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SCHOOL & MASS EDUCATION DEPARTMENT

NOTIFICATION

The 30th December, 2014

Sub: Guidelines to address student absenteeism at Secondary level.

No.29042-VIII(B)-SME(X)-265/2014/SME.— There are reports regarding the dropping out of the students in High Schools due to various reasons which are of concern. The reasons may vary from the socio-economic background to child labour to unfriendly environment in the schools, but we have to be sensitive to the problems faced by the children and they should be supported at the time of duress/trauma and stress. These students of High School are passing through adolescent stage and challenges they face have to be recognized and Continuous support through counselling and mentoring need to be done at School and at home.

Considering this, Govt. after careful consideration have prescribed following guideline indicating the steps to be taken at various levels for the absentee students at Secondary level in the following manner:

- I. If a Child remains absent continuously for a period of 7 (Seven) days, the concerned Class Teacher of the School in which the student is reading will go to the Parents' house, interact with the Parents and counsel the Child to attend the School, regularly.
- II. If after 10 (Ten) days, a Child does not come to School, the Headmaster of the concerned School will visit the Parents' house and interact with the Child & Parents and counsel to ensure that the child attends the School.
- III. If a Child does not come to School and remains absent for a period of 15 days, the SMDC/PRI members of the area, where the Parents of the student reside will go to the Parents & Child and make sincere efforts to convince, motivate & counsel the Child to attend the School.

- IV. If in the next 3 (Three) days after meeting the Parents & counselling, the Child does not come to the School, the Block Education Officer/ABEO will go to the Parents of the Child and make sincere efforts and counsel the Parents to send the Child to the School.
- V. If, a Child does not come to the School continuously for a period of 30 (Thirty) days after all the efforts indicated above, the Child will be identified as "Out of School (Drop-out)" and will be mentioned as such in the Admission Register & Attendance Register. All out effort to be made to bring the child to the fold of School. Contingency available with RMSA upto Rs.5000/- can be used by the Headmaster/SMDC at School level for the purpose. District Education Officer should monitor this agenda at least once in a month during the monthly review meeting.
- VI. If a Child comes to the School after 30 (Thirty) days of continuous absence, the Child will be re-admitted and if required, remedial classes will be arranged for the Child by the existing teachers of the School. Further, the Parents may be persuaded to give an undertaking that their ward will not remain absent from School anymore for more than 3 (Three) days at one go, for which prior permission from the concerned Class Teacher will be obtained and in case, the act is repeated once again, teacher should notice the parents and sort out the issues. Convergence with Block Administration / PRI members to be established to counsel and support the family of the student to facilitate the attendance of the student.
- VII. Many times the students also need proper counselling to actively participate in Schools. For such child friendly counselling an institutional arrangement is necessary. So it's proposed that each High School will have a 4-5 member 'counselling committee' under the Chairmanship of the Headmaster/Mistress with the following members:
- A Male Teacher who has the counselling skill (to be declared as Counsellor)
- Or*
- A Female Teacher having counselling skill (to be declared as Counsellor)
(in case of Girls or Boys High School, one teacher either male or female as the case may be)
 - President SMDC or his nominee who should be a member of the SMDC

- Concerned Class Teacher to which the student belongs to
- Services of one Counsellor from Swadhar/Short Stay Home / Ujjwala institutions can be requisitioned. (District Education Officers to empanel the list of Counsellors in consultation with the District Social Welfare Officer (DSWO) & communicate to the concerned school with their address and telephone numbers).
- Alternatively, if schools desires the existing SMDC can act as 'Counselling Committee' and a professional counsellor available in nearby Swadhar home / Short Stay Home/ Ujjwala institutions can be invited to the meeting. But, identified teachers(male and female) are to be designated as.counsellors, to counsel and support the students when ever needed.

VIII. Any student who will remain absent for a period of more than 15 days will be referred to the Counselling Committee by the respective class teacher and on a fortnightly basis the Committee will sit to consider such cases and follow up action is to be taken on the basis of the recommendation of the Committee. RMSA with the help of UNICEF will workout a Capacity Building of these committee members and teachers.

The District Education Officer will monitor the observance of the guidelines in letter and spirit and add this agenda in the monthly review meeting. DEO will submit report online to the Director, Secondary Education and Director, RMSA on a monthly basis on out of school students. RMSA should prepare the review format and circulate to the district.

The guidelines will come in to force with immediate effect.

Non-implementation of the same will be viewed seriously and call for stringent action.

ORDER

Ordered that this notification will be published in an Extraordinary issue of *Odisha Gazette*.

By order of the Governor

USHA PADHEE

Commissioner-*cum*-Secretary to Government