



Sifal Secondary School

STUDENTS' LEAVE | GRADE I –X | SECOND TERM, 2077



PURPOSE

Sifal School analyses students' leave and prepares a report every term. The purpose of such analysis is to identify the patterns of leaves and the major leave reasons. It was unique in this term in the sense that the evaluation pertained to online class.

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 HOSs.
- Data are analyzed by the publication department by the tabulation and frequency.
- Leave log of each student is maintained on a Google spreadsheet such as: [DSS - Student Leave Log - 2076](#) for leave status of the academic year 2076.
- *For a leave request in an online class, the student has to inform [via email or phone call] to the main teacher or support teacher beforehand.*
- *The leave log of online class of this academic year is maintained on a Google Spreadsheet – [DSS – LOCKDOWN, 2077](#). For data analysis, absenteeism of a student in each online class was independently counted.*

RESULTS

As of Jan 1, 2020 (based on the [DSS – LOCKDOWN, 2077](#) sheet), 'active' students in Lower School (Grade 1-3), Middle School (Grade 4-8) and High School (Grade 9-10) are 103, 111 and 25, respectively.

Table 1. Distribution of attendance of online class by school level- and month-wise

Month	LS- Present	LS- Absent	LS- Late	MS- Present	MS- Absent	MS- Late	HS- Present	HS- Absent	HS-late
Ashoj	5597 (93.89%)	278 (4.66%)	86 (1.44%)	6108 (91.06%)	432 (6.44%)	168 (2.50%)	1518 (87.95%)	155 (8.98%)	53 (3.07%)
Kartik	3242 (90.79%)	271 (7.59%)	58 (1.62%)	3229 (88.10%)	348 (9.50%)	88 (2.40%)	795 (87.75%)	90 (9.93%)	21 (2.32%)
Mangsir	5157 (88.37%)	507 (8.69%)	172 (2.95%)	5254 (85.75%)	680 (11.10%)	191 (3.12%)	1311 (82.97%)	231 (14.62%)	38 (2.41%)
Poush	3091 (90.70%)	253 (7.42%)	64 (1.88%)	2869 (87.55%)	337 (10.28%)	71 (2.17%)	336 (80.96%)	71 (17.11%)	8 (1.93%)

In Lower School, ‘present’ percentage was >90% on average . For Middle School, it was > 85 to 90% for three months and above >90% for a month. In High School, it was >85% for two months and >80% for two months. The top five reasons for absenteeism in the online classes were *internet problem, electricity problem, health problem, device problem* and *family function*. They represent the known ‘reported’ reasons only.

Table 2. Major reasons for absenteeism

Month/	Electricity problem (N)	Internet Problem (N)	Sick/Health Problem(N)	Device Problem (N)	Family function (N)	Others (N)
Ashoj	42	208	33	41	3	62
Kartik	31	100	35	31	3	64
Poush	23	104	19	17	6	71
Mangsir	112	147	55	37	29	84