



Sifal Secondary School

REPORT ON STUDENTS' LEAVES | FIRST TERM, 2076



INTRODUCTION

Sifal School has started to analyze students' leaves on a term basis. The aim of the analysis is to identify the various leave reasons and their patterns, to provide evidence so that the school can speak with parents to reduce unnecessary leaves, and to correlate the performance of the students with their absence in the school.

DATA COLLECTION AND ANALYSIS

- For leave requests, students wrote leave applications and submitted to their respective Class Teachers. In case of Lower School, Class Teachers/Grade Teachers provided the Student Leave Form where parents or the teachers filled in the data.
- Class Teachers submitted the students' leave data for the first term to their respective HOSes.
- Data were analyzed on Google Spreadsheet and Microsoft Excel by tabulation and frequency analysis.

RESULTS

Lower School (Grade I – III)

Out of 131 students in Lower School, a total of 47 students (35.87%) took leave/s in the first term. A total of 159 leave days were taken. The distribution of leaves of lower primary school by the leave reasons is given below:

Leave Reason	# Total leave Days	Percentage *
Sick Leave	60	0.61%
Travel	40	0.407%
Wedding Ceremony	28	0.28%
Funeral	14	0.14%
Make-up Class Confusion	7	0.07%
Kulpuja	4	0.04%
Others	6	0.06%

* Total school days in the first term are 75. Total students in Grade I-III are 131. So, total number of days all students can attend the school is $131 \times 75 = 9825$ days. The percentage of leave days for a leave reason = (total number of leave days/ total number of days all students can attend the school) x 100%.

Middle and High Schools (Grade IV – X)

Out of 129 students in Middle and High Schools (49 in High School and 80 in Middle School), 26 students (20.15%) took leave/s in the first term. A total of 38 leave days were taken. The distribution of leaves of lower primary school by the leave reasons is given below:

Leave Reason	# Total leave Days	Percentage *
Sick Leave	28	0.28%
Travel	7	0.07%
Ceremony/Puja/Family function	3	0.03%

* Total school days in the first term are 75. Total students in Grade IV-X are 129. So, total number of days all students can attend the school is $129 \times 75 = 9675$ days. The percentage of leave days for a leave reason = $(\text{total number of leave days} / \text{total number of days all students can attend the school}) \times 100\%$.

APPENDIX

Leave log of each student has been maintained on a Google spreadsheet at: [DSS - Student Leave Log - 2076](#)