

## SRM- Child allowance

### Rules concerning calculation of School Attendance are:

a Any day of absence which is covered by a medical certificate issued by a medical practitioner shall be deemed to be a day on which the child was in attendance at the educational institution.

a No attendance is required for the months of November and December of each year.

Payment of SRM Child's Allowance for the month of November and December will be based on average of school attendance for September and October of each year.

b Whenever schools are on holidays, the attendance is to be calculated as described below:

#### Example A:

- A child was absent on the 3<sup>rd</sup> and 4<sup>th</sup> April 2014. School proceeded on two weeks holidays from 7<sup>th</sup> April 2014 to 20<sup>th</sup> April 2014 (10 school days if there were no school holidays).

- School resumed on 21<sup>st</sup> April 2014 and the child was in regular attendance from 21<sup>st</sup> April to the end of April 2014 (8 school days).

For period 1<sup>st</sup> April to 6<sup>th</sup> April 2014 there were 4 school days. Since child was absent on 3<sup>rd</sup> and 4<sup>th</sup> April 2014, number of days child was present at School A is 2+8 days of presence =10 days.

- School days for April 2014 were 22 days which includes days school proceeded on holiday.

- For period 7<sup>th</sup> April 2014 to 20<sup>th</sup> April 2014 the child is considered to have been in attendance at school for number of days which would have been school days if there were no school holidays.

In this particular case the calculation is as follows:

1<sup>st</sup> April to 2<sup>nd</sup> April 2014 = Present on 2 school days

7<sup>th</sup> April to 20<sup>th</sup> April 2014 = Considered to be present on 10 days (school on holiday)

21<sup>st</sup> April to 30<sup>th</sup> April 2014 = Present on 8 school days

**Total= 20 days present**

Percentage =  $\frac{20 \text{ Days attendance}}{22 \text{ school days}} \times 100 = 90.90$  (rounded to 2 decimal places)

22 school days

c If a child is not required to attend classes during a particular school day e.g Extra curriculum activities e.g examination period, climatic condition such as heavy rainfall or cyclone warning in force, for the purpose of calculating the attendance rate, that day to be reckoned as a school day and the child present on that day.

d **In case of transfer of student from one school to another, the rate of attendance should be calculated as follows:**

**Example B:**

- A child has been transferred from **School A** to **School B** on the 13<sup>th</sup> day of June 2014.  
Attendance at **School A** for June 2014 is 9 days. **School A** has to notify **School B** with details of attendance of the child at his school and school B in turn will have to submit the rate of attendance for June 2014 including attendance at **School A** in the calculation. Child was absent at **School B** for one day without production of a medical certificate.
  - Normal school days for June 2014 = 21days
  - Attendance for School A = 9 days
  - Attendance for School B = 11days ( 12 days-1day's absence)  
Total =20 days
  - Rate of presence=  $\frac{20}{21} \times 100 = 95.24\%$  (rounded to 2 decimal places)
  - **School B will have to submit return for June 2014 for 21 days (including both attendances)**
- e **The return of attendance for each child should be sent in percentage term on a monthly basis not later by the 15<sup>th</sup> of the following month.**

Director/ Manager of Pre-primary schools will have to submit monthly return of Child attendance for children whose parents are eligible for SRM Child's Allowance on same criteria mentioned above.