examination held at the end of that year unless the deficiency in attendance is condoned as per Rule 9.

- ¹⁰[9] **Condonation of deficiency in attendance:-** (1) If the deficiency in attendance is above 15 percent and not more than 25 percent of the total number of working days in a School, the deficiency may be condoned by the Headmaster of the School for reasons to be recorded in writing; provided the pupil's progress and conduct are satisfactory and also the pupil fulfills the basis of promotion fixed for that standard.

(2) If the deficiency in attendance is above 25 percent and not more than 40 percent of the total number of working days, the deficiency may be

condoned by the Educational Officer. If the deficiency in attendance is more than 40 percent, no condonation shall be given on any account.

(3) Immediately after the closing day of every year, the Headmaster of school shall send to the Educational Officer a list of all pupils in the various standards whose deficiency of attendance is above 25 percent and not more than 40 percent and who have secured not less than 45 per cent marks for each subject at the annual examination and periodical tests taken together. The promotion list of such pupils shall be published only after the receipt of orders of the Educational Officer regarding condonation of deficiency.

(4) The procedure for condonation of deficiency of attendance of pupils of the standard leading to public Examination shall be set forth in the rules relating to that Examination].

11[9A. Relaxation of rules regarding attendance - Notwithstanding anything contained in rules 7, 8 and 9 in the case of pupil who is studying in the same standard for the 2nd or 3rd year, minimum attendance shall not be insisted on in that particular year provided that-

- (a) the pupil has secured the minimum attendance in any previous year in the same Standard.
- (b) the pupil has secured the qualifying marks for promotion that year and
- (c) the Headmaster is prepared to record in writing that the pupils progress and conduct are satisfactory].

10. Withdrawal of pupils during a school year - If at any time during a school year, a pupil is unable to continue his studies his guardian may apply to the Headmaster for permission to withdraw the pupil from school for the rest of the year and the Headmaster may for satisfactory reasons, grant the application and exempt the pupil from the payment of fees for the succeeding months in accordance with the rules for collection of fees.

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1. Substituted by G.O. (P) 68/71/S.Edn. dated 4-6-1971 published in Gazette dated 8-6-1971 for "All schools shall be closed for summer vacation every year on the 14th of April and re-opened on the 2nd May of that year unless otherwise notified by the Director".

2. Substituted by G.O. (P) 68/71/S.Edn. dated 4-6-1971 published in Gazette dated 8-6-1971 for "School year means the year beginning on the 2nd May and ending on the 1st May of the next following year".
3. Added by G.O. (P) 32/79/G.Edn. dated 23-2-1979 published in Gazette dated 13-3-1979.
4. Substituted by G.O (P) 164/70 dated 4-4-70 published in gazette dated 21-4-1970 for '200 working days'.
 - * Delegated to Deputy Director (Education) by G.O. (P) 52/80/G.Edn. dated 7-5-80.
5. Substituted by G.O (P) 164/70 dated 4-4-1970 published in gazette dt. 21-4-1970.
6. Added by G.O (P) 88/78 G. Edn. dated 26-6-1978 published in gazette dt. 11-7-1978.
7. Substituted by G.O (P) 68/71 dated 4-6-1971 published in gazette dt. 8-6-1971.
8. Added by G.O.(P) 212/67/Edn. dated: 18/05/1967 as per notification in gazette dated 3-1-1967.
9. Substituted by G.O (P) 68/71 dated 4-6-1971 published in gazette dated 8-6-1971 for "15th March of the year".
10. Substituted by G.O. (P) 66/72 dated 5-5-1972 published in gazette dated 6-6-1972.
11. Inserted by G.O(P) 231/74/G.Edn. Dated 27-11-1974 published in gazette dated: 31-12-1974.