



# Sifal Secondary School

**STUDENTS' LEAVES | GRADE I –X | THIRD TERM, 2076**



## PURPOSE

Sifal School analyses students' leaves and prepares a report each term. The purpose of this analysis is to identify the patterns of leaves and the major leave reasons of the Grade I-X students in third term, 2076.

## DATA COLLECTION AND ANALYSIS

- For leave requests, students write leave applications and submit to their respective Class Teachers. In case of Lower School, Grade Teachers provide the Student Leave Form where the parents or the teachers fill in the necessary information.
- Class/Grade Teachers submit the leave application forms to their respective HOSes.
- Data are analyzed by the publication department by the tabulation and frequency.
- Leave log of each student is maintained on a Google spreadsheet at: [DSS - Student Leave Log - 2076](#)

## RESULTS

### Lower School (Grade I – III)

Out of 131 students in Lower School, a total of 46 students (35.11%) took leave/s in the third term (vs 42.74% in the second term). A total of 146 leave days were taken in the third term (vs 191 days in the second term). The distribution of leaves in the Lower School by the leave reasons is given below:

Leave Reason	# Total leave Days			Percentage		
	First Term	Second Term	Third Term	First Term	Second Term	Third Term*
Sick	60	85	<b>101</b>	0.61%	0.91%	<b>1.37%</b>
Travel	40	80	<b>46</b>	0.41%	0.86%	<b>0.62%</b>
Family Function	46	26	<b>47</b>	0.46%	0.27%	<b>0.64%</b>
Make-up Class Confusion	7	0	<b>NA</b>	0.07%	No or NA	<b>NA</b>
Others	No or NA	9	<b>5</b>	No or NA	0.09%	<b>0.068%</b>

\* Total school days in the third term were 56. Total students in Grade I-III are 131. So, *total number of days all Lower School (LS) students can attend the school* is  $56 \times 131 = 7336$  days. The percentage of leave days for a leave reason =  $(\text{total number of leaves taken for a leave reason} / \text{total number of days all LS students can attend the school}) \times 100\%$ .

### Middle and High Schools (Grade IV – X)

Out of 126 students in Middle and High Schools (49 in High School and 77 in Middle School), 18 students (14.28%) took leave/s in the third term (vs 17.46% in the second term). A total of 54 leave days were taken in the third term (vs 73.5 days in the second term). The distribution of leaves of the Middle and High Schools by the leave reasons is given below:

Leave Reason	# Total leave Days			Percentage		
	First Term	Second Term	Third Term	First Term	Second Term	Third Term*
Sick	28	34.5	<b>21</b>	0.28%	0.38%	<b>0.29%</b>
Travel	7	14	<b>3</b>	0.07%	0.15%	<b>0.042%</b>
Family Function	3	23	<b>26</b>	0.03%	0.25%	<b>0.36%</b>
Others	No or NA	3	<b>4</b>	No or NA	0.03%	<b>0.056%</b>

\* Total school days in the third term were 56. Total students in Grade IV-X are 126. So, *total number of days Middle and High School (MS and HS) students can attend the school* is  $126 \times 56 = 7056$  days. The percentage of leave days for a leave reason =  $(\text{total number of leaves taken for a leave reason} / \text{total number of days all MS- and HS-students can attend the school}) \times 100\%$ .