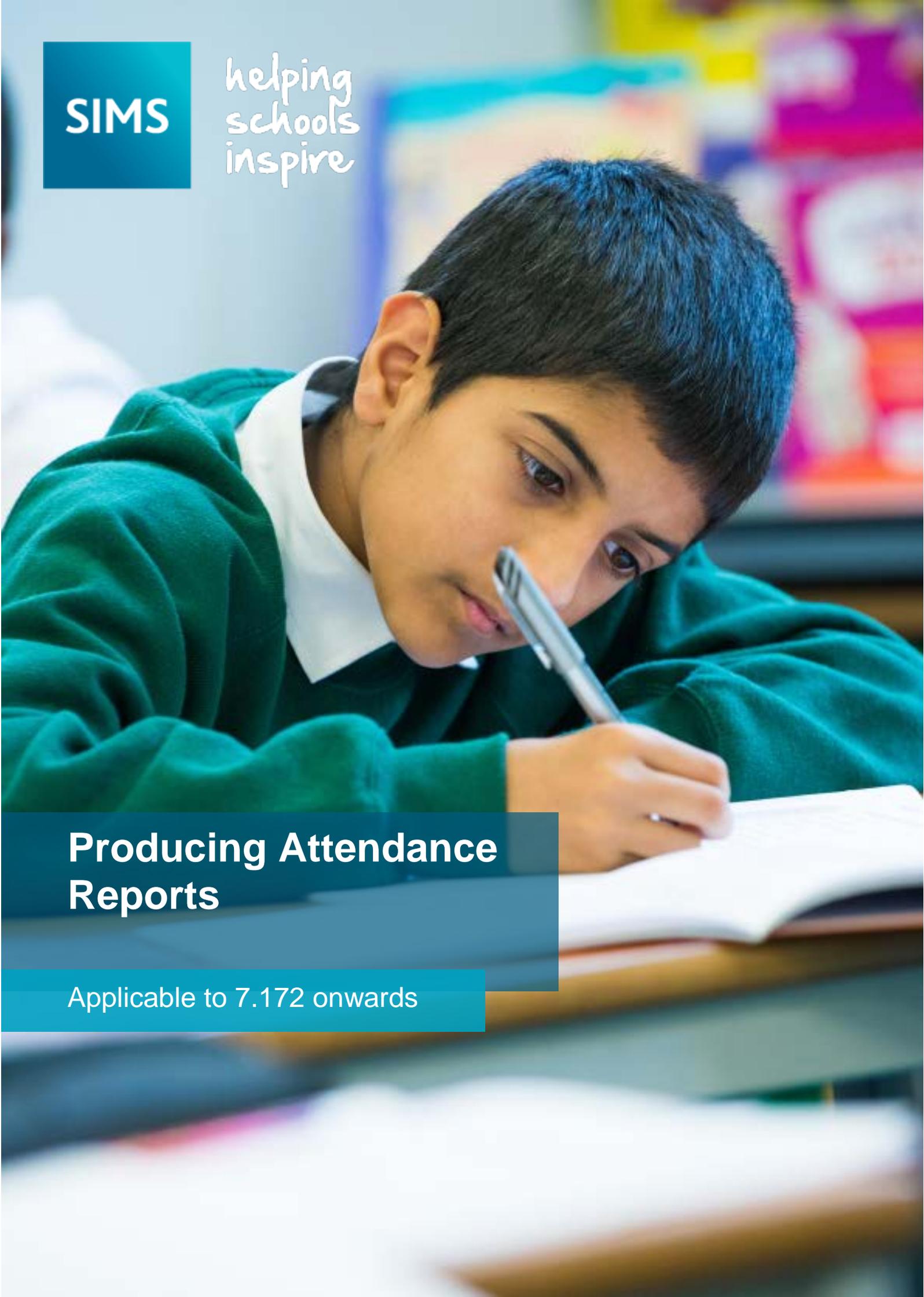




SIMS

helping
schools
inspire



**Producing Attendance
Reports**

Applicable to 7.172 onwards

Revision History

Version	Change Description	Date
7.172 – 1.0	Initial release.	06/10/2016
7.172 – 1.1	Update to the introduction for Official Register on page 16.	08/09/2017

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Capita Doc Ref: AttReports_7172/HBK/080917/AW

Providing Feedback on Documentation

We always welcome comments and feedback on the quality of our documentation including online help files and handbooks. If you have any comments, feedback or suggestions regarding the module help file, this handbook (PDF file) or any other aspect of our documentation, please email:

publications@capita.co.uk

Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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01 / Producing Attendance Reports

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Introduction

A wide variety of Attendance reports can be produced, including a registration certificate, the official register and a group summary report.

The individual and group summary and other statistical reports have many uses, including Governors reports, official DfE returns, etc.

The following reports are available via the **Reports** menu.

- **Individual Pupil/Student Reports** consisting of:
 - Registration Certificate
 - Individual Session Summary.
- **Whole Group Pupil/Student Reports** consisting of:
 - Pupil/Student Analysis by Attendance Code Report
 - Today's Register Report
 - Pupil/Students' School Career Attendance Report
 - Official Register Report
 - Pupil/Student Analysis by AM/PM Report
 - Pupil/Student Yearly Attendance Report
 - Pupil/Student Analysis by Session in Week Report
 - Persistent Absent Reports
 - Persistent Absent Report - Student Threshold
 - Pupil/Student Analysis by Attendance Category Report.

- **Selected Pupil/Student Reports** consisting of:
 - Percentage Attendance Report
 - Missing Session Marks Report
 - Continuous Absence Report
 - Session Absences Report
 - First Day of Absence Report
 - Unexplained Absence Report
 - Joint Absence Detection Report
 - Sibling Absence Detection Report
 - Broken Weeks Report
 - Missed Curriculum Report
 - Pupil/Students with Chosen Code Report
 - Minutes Late Report
 - Comments Report
 - Meal List Report.
- **Group Reports** consisting of:
 - Group Analysis by Attendance Category Report
 - School Prospectus Analysis Report
 - Group Analysis by Code Report
 - Welsh School Performance Information Report
 - Group Session Summary Report
 - Group Weekly Analysis Report
 - Group Analysis by AM/PM Report
 - Group Analysis by Session in Week Report
 - Group Analysis by STAR Field Report
 - Group Analysis by Vulnerability Report.
- **Module Reports** consisting of:
 - History of Changes.
- **Letters** consisting of:
 - Letters Created Report

NOTE: The majority of report examples provided in this handbook are based on the default setting for the associated report.

Displaying Report Data as Numbers or Percentages

Some reports include an option enabling you to show the report data as **Numbers** or **Percentages**.

Percentages are always shown across the row, as a fraction of the possible data for that row.

NOTE: Percentages are shown rounded to the nearest 0.1%. Where the value is lower than 0.1%, the report cell is left blank.

Although the data for some reports, e.g. **Pupils' Yearly Attendance** report, is produced as numbers, they also have a column showing percentage attendance. This is primarily for use by the Head of Year or Deputy Head.

Where there is a count of zero, the cell is left blank (rather than showing a zero), as it is much easier to pick out the numbers, especially single digit numbers, if the table is not filled with zeros.

What's New in this Release

Additional Persistent Absence Report

Applicable to English schools, Independent schools and International schools Reports | Attendance | Whole Group Pupil (or Student) Reports

The new Persistent Absence Report – Student Threshold report enables schools to understand persistent absence, so that their figures can be compared with national figures and benchmarks.

The report provides a list of pupil/students who are persistently absent (based on a chosen percentage, e.g. 10%), as well as overall figures regarding the number of pupil/students absent in school, and that figure as a percentage of the school population, in line with current DfE guidance.

The calculations that the DfE use to analyse persistent absence have changed and this report reflects those calculations. Persistent absence is now based on a possible number of sessions for each pupil/student rather than being based on a standardised number of sessions within school. This helps to identify pupil/students who are not due in school full-time, such as dual registered pupil/students. The original report is still available, to enable schools to compare their figures from previous years with national calculations.

These changes in calculation do not affect the SIMS School Report, which will remain as it has been in previous releases.



Additional Resources:

Attendance Reports Specification guide



More Information:

Persistent Absence Report – Student Threshold on page 28

Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button (located on the top right-hand side of the SIMS **Home Page**), select the required category and then select the document you require.

Documentation is also available from the My Account website (<https://myaccount.capita-cs.co.uk>).

1. Enter the required text in the Search field to display a list of documents that match the search criteria.
2. To refine the search further, click **Documents** and then select the required **Document type**, **File type** and/or **Date** range (click **Show more** to view additional options, if required).

Alternatively, click **SIMS Publications** (located in the **Popular Searches** list) to display a list of all SIMS publications.

The search results are displayed automatically.

Tips for using the My Account Search Facility

Here are some key tips for using the search facility in My Account. For additional explanations, please refer to the My Account website.

- The search results can be refined further by using the advanced filters, e.g. **Sort by relevance** or **Sort by last modified**.
- The following rules can be applied to your search terms:
 - Surround a word or phrase with "double quotes" to return results containing that exact phrase.
 - Prefix a words or phrases with + to make them essential.

For example: "end of year procedures" +primary +detailed

NOTE: Separate documents are available for SIMS Attendance, Attendance reports and Optical Mark Reader information.



Additional Resources:

Attendance Reports Specification handbook
Producing Attendance Reports Quick Reference Sheet
Managing Pupil/Student Attendance handbook
Recording Attendance using an Optical Mark Reader mini guide

02/ Producing Individual Pupil/Student Reports

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Registration Certificate Report

The principal purpose of the Registration Certificate is to show a pupil/student's attendance marks for each session in the academic year. A summary (for the date range specified) shows attendances, authorised and unauthorised absences, and possible attendances. The number of approved educational activities, late before and late after registration closed marks and unexplained absences are also shown.

It is an extremely useful report for the Education Welfare Officer, as they can see the absenteeism trend for individuals and also make a comparison with other pupils/students. It is often produced after a concern is raised about information highlighted on the Broken Weeks report (please see *Broken Weeks Report* on page 54).

The Registration Certificate often accompanies the annual report when it is distributed to parents or guardians. However, it can also be printed at any time of the year to show a pupil/student's attendance record to date.

Each Registration Certificate is printed on a separate sheet of paper.

The options available are:

Show Summary

Selecting this option includes a table displaying the same data as the Individual Session Summary report (please see *Individual Session Summary Report* on page 8).

Show Key to Codes

Selecting this option includes a list of codes.

Show Personal Details

Selecting this option includes the following (if available): surname, forename, middle name, chosen name, date of birth, mode of travel, route, medical practice and telephone number, name of tutor, name of parents, home address and telephone number.

Show Report As English or English/Welsh

This option is only applicable to schools that have selected **Wales** as their **Region** when SIMS was configured. The report can be printed in **English**, or **English and Welsh** (e.g. **Registration Certificate/Tystysgrif Cofrestru**) by selecting the appropriate radio button.

1. Select **Reports | Attendance | Individual Pupil (or Student) Reports | Registration Certificate Report** to display the **Registration Certificate Report** browser.

Short Name	Description
ELM	ELM
PINE	PINE
ASH	ASH
OAK	OAK
2IB	2IB
2GH	2GH
3TO	3TO
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5DT	5DT
6VC	6VC
6KH	6KH

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.



Calendar button

3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select as appropriate from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Registration Certificate**) is displayed, which can be edited if required.
5. By default, a summary, a key to codes and a list of personal details are shown on each Registration Certificate.
If these items are not required, deselect the appropriate check boxes (**Show Summary**, **Show Key to Codes**, **Show Personal Details**).
6. Double-click the required group name, e.g. **ELM**, or highlight the group name, then click the **Print** button to display the **Run a Screen Based Report** dialog.
To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

7. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Registration Certificate - Cox, Toby ELM

2008-2009		Summary 03/09/2008 AM - 02/04/2009 PM		Sessions	%
w/b					
03/09/2008	XX /! /! I! /!	Attendances		120	65.2
10/09/2008	I! I! I! /! /!	Authorised absences		64	34.8
17/09/2008	I! I! I! /! /!	Unauthorised absences		0	0.0
24/09/2008	/! /! /! /! I!	Possible Attendances		184	
01/10/2008	/! /! I! /! /!	Including			
08/10/2008	/! /! I! /! /!	Approved Ed. Activity		0	0.0
15/10/2008	/! /! I! /! XX	Lates before reg closed		0	0.0
22/10/2008	## ## ## ## ##	Lates after reg closed		0	0.0
29/10/2008	/! /! /! I! I!	Unexplained absences		0	0.0
05/11/2008	/! /! /! /! I!				
12/11/2008	/! /! I! I! /!				
19/11/2008	/! I! /! /! XX				
26/11/2008	/! /! /! I! /!				
03/12/2008	/! /! I! /! /!				
10/12/2008	/! /! /! /! /!				
17/12/2008	/! /! /! ## ##				
24/12/2008	## ## ## ## ##				
31/12/2008	## ## ## II \				
07/01/2009	II II \ \ \ \				
14/01/2009	\ \ \ \ II \				
21/01/2009	XX \ \ II II				
28/01/2009	\ \ II II \				
04/02/2009	\ \ II II II				
11/02/2009	\ \ \ \ II II				
18/02/2009	## ## ## ## ##				
25/02/2009	\ II \ \ \ \				
03/03/2009	\ \ \ \ \ II				
10/03/2009	\ \ \ \ II II				
17/03/2009	\ \ II II ##				
24/03/2009	## \ \ II II				
31/03/2009	II \ \ \ \ \				
07/04/2009	## ## ## ## ##				
14/04/2009	## ## ## ## ##				
21/04/2009	-- -- -- --				
28/04/2009	-- -- -- --				
05/05/2009	## -- -- --				
12/05/2009	-- -- -- --				
19/05/2009	-- -- -- --				
26/05/2009	## ## ## ## ##				
02/06/2009	-- -- -- --				
09/06/2009	-- -- -- --				
16/06/2009	-- -- -- --				
23/06/2009	-- -- -- --				
30/06/2009	-- -- -- --				
07/07/2009	-- -- -- XX				
14/07/2009	-- -- -- --				
21/07/2009	-- -- -- ## ##				
28/07/2009	## ## ## ## ##				
04/08/2009	## ## ## ## ##				
11/08/2009	## ## ## ## ##				
18/08/2009	## ## ## ## ##				
25/08/2009	## ## ## ## ##				
01/09/2009	##				

Key to Codes	
/	Present (AM)
\	Present (PM)
B	Educated off site(not dual reg)
C	Other authorised circumstances
D	Dual Reg (attending other estab.)
E	Excluded (no alt provision made)
F	Extended family holiday (agreed)
G	Family Holiday (not agreed)
H	Annual family holiday (agreed)
I	Illness (not med/dental appoints.)
J	Interview
L	Late (before reg closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised circumstances
P	Approved sporting activity
R	Religious observance
S	Do not use (Primary)
T	Traveller absence
U	Late (after registers closed)
V	Educational visit
W	Do not use (Primary)
X	DFES #: School closed to pupils
Y	Enforced closure
Z	Do not use
!	DFES X: Non-compulsory school age absence
#	School closed to pupils & staff
*	DFES Z: Pupil not on roll
-	All should attend / No mark recorded
@	Do Not Use

Personal Details	
Surname	Cox
Forename	Toby
Middle Name	
Chosen Name	Toby
Date of Birth	14/12/2002
Travel	Walk
Route	
Medical Practice	Betton Surgery, East Town
Telephone	856103
Tutor	
Parents	Mr and Mrs C Cox
Address	7 , Argle Street, Wrexham, LL11 1BA
Telephone	0870 445588

Individual Session Summary Report

This report shows the number of session marks (in the selected date range) for attendances, authorised and unauthorised absences, and possible attendances. The number of approved educational activities, late before and late after registration closed marks and unexplained absences are also shown. Each is shown as a number and as a percentage of the possible attendances.

Before producing summary reports for external use, it is advisable to ensure that all missing marks and unexplained absences have been dealt with.



Additional Resources:

Managing Pupil/Student Attendance handbook

An option is available when producing the Registration Certificate, which allows the Individual Session Summary data to be included (please see *Registration Certificate Report* on page 5).

Schools in Wales have the option of printing this report in **English**, or **English and Welsh** (e.g. **Attendances / Presenoldeb**) by selecting the appropriate radio button.

1. Select **Reports | Attendance | Individual Pupil (or Student) Reports | Individual Session Summary Report** to display the **Individual Session Summary Report** browser.

Short Name	Description
AM	AM
ELM	ELM
PINE	PINE
ASH	ASH
OAK	OAK
2JB	2JB
2GH	2GH
3TO	3TO
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5DT	5DT
6VC	6VC
6KH	6KH

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select as appropriate from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Individual Session Summary**) is displayed, which can be edited if required.
5. Double-click the required group name, e.g. **PM**, or highlight the group name, then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

6. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Individual Session Summary		
Abraham, Jane - PM		
Summary 02/09/2008 AM - 04/06/2009 PM	Sessions	%
Attendances	130	82.8
Authorised absences	0	0.0
Unauthorised absences	0	0.0
Possible Attendances	157	
Including		
Approved Ed. Activity	0	0.0
Lates before reg closed	0	0.0
Lates after reg closed	0	0.0
Unexplained absences	0	0.0
<i>Missing marks have been ignored</i>		
Individual Session Summary		
Anderson, Neo - PM		
Summary 02/09/2008 AM - 04/06/2009 PM	Sessions	%
Attendances	130	82.8
Authorised absences	0	0.0
Unauthorised absences	0	0.0
Possible Attendances	157	
Including		
Approved Ed. Activity	0	0.0
Lates before reg closed	0	0.0
Lates after reg closed	0	0.0
Unexplained absences	0	0.0
<i>Missing marks have been ignored</i>		

03 / Producing Whole Group Pupil/Student Reports

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Pupil/Student Analysis by AM/PM Report.....	19
Pupils/Students' Yearly Attendance Report	21
Pupil/Student Analysis by Session in Week Report.....	23
Persistent Absence Reports	25
Persistent Absence Report – Student Threshold	28
Pupil/Student Analysis by Attendance Category Report	33

Pupil/Student Analysis by Attendance Code Report

This report deals with the number of times each code has been recorded for each pupil/student in the selected group, for the chosen date range. Totals for each code are shown in the last line of each report.

The right-hand report column shows the possible session to which a pupil/student could have attended.

By default, a key to codes is shown after each report but can be deselected if not required.

1. Select **Reports | Attendance | Whole Group Pupil (or Student) Reports | Pupil (or Student) Analysis by Attendance Code Report** to display the **Pupil (or Student) Analysis by Attendance Code Report** browser.

Short Name	Description
PM	PM
AM	AM
ELM	ELM
PINE	PINE
ASH	ASH
DAK	DAK
2JB	2JB
2GH	2GH
3TD	3TD
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5DT	5DT
6VC	6VC
6KH	6KH

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.



Calendar Button

3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select as appropriate from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Pupil/Student Analysis by Attendance Code**) is displayed, which can be edited if required.
5. Specify whether you wish to **Show Values As** numbers of sessions or percentage of sessions by selecting the **Numbers** or **Percentages** radio button.
6. Deselect the **Show key to codes** check box if it is not required. By default, a key to all attendance codes is included on each page of the report.
7. By default all the registration groups listed are highlighted. If you want the report to include data for all registration groups, ensure that they are remain highlighted then click the **Print** button to display the **Run a Screen Based Report** dialog.

Alternatively, double-click the required group name or highlight the group name then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

8. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the display.

Example of the Pupil Analysis by Attendance Code report where data is expressed as percentages:

Pupil Analysis By Attendance Code																											
Period:		03/09/2008 to 18/08/2009																									
Scope:		Reg Group PM																									
Percentage of sessions																											
Name	Reg	/	\	B	C	D	E	F	G	H	I	J	L	M	N	O	P	R	S	T	U	V	W	-	Poss		
Baker, Jake	PM	33.9	33.9																						32.1	100.0	
Connor, Joy	PM	33.9	33.9																							32.1	100.0
Dolby, Peter	PM	23.7	23.9		1.1				1.1		17.4			0.8												32.1	100.0
Franklin, Christopher	PM	33.9	33.9																							32.1	100.0
hawkins, Chris	PM	33.9	33.9																							32.1	100.0
James, Sonny	PM	33.9	33.9																							32.1	100.0
Jamieson, Cherrie	PM	33.9	33.9																							32.1	100.0
Kenwright, Aimee	PM	33.9	33.9																							32.1	100.0
King, Simon	PM	33.9	33.9																							32.1	100.0
Lamont, Kirsty	PM	33.9	33.9																							32.1	100.0
Lawrence, Tommy	PM	33.9	33.9																							32.1	100.0
Llyod, Shaun	PM	33.9	33.9																							32.1	100.0
Mugarisanwa, Sylvia	PM	33.9	33.9																							32.1	100.0
Pan, Peter	PM	33.9	33.9																							32.1	100.0
Sungail, Skaiste	PM	24.7	33.7										9.2									0.3				32.1	100.0
Woods, Jodi	PM	33.9	33.9																							32.1	100.0
Totals		32.7	33.3		0.1				0.1		1.1		0.6													32.1	100.0

Key to codes		
/ Present (AM)	I Illness (not med/dental appoints.)	T Traveller absence
\ Present (PM)	J Interview	U Late (after registers closed)
B Educated off site(not dual reg)	L Late (before reg closed)	V Educational visit
C Other authorised circumstances	M Medical/Dental appointments	W Do not use (Primary)
D Dual Reg (attending other estab.)	N No reason yet provided for absence	# School closed to pupils & staff
E Excluded (no alt provision made)	O Unauthorised circumstances	Y Enforced closure
F Extended family holiday (agreed)	P Approved sporting activity	X Non-compulsory school age absence
G Family Holiday (not agreed)	R Religious observance	Z Pupil not on roll
H Annual family holiday (agreed)	S Do not use (Primary)	- All should attend / No mark recorded

Missing marks have been ignored

Example of the Pupil Analysis by Attendance Code report where data is expressed as numbers:

Pupil Analysis By Attendance Code																												
Period:		03/09/2008 to 18/08/2009																										
Scope:		Reg Group PM																										
Number of sessions																												
Name	Reg	/	\	B	C	D	E	F	G	H	I	J	L	M	N	O	P	R	S	T	U	V	W	-	Poss			
Baker, Jake	PM	129	129																							122	380	
Connor, Joy	PM	129	129																								122	380
Dolby, Peter	PM	90	91		4				4		66			3													122	380
Franklin, Christopher	PM	129	129																								122	380
hawkins, Chris	PM	129	129																								122	380
James, Sonny	PM	129	129																								122	380
Jamieson, Cherrie	PM	129	129																								122	380
Kenwright, Aimee	PM	129	129																								122	380
King, Simon	PM	129	129																								122	380
Lamont, Kirsty	PM	129	129																								122	380
Lawrence, Tommy	PM	129	129																								122	380
Llyod, Shaun	PM	129	129																								122	380
Mugarisanwa, Sylvia	PM	129	129																								122	380
Pan, Peter	PM	129	129																								122	380
Sungail, Skaiste	PM	94	128										35									1					122	380
Woods, Jodi	PM	129	129																								122	380
Totals		1990	2025		4				4		66		35	3								1				1952	6080	

Key to codes		
/ Present (AM)	I Illness (not med/dental appoints.)	T Traveller absence
\ Present (PM)	J Interview	U Late (after registers closed)
B Educated off site(not dual reg)	L Late (before reg closed)	V Educational visit
C Other authorised circumstances	M Medical/Dental appointments	W Do not use (Primary)
D Dual Reg (attending other estab.)	N No reason yet provided for absence	# School closed to pupils & staff
E Excluded (no alt provision made)	O Unauthorised circumstances	Y Enforced closure
F Extended family holiday (agreed)	P Approved sporting activity	X Non-compulsory school age absence
G Family Holiday (not agreed)	R Religious observance	Z Pupil not on roll
H Annual family holiday (agreed)	S Do not use (Primary)	- All should attend / No mark recorded

Missing marks have been ignored

Today's Register Report

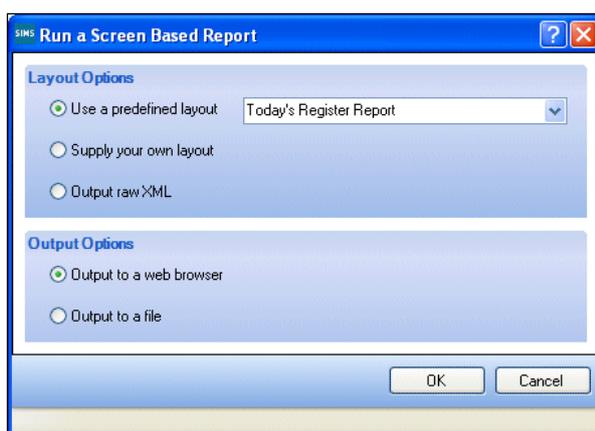
The Today's Register report is intended for use during emergency evacuation procedures, e.g. fire drills.

There is no report browser from which to select options. When the menu route is selected, the **Print** dialog is displayed immediately.

The report shows the date, the registration group and all of today's marks for each pupil/student.

Each registration group is printed on a separate sheet of paper allowing the distribution of registration group lists to the appropriate registration tutor.

1. Select **Reports | Attendance | Whole Group Pupil (or Student) Reports | Today's Register Report** to display the **Run a Screen Based Report** dialog.



2. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Today's Register		
Date : 01/07/2009		
Reg Group: OAK		Miss S. Fortune
Name	AM	PM
Acton, Samantha	/	E
Bradbury, Christina	/	E
Bradshaw, Jonn	/	E
Cox, Toby	/	E
Flowers, Lilly	/	E
Freeman, Paul	M	M
Goulden, Joseph	/	E
Graham, George	/	E
Karim, Jasmin	/	E
Kavanagh, Emma	/	\
Lawley, Alexander	/	E
Murray, Amber	/	E
Patel, Hansa	/	E
Phillips, Bethany	/	E
Teal, Ryan	/	E
Thompson, Flora	/	E
Umbridge, Dolores	/	\
Ventour, Paris	/	E
Warner-Ewers, Janet	/	E
Winsepear, Devon	/	E
Wise, Jake	/	E
Xavier, Francis	/	E

Pupil/Student's School Career Attendance Report

This report summarises each pupil/student's attendance from their date of admission to their date of leaving. It is intended for pupil/students who have left the school however it can also be used for on-roll pupil/students, if their date of admission is entered as the effective date.

The report shows the pupil/student's name, date of birth, date of admission, date of leaving (if applicable), number of attendances, number of authorised absences, number of unauthorised absences, the maximum possible attendances and the percentage attendance.

The attendances and percentage attendance column include both present and approved educational activity.

NOTE: If a pupil/student leaves the school and is then re-admitted, their first date of admission and last date of leaving are shown on the report.

1. Select **Reports | Attendance | Whole Group Pupil (or Student) Reports | Pupil' (or Student') School Career Attendance Report** to display the **Pupil' (or Student') School Career Attendance Report** browser.

Short Name	Description
PM	PM
AM	AM
ELM	ELM
PINE	PINE
ASH	ASH
OAK	OAK
2JB	2JB
2GH	2GH
3TD	3TD
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5DT	5DT
6VC	6VC
6KH	6KH

2. Today's date is displayed by default. If a different date is required, enter as appropriate in the **Date** field or click the **Calendar** button and select the required date.
3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Pupil/Students' School Career Attendance**) is displayed, which can be edited if required.
5. Double-click the required group name, e.g. **ELM**, or highlight the group names then click the **Print** button to display the **Run a Screen Based Report** dialog. To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

6. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Pupils' School Career Attendance									
Effective Date:		01/07/2009							
Scope:		Reg Group ELM							
Number of Sessions									
Name	DOB	DOA	DOL	Attendances	Authorised Absences	Unauthorised Absences	Max Possible	% Attend	
Acton, Jordan	11/02/2004	03/09/2007		524	58	0	660	79.4	
Acton, Samantha	25/03/2003	03/09/2007		651	1	0	730	89.2	
Ariano, Pietro	22/01/2004	02/09/2008		272	0	0	350	77.7	
Ballinger, Eden	26/05/2004	02/09/2008		210	60	2	350	60	
Bradbury, Christina	24/12/2002	05/09/2006		1022	0	2	1102	92.7	
Bradshaw, Jonn	02/02/2003	03/09/2007		652	0	0	730	89.3	
Connor, Joy	04/06/2004	03/09/2007		516	0	0	555	93	
Flowers, Lilly	23/05/2003	03/09/2007		652	0	0	730	89.3	
Franklin, Christopher	01/01/2004	03/09/2007		516	0	0	555	93	
Freewater, John	06/01/2004	02/09/2008		272	0	0	350	77.7	
Goulden, Joseph	24/01/2003	05/09/2006		888	0	0	927	95.8	
Graham, George	12/11/2002	05/09/2006		888	0	0	927	95.8	
Hawkins, Chris	05/05/2004	03/09/2007		516	0	0	555	93	
Jackson, Madison	03/02/2004	02/09/2008		272	0	0	350	77.7	
James, Jonny	21/02/2003	03/09/2007		652	0	0	730	89.3	
Jamieson, Cherrie	19/05/2004	03/09/2007		516	0	0	555	93	
Karim, Jasmin	16/09/2002	05/09/2006		882	6	0	927	95.1	
Kavanagh, Emma	02/03/2003	05/09/2006		885	3	0	927	95.5	
Kelsey, Megan	05/06/2004	03/09/2007		582	0	0	660	88.2	
Kemp, Ross	06/07/2004	03/09/2007		578	4	0	660	87.6	
Langford, Daniel	21/05/2004	03/09/2007		582	0	0	660	88.2	
Lasnier, Jake	25/03/2004	03/09/2007		582	0	0	660	88.2	
Lawrence, Tommy	24/05/2004	03/09/2007		516	0	0	555	93	
Pan, Peter	13/02/2004	03/09/2007		516	0	0	555	93	
Shearwood, Adam	14/02/2004	02/09/2008		270	2	0	350	77.1	
Teal, Ryan	25/12/2002	03/09/2007		652	0	0	730	89.3	
Torres, Fernando	05/05/2004	02/09/2008		271	0	1	350	77.4	
Ventour, Paris	11/11/2002	03/09/2007		650	0	2	730	89	
Woods, Jodi	08/03/2004	03/09/2007		516	0	0	555	93	

Attendances and %Attend include both Present and Approved Educational Activity
Missing marks have been ignored

Official Register Report

Regulations require that the attendance register (Official Register) must be preserved for a period of three years after the date on which the entries were made. This report is also useful for registration tutors, enabling them to see their group's attendance over the last few weeks.

Options to include the total number of present marks, a key to attendance codes and a history of changes, are available. If the history of changes option is selected, an additional option enables you to include changes from **N** marks. For example, where **N** is recorded then a parent subsequently informs the school that the student is unwell, the **N** mark is changed to **I** (Illness).

If selected, these options are shown at the end of the report.

NOTE: If the **Show History of Changes** check box is selected, changes to the **N** mark, e.g. / to **N**, are automatically included in the report.

Approximately 5 weeks of attendance marks are displayed on screen and depending on the orientation of the paper, all 5 weeks or 3.5 weeks data is displayed on the printed report.

Before printing, missing marks should be dealt with and reasons for absence added for the report date range. If any missing marks still exist, they are ignored while calculating the total number of Present Marks displayed for Student and Class.

1. Select **Reports | Attendance | Whole Group Pupil (or Student) Reports | Official Register Report** to display the **Official Register Report** browser.

Short Name	Description
ELM	ELM
PINE	PINE
ASH	ASH
QAK	QAK
2JB	2JB
2GH	2GH
3TD	3TD
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5DT	5DT
6VC	6VC
6KH	6KH

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display. This ensures that the correct data for the specified date range is included in the report.
4. A default **Title** (i.e. **Official Register**) is displayed, which can be edited if required.
5. By default, the **Total Number of Present Marks for Period** is shown at the end of the report. Deselect the **Show Totals** check box, if not required.
6. By default, a key to all attendance codes is included at the end of the report. Deselect the **Show Key to Codes** check box, if not required.
7. By default, the report included a history of changes. Deselect the **Show History of Changes** check box, if not required.
8. If the **Show History of Changes** check box is selected, by default, the report includes changes from **N** marks, e.g. **N** to **Y**. If this option is not required, deselect the **Include changes from 'N' mark** check box.
9. Double-click the required group name, e.g. **ELM**, or highlight the group names, then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

10. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Official Register																														
Period: 01/09/2011 to 11/01/2012										Includes History of Changes																				
Scope: Reg Group ELM																														
Include changes from 'N': Yes																														
	Sep															Oct														
	01	02	05	06	07	08	09	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	03	04	05					
Ackton, Stephen	##	^	^	NN	^	^	^	^	NN	^	^	^	^	NN	^	^	^	^	NN	^	^	^	^	NN	^					
Adams, Laura	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Amnar, Tarak	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Astwick, Gwenneth	##	^	^	L	NN	^	^	L	NN	^	^	^	^	L	^	^	^	^	^	^	^	NN	L	^	NN					
Barnes, Tommy	##	^	^	L	NN	^	^	L	NN	^	^	^	^	L	^	^	^	^	^	^	^	NN	L	^	NN					
Birch, Paige	##	^	^	^	NN	^	^	^	NN	^	^	^	^	^	^	^	^	^	^	^	^	NN	^	^	NN					
Bond, Steve	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Carter, Hannah	##	^	^	/L	^	^	^	/L	^	^	^	^	^	^	LL	^	^	^	^	L	^	L	^	^	L					
Chappling, Martin	##	^	^	^	^	^	NN	^	^	^	NN	^	^	NN	^	^	^	^	^	^	NN	^	^	^	^					
Churchill, Martin	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Cookson, Harry	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Cosenza, Isabella	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Defeo, Lorenzo	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Dickinson, Sally	##	^	^	L	^	^	NN	L	^	NN	^	^	^	L	NN	^	^	^	^	^	NN	L	^	L	NN					
Dixon, Stephanie	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Eagle, Ruby	##	^	^	^	^	^	NN	^	^	NN	^	^	^	^	NN	^	^	^	^	^	NN	^	^	^	NN					
Elja, Denise	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Harris, Emily	##	^	^	^	^	NN	^	^	NN	^	^	^	^	NN	^	^	^	^	^	^	^	NN	^	^	NN					
Jacob, Tristan	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Jump, Frederick	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Long, Gemma	##	^	^	NN	^	^	^	^	^	NN	^	^	^	^	NN	^	^	^	^	^	^	NN	^	^	NN					
Mario, Luigi	##	^	^	NN	^	^	^	^	^	NN	^	^	^	^	NN	^	^	^	^	^	NN	^	^	^	NN					
Mayowickz, Tamara	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Morgan, Ryan	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Nichols, Robert	##	^	^	NN	^	^	^	^	^	NN	^	^	^	NN	^	^	^	^	^	^	^	NN	^	^	NN					
Ostark, Zhivka	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Rowe-Jones, Selina	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Singh, Sunita	##	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^	^					
Stock, Peter	##	^	^	^	^	NN	^	^	^	NN	^	^	^	^	NN	^	^	^	^	NN	^	^	^	^	^					

Official Register																														
Period: 01/09/2011 to 11/01/2012										Includes History of Changes																				
Scope: Reg Group ELM																														
Include changes from 'N': Yes																														
	Oct															Nov														
	06	07	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31	01	02	03	04	07	08	09					
Ackton, Stephen	^	^	^	^	NN	^	^	^	^	^	^	NN	##	##	##	##	##	##	^	^	NN	^	^	^	^	^	NN	^		
Adams, Laura	^	^	^	^	^	^	^	^	^	^	^	^	##	##	##	##	##	##	##	^	^	^	^	^	^	^	^			
Amnar, Tarak	^	^	^	^	^	^	^	^	^	^	^	^	##	##	##	##	##	##	##	^	^	^	^	^	^	^	^			

Total Number of Present Marks for Period 4203

History of Changes			
Ackton, Stephen	mark for	06/09/2011 AM	changed from / to N on 26/09/2011 by Mrs G. Grosvenor Lesson Mark Entered in error
Ackton, Stephen	mark for	11/01/2012 PM	changed from N to I on 12/01/2012 by Mrs G. Grosvenor Lesson Mark Entered in error
Astwick, Gwenneth	mark for	06/09/2011 AM	changed from / to L on 26/09/2011 by Mrs G. Grosvenor Lesson Mark Entered in error

Key to codes		
/ Present (AM)	I Illness	T Traveller absence
\ Present (PM)	J Interview	U Late (after registers closed)
B Educated off site (not Dual reg.)	L Late (before registers closed)	V Educational visit or trip
C Other authorised circumstances	M Medical/Dental appointments	W Work experience
D Dual registration	N No reason yet provided for absence	# School closed to pupils & staff
E Excluded	O Unauthorised Abs	Y Enforced closure
F Extended family holiday (agreed)	P Approved sporting activity	X DFES X: Non-compulsory school age abs
G Family Holiday (not agreed)	R Religious observance	Z Pupil not on roll
H Family holiday (agreed)	S Study leave	- All should attend / No mark recorded

Pupil/Student Analysis by AM/PM Report

This report shows the number of AM and PM sessions that were attended by each pupil/student in the selected group for the specified date range.

The data can be shown as numbers or percentages. However, the percentage attendance is always shown and includes both present and approved educational activity.

1. Select **Reports | Attendance | Whole Group Pupil (or Student) Reports | Pupil (or Student) Analysis by AM/PM Report** to display the **Pupil (or Student) Analysis by AM/PM Report** browser.

Short Name	Description
PM	PM
AM	AM
ELM	ELM
PINE	PINE
ASH	ASH
QAK	QAK
2JB	2JB
2GH	2GH
3TD	3TD
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5DT	5DT
6VC	6VC
6KH	6KH

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Pupil/Student Analysis by AM/PM**) is displayed, which can be edited if required.
5. Specify whether you wish to **Show Values As** numbers of sessions or percentage of sessions by selecting the **Numbers** or **Percentages** radio button.
6. Double-click the required group name, e.g. **ELM**, or highlight the group names then click the **Print** button to display the **Run a Screen Based Report** dialog. To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

03/ Producing Whole Group Pupil/Student Reports

7. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Pupil Analysis by AM/PM													
Period:		02/09/2008 to 30/06/2009											
Scope:		Reg Group ELM											
Number of sessions													
Name	Reg	Present		AEA		Authorised		Unauthorised		Possible		% Attend	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Acton, Jordan	ELM	107	107	0	0	29	29	0	0	175	175	61.1	61.1
Acton, Samantha	ELM	136	135	0	0	0	1	0	0	175	175	77.7	77.1
Ariano, Pietro	ELM	136	136	0	0	0	0	0	0	175	175	77.7	77.7
Ballinger, Eden	ELM	105	105	0	0	30	30	1	1	175	175	60.0	60.0
Bradbury, Christina	ELM	135	135	0	0	0	0	1	1	175	175	77.1	77.1
Bradshaw, Jonn	ELM	136	136	0	0	0	0	0	0	175	175	77.7	77.7
Connor, Joy	ELM	0	136	0	0	0	0	0	0	0	175	0.0	77.7
Flowers, Lilly	ELM	136	136	0	0	0	0	0	0	175	175	77.7	77.7
Franklin, Christopher	ELM	0	136	0	0	0	0	0	0	0	175	0.0	77.7
Freeman, Paul	ELM	136	136	0	0	0	0	0	0	175	175	77.7	77.7
Freewater, John	ELM	136	136	0	0	0	0	0	0	175	175	77.7	77.7
Goulden, Joseph	ELM	0	136	0	0	0	0	0	0	0	175	0.0	77.7
Graham, George	ELM	0	136	0	0	0	0	0	0	0	175	0.0	77.7
Hawkins, Chris	ELM	0	136	0	0	0	0	0	0	0	175	0.0	77.7
Jackson, Madison	ELM	136	136	0	0	0	0	0	0	175	175	77.7	77.7
James, Jonny	ELM	136	136	0	0	0	0	0	0	175	175	77.7	77.7
Jamieson, Cherrie	ELM	0	136	0	0	0	0	0	0	0	175	0.0	77.7
Karim, Jasmin	ELM	0	136	0	0	0	0	0	0	0	175	0.0	77.7
Kavanagh, Emma	ELM	0	136	0	0	0	0	0	0	0	175	0.0	77.7
Kelsey, Megan	ELM	136	136	0	0	0	0	0	0	175	175	77.7	77.7
Kemp, Ross	ELM	134	134	0	0	2	2	0	0	175	175	76.6	76.6
Langford, Daniel	ELM	136	136	0	0	0	0	0	0	175	175	77.7	77.7
Lasnier, Jake	ELM	136	136	0	0	0	0	0	0	175	175	77.7	77.7
Lawrence, Tommy	ELM	0	136	0	0	0	0	0	0	0	175	0.0	77.7
Pan, Peter	ELM	0	136	0	0	0	0	0	0	0	175	0.0	77.7
Shearwood, Adam	ELM	135	135	0	0	1	1	0	0	175	175	77.1	77.1
Teal, Ryan	ELM	136	136	0	0	0	0	0	0	175	175	77.7	77.7
Torres, Fernando	ELM	135	136	0	0	0	0	1	0	175	175	77.1	77.7
Ventour, Paris	ELM	135	135	0	0	0	0	1	1	175	175	77.1	77.1
Woods, Jodi	ELM	0	136	0	0	0	0	0	0	0	175	0.0	77.7
Totals		2518	4014	0	0	62	63	4	3	3325	5250	75.7	76.5

%Attend includes both Present and Approved Educational Activity
Missing marks have been ignored

Pupils/Students' Yearly Attendance Report

This report shows information about individual pupil/student's attendance for each year that they have been in the school.

The most popular use of this report is for last year's leavers. By putting the date back, the report shows pupil/students who were on-roll then.

If the date is left as **today** date, a report is produced that displays all pupil/students who are currently on-roll.

1. Select **Reports | Attendance | Whole Group Pupil (or Student) Reports | Pupil (or Student) Yearly Attendance Report** to display the **Pupil (or Student) Yearly Attendance Report** browser.

Short Name	Description
PM	PM
AM	AM
ELM	ELM
PINE	PINE
ASH	ASH
OAK	OAK
2JB	2JB
2GH	2GH
3TO	3TO
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5DT	5DT
6VC	6VC
6KH	6KH

2. By default, Today's date is displayed. If a different date is required, enter as appropriate in the **Date** field or click the **Calendar** button and select the required date.
3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Pupil/Students' Yearly Attendance**) is displayed, which can be edited if required.
5. Double-click the required group name, e.g. **ELM**, or highlight the group names, then click the **Print** button to display the **Run a Screen Based Report** dialog. This may take some time.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

03/ Producing Whole Group Pupil/Student Reports

6. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Pupils' Yearly Attendance

Effective Date: 14/04/2008
 Scope: Reg Group ELM
 Number of Sessions

Name	DOB	Year	Attendances	Authorised Absences	Unauthorised Absences	Max Possible	% Attend
Acton, Samantha	25/03/2003	07/08	258	0	0	258	100
		08/09	0	0	0	0	0.0
Bradbury, Christina	24/12/2002	06/07	372	0	0	372	100
		07/08	258	0	0	258	100
		08/09	0	0	0	0	0.0
Bradshaw, Jonn	02/02/2003	07/08	258	0	0	258	100
		08/09	0	0	0	0	0.0
Cox, Toby	14/12/2001	05/06	308	0	0	308	100
		06/07	301	0	0	301	100
		07/08	124	64	0	188	65.96
		08/09	0	0	0	0	0.0
Flowers, Lilly	23/05/2003	07/08	258	0	0	258	100
		08/09	0	0	0	0	0.0
Freeman, Paul	25/03/2003	07/08	258	0	0	258	100
		08/09	0	0	0	0	0.0
Goulden, Joseph	24/01/2003	06/07	372	0	0	372	100
		07/08	258	0	0	258	100
		08/09	0	0	0	0	0.0
Graham, George	12/11/2002	06/07	372	0	0	372	100
		07/08	258	0	0	258	100
Warner-Ewers, Janet	09/09/2001	05/06	308	0	0	308	100
		06/07	301	0	0	301	100
		07/08	186	0	2	188	98.94
		08/09	0	0	0	0	0.0
Winsepear, Devon	24/02/2002	06/07	372	0	0	372	100
		07/08	254	0	4	258	98.45
		08/09	0	0	0	0	0.0
Wise, Jake	17/07/2002	06/07	372	0	0	372	100
		07/08	256	0	2	258	99.22
		08/09	0	0	0	0	0.0
Xavier, Francis	01/01/2002	06/07	372	0	0	372	100
		07/08	258	0	0	258	100
		08/09	0	0	0	0	0.0

Attendances and %Attend include both Present and Approved Educational Activity
 13340 missing marks have been ignored

Pupil/Student Analysis by Session in Week Report

One or more categories, i.e. **Present**, **AEA** (Approved Educational Activity) **Authorised** absence or **Unauthorised** absence, can be selected for inclusion in this report.

Marks recorded for the selected category or categories are shown for each pupil/student in the selected group.

Options to show data as number of sessions or percentage of sessions are available.

1. Select **Reports | Attendance | Whole Group Pupil (or Student) Reports | Pupil (or Student) Analysis by Session in Week Report** to display the **Pupil (or Student) Analysis by Session in Week Report** browser.

Short Name	Description
PM	PM
AM	AM
ELM	ELM
PINE	PINE
ASH	ASH
DAK	DAK
2JB	2JB
2GH	2GH
3TO	3TO
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5PT	5PT

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Pupil/Student Analysis by Session in Week**) is displayed. This title can be edited if required.
5. Select the required **Session Categories**, i.e. **Present**, **AEA** (Approved Educational Activity) **Authorised** absence or **Unauthorised** absence. One or more categories can be selected. By default, **Present** and **AEA** are selected.
6. Specify whether you wish to **Show Values As** numbers of sessions or percentage of sessions by selecting the **Numbers** or **Percentages** radio button.
7. Double-click the required group name, e.g. **ELM**, or highlight the group names then click the **Print** button to display the **Run a Screen Based Report** dialog.

03/ Producing Whole Group Pupil/Student Reports

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

8. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Pupil Analysis By Session In Week													
Period: 03/09/2007 to 13/04/2008													
Scope: Reg Group ELM													
Number of sessions in category : Present + AEA													
Name	Reg	Mon		Tue		Wed		Thu		Fri		All Week	
		AM	PM	AM	PM								
Possible		24	24	27	27	27	27	27	27	24	24	129	129
Acton, Samantha	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Bradbury, Christina	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Bradshaw, Jonn	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Cox, Toby	ELM	20	8	22	10	17	9	14	4	14	6	87	37
Flowers, Lilly	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Freeman, Paul	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Goulden, Joseph	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Graham, George	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Ishaque, Azair	ELM	23	23	27	27	27	27	27	27	24	24	128	128
James, Jonny	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Kane, Jasmine	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Karim, Jasmin	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Kavanagh, Emma	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Lawley, Alexander	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Murray, Amber	ELM	23	23	27	27	27	27	27	27	24	24	128	128
Patel, Hansa	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Phillips, Bethany	ELM	23	23	27	27	27	27	27	27	24	24	128	128
Russell, Joshua	ELM	23	23	27	27	27	27	27	27	24	24	128	128
Silva, Rui	ELM	23	23	27	27	27	27	27	27	24	24	128	128
Swift, Leah	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Tate, Kathryn	ELM	23	24	27	27	27	27	27	27	24	24	128	129
Teal, Ryan	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Thompson, Flora	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Umbridge, Dolores	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Ventour, Paris	ELM	24	24	27	27	27	27	27	27	24	24	129	129
Warner-Ewers, Janet	ELM	23	9	27	12	27	12	27	13	24	12	128	58
Winsepear, Devon	ELM	21	23	27	27	27	27	27	27	24	24	126	128
Wise, Jake	ELM	23	23	27	27	27	27	27	27	24	24	128	128
Xavier, Francis	ELM	24	24	27	27	27	27	27	27	24	24	129	129
ELM		681	658	778	751	773	750	770	746	686	666	3688	3571

Persistent Absence Reports

The Persistent Absence reports enable schools to identify pupil/students where action needs to be taken regarding their absence. This information can also be used to determine which pupil/students should be included in reports to the DfE.

There are two types of persistent absence reports:

- **Summary Report** – provides an analysis of the number of pupil/students who are persistently absent from school. By default, the report displays the numbers of pupil/students who were persistently absent from school for more than 15% and more than 20% of sessions. These thresholds can be changed, if required.
- **Persistent Absence Detailed Report** – provides a detailed analysis of the pupil/students who have been recorded as persistently absent from school. The whole year and year group trends can be examined to enable decisions to be made about the main areas of concern. By default, the report is based on a 20% threshold but can be changed, if required.

The following attendance codes are not collected for the report:

- **L** Late (before registers closed) marked as present
- **B** Approved Education Activity as student is being educated off site (not dual registration)
- **D** Dual Registered (at another establishment) - not counted as possible attendances
- **J** Approved Educational Activity as student is attending an interview
- **P** Approved Educational Activity as student is attending an approved educational activity
- **V** Approved Educational Activity as student is away on an educational visit or trip
- **W** Approved Educational Activity as student is attending work experience
- **X** Non-compulsory school age absence - not counted in possible attendances
- **Y** Unable to attend due to exceptional circumstances
- **Z** Student not yet on-roll - not counted in possible attendances
- **#** Planned whole or partial school closure - not counted in possible attendances.

Each report header displays the report **Scope**, e.g. **Whole School**, **School DfE Number**, **School Name**. The **Name of Head Teacher**, **Telephone number** and **Email** address are also shown if they have been recorded on the **School Detail** page (via **Focus | School | School Details**).

The report can be run at any time during the selected academic year to obtain up-to-date information for each of the preceding half-terms or terms. For example:

- a report run during January displays absence data from the start of the academic year to the Christmas holiday, covering two date ranges (i.e. two half-terms).
- a report run during May displays absence data from the start of the academic year to the Easter holiday, covering four date ranges (i.e. four half-terms).

1. Select **Reports | Attendance | Whole Group Student Reports | Persistent Absence Reports** to display the **Persistent Absence Report** browser.

2. By default, the report is based on the current academic year. If you require the report to be based on the previous academic year, select from the **Acad Year** drop-down list.

NOTE: The Persistent Absence reports will not run if the first date range has not ended. For example, if the selected academic year has just started, the report cannot be run until the first half-term end date has passed.

3. By default, the **Group Type** is displayed as **Whole School**. If a different group type is required, select from the drop-down list then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Persistent Absence Report**) is displayed, which can be edited if required.
5. Specify the **Type of report** required:
 - **Summary** - select the radio button then specify the upper and lower threshold in the **% of absences** fields. The default values are 20 and 15 respectively.

- **Detailed** - select the radio button then specify the threshold in the **% of absences** field. The default value is 20.

6. Double-click the required **Description**, e.g. **Whole School Selected**, or highlight the description and then click the **Print** button to display the **Run a Screen Based Report** dialog.

- Select the required print criteria then click the **OK** button to produce the report.

An example of the Summary report is provided in the following graphic.

Persistent Absence Report											
Whole School											
Persistent Absence Data Collection for 2015 - 2016											
Scope:						Whole School					
School DCSF Number:						2999					
School Name:						WATERS EDGE PRIMARY SCHOOL					
Name of Headteacher:						Mrs Gillian Grosvenor					
Telephone:						852015					
Email:						school@we.com					
Date Range for Term 1:		Date Range for Term 2:		Date Range for Term 3:		Date Range for Term 4:		Date Range for Term 5:		Date Range for Term 6:	
From: 01/09/2015		From: 31/10/2015		From: 04/01/2016		From: 20/02/2016		From: 11/04/2016		From: 04/06/2016	
To: 25/10/2015		To: 18/12/2015		To: 14/02/2016		To: 24/03/2016		To: 30/05/2016		To: 22/07/2016	
Report for 20 % absence											
No of pupils/students with 15+ absence for term	No of pupils/students with 63+ absence for term	No of pupils/students with 29+ absence for terms	No of pupils/students with 63+ absence for terms	No of pupils/students with 40+ absence for terms	No of pupils/students with 63+ absence for terms	No of pupils/students with 50+ absence for terms	No of pupils/students with 63+ absence for terms	No of pupils/students with 63+ absence for terms	No of pupils/students with 63+ absence for terms	No of pupils/students with 63+ absence for terms	No of pupils/students with 63+ absence for terms
1	1	1.2	1.2	1.3	1.3	1.4	1.4	1.5	1.5	1.6	1.6
7	0	6	0	6	0	6	2	6	6	6	6
Report for 15 % absence											
No of pupils/students with 11+ absence for term	No of pupils/students with 47+ absence for term	No of pupils/students with 22+ absence for terms	No of pupils/students with 47+ absence for terms	No of pupils/students with 30+ absence for terms	No of pupils/students with 47+ absence for terms	No of pupils/students with 38+ absence for terms	No of pupils/students with 47+ absence for terms	No of pupils/students with 47+ absence for terms	No of pupils/students with 47+ absence for terms	No of pupils/students with 47+ absence for terms	No of pupils/students with 47+ absence for terms
1	1	1.2	1.2	1.3	1.3	1.4	1.4	1.5	1.5	1.6	1.6
7	0	7	0	6	4	6	6	6	6	6	6

An example of the Detailed report is provided in the following graphic.

Persistent Absence Report											
Whole School											
Persistent Absence Data Collection for 2015 - 2016											
Scope:						Whole School					
School DCSF Number:						2999					
School Name:						WATERS EDGE PRIMARY SCHOOL					
Name of Headteacher:						Mrs Gillian Grosvenor					
Telephone:						852015					
Email:						school@we.com					
Report for 20 % absence											
Date Range for Term 1:			From: 01/09/2015 To: 25/10/2015			Date Range for Term 2:			From: 31/10/2015 To: 18/12/2015		
Name	Gender	Year Group	Absence Sessions (15+) 1	Name	Gender	Year Group	Absence Sessions (29+) 1-2	Name	Gender	Year Group	Absence Sessions (50+) 1-4
Cedric-Smith, Lucie	F	2	24	Clover, Frederick	M	3	35	Clover, Frederick	M	3	61
Clover, Frederick	M	3	16	Haddon, Connor	M	3	31	Haddon, Connor	M	3	57
Haddon, Connor	M	3	16	McGormick, Joseph	M	2	31	McGormick, Joseph	M	2	57
McGormick, Joseph	M	2	16	McKenzie, Joshua	M	1	37	McKenzie, Joshua	M	1	64
McKenzie, Joshua	M	1	20	McKenzie, Lily	F	R	38	McKenzie, Lily	F	R	64
McKenzie, Lily	F	R	20	Smythie, Vincent	M	4	33	Smythie, Vincent	M	4	64
Smythie, Vincent	M	4	18								
Report for 20 % absence											
Date Range for Term 3:			From: 04/01/2016 To: 14/02/2016			Date Range for Term 4:			From: 20/02/2016 To: 24/03/2016		
Name	Gender	Year Group	Absence Sessions (40+) 1-3	Name	Gender	Year Group	Absence Sessions (50+) 1-4	Name	Gender	Year Group	Absence Sessions (50+) 1-4
Clover, Frederick	M	3	47	Clover, Frederick	M	3	61	Clover, Frederick	M	3	61
Haddon, Connor	M	3	43	Haddon, Connor	M	3	57	Haddon, Connor	M	3	57
McGormick, Joseph	M	2	43	McGormick, Joseph	M	2	57	McGormick, Joseph	M	2	57
McKenzie, Joshua	M	1	40	McKenzie, Joshua	M	1	64	McKenzie, Joshua	M	1	64

Persistent Absence Report – Student Threshold

Applicable to English schools, Independent schools and International schools

The Persistent Absence Report - Student Threshold enables schools to understand persistent absences, so that their figures can be compared with national figures and benchmarks. The report is primarily aimed at English Maintained schools because it enables them to stay aligned with the latest DfE calculations. However, other schools (such as those in the Independent sector) will also benefit from the report.

The calculations that the DfE use to analyse persistent absence have changed and this report reflects those calculations. Persistent absence is now based on a possible number of sessions for each pupil/student, rather than being based on a standardised number of sessions within school. This helps to identify pupil/students who are not due in school full-time, such as dual registered pupil/students. The original Persistent Absence report (**Reports | Attendance | Whole Group Pupil (or Student) Reports | Persistent Absence Report**) is still available, to enable the comparison of data from previous years with the national calculations, if required.

The report provides a list of pupil/students who are persistently absent (based on a chosen percentage, e.g. 10%), as well as overall figures regarding the number of pupil/students absent in school, and that figure as a percentage of the school population, in line with current DfE guidance.

There are two types of report available:

- **Termly Report** – this report is based on an academic year but can be run at any time during the selected academic year to obtain up-to-date information for each of the preceding half-terms or terms. For example:
 - a report run during January displays absence data from the start of the academic year to the Christmas holiday, covering two date ranges (i.e. two half-terms).
 - a report run during May displays absence data from the start of the academic year to the Easter holiday, covering four date ranges (i.e. four half-terms).

The collective figures for the **Year to Date** are displayed at the end of the report.

The whole year and year group trends can be examined to enable decisions to be made about the main areas of concern. By default, the report is based on a 10% threshold but this can be changed, if required.

- **Summary Report** – this report is based on a date range (by default, the start of the current academic year to yesterday's date). By default, the report is based on a 10% threshold but this can be changed, if required.

NOTE: Pupil/students who first enrolled in the last half-term are not included.

Each report header displays the report scope:

- **School Name**
- **Group(s)** included in the report
- **Exclude last half term for Year 11 students?** option selected (**Yes** or **No**)
- **Exclude all students who first enrolled during last half term?** option selected (**Yes** or **No**)
- **Report Type** (e.g. Summary)
- **Absence Threshold** (e.g. 10%)
- **Reporting Period** (i.e. date range).

Followed by the summary information:

- **% of students who met absence threshold**
- **No. of students who met absence threshold**
- **No. of students in cohort.**

1. Select **Reports | Attendance | Whole Group Pupil (or Student) Reports | Persistent Absence Report - Student Threshold** to display the **Persistent Absence Report - Student Threshold** browser.

The screenshot shows the 'Persistent Absence Report - Student Threshold' browser interface. At the top, there is a search bar and a 'Print' button. The main form includes a 'Title' field with the text 'Persistent Absence Report - Student Threshold'. Below this is a 'Group Type' dropdown menu set to 'Whole School'. A '% Threshold' input field is set to '10'. There are two checkboxes: 'Exclude last half term for Year 11 students' (unchecked) and 'Exclude all students who first enrolled during last half term' (checked). The 'Type of Report' section has two radio buttons: 'Termly' (selected) and 'Summary'. The 'Report on' section has an 'Attendance Year' dropdown set to 'Attendance Year 2015/2016' and a date range from '01/09/2015' to '23/08/2016'. Below the form is a table with columns 'Short Name', 'Description', and 'Group Type'. The table contains one row: 'Whole School Selected'. At the bottom of the table are 'Select All' and 'Deselect All' buttons.

2. A default **Title** (i.e. **Persistent Absence Report - Student Threshold**) is displayed. This title can be edited, if required.
3. By default, the **Group Type** is displayed as **Whole School**. If a different group type is required, select from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.

4. By default, the **% Threshold** is set to 10%. Enter a different value, if required.

The term threshold refers to the number of sessions missed that would mean the pupil/student is persistently absent, based on the absence percentage threshold selected. All threshold sessions have been rounded up to the nearest whole session.

For example, if the total number of possible sessions for a pupil/student in a term is 64, and the percentage threshold selected is 10%, the threshold number is displayed as seven sessions.

5. If you want to **Exclude last half term for Year 11 students** (e.g. there might be days when the pupil/students are not attending school because exams are not taking place), select the applicable check box.
6. The **Exclude all students who first enrolled during last half term** check box is selected by default. Deselect this check box if you want to include these students.
7. Specify the **Type of Report** required:
 - **Termly** - by default, the Termly report is based on the current academic year. If you want the report to be based on a previous academic year, select from the **Attendance Year** drop-down list.

NOTE: If the selected academic year has just started, the report cannot be run until the first half-term end date has passed.

- **Summary** - by default, the Summary report is based on the date range from the start of the current academic year to yesterday's date. A different date range can be specified, if required.
8. Double-click the required **Description**, e.g. **Whole School Selected**, or highlight the description and then click the **Print** button to display the **Run a Screen Based Report** dialog.
 9. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

An example of the Termly report is provided in the following graphic.

Persistent Absence Report - Student Threshold							
School Name	WATERS EDGE PRIMARY SCHOOL						
Group(s)	Whole School						
Exclude last half term for Year 11 students?	No						
Exclude all students who first enrolled during last half term?	Yes						
Report Type	Termly						
Absence Threshold	10%						
Reporting Period	Attendance Year 2015/2016 (01/09/2015 - 23/08/2016)						
Summary Information							
Term	% of students who met absence threshold	No. of students who met absence threshold	No. of students in cohort				
Term 1 : (01/09/2015 to 25/10/2015)	1.59	7	439				
Term 2 : (31/10/2015 to 18/12/2015)	1.37	6	439				
Term 3 : (04/01/2016 to 14/02/2016)	1.37	6	439				
Term 4 : (20/02/2016 to 24/03/2016)	1.59	7	439				
Term 5 : (11/04/2016 to 30/05/2016)	1.37	6	439				
Term 6 : (04/06/2016 to 22/07/2016)	1.37	6	439				
All Terms Included : (01/09/2015 to 23/08/2016)	1.36	6	440				
List of Students							
Threshold* refers to the number of sessions missed that would mean the student is 'persistently absent', based on the absence percentage threshold selected. Threshold sessions have all been rounded up to the nearest whole session.							
For example: if the total number of possible sessions for a student in a term is 64, and the percentage threshold selected is 10%, the threshold number will show as 7 sessions.							
Term 1 (01/09/2015 - 25/10/2015)							
Name	Gender	Current Year group	Current Reg group	% sessions missed	Sessions missed	Threshold*	Possible sessions
Cedric-Smith, Lucie	F	2	2GH	32.43	24	8	74
Clover, Frederick	M	3	3CB	21.62	16	8	74
Haddon, Connor	M	3	3CB	21.62	16	8	74
McGormick, Joseph	M	2	2GH	21.62	16	8	74
McKenzie, Joshua	M	1	OAK	27.03	20	8	74
McKenzie, Lily	F	R	ASH	27.03	20	8	74
Smythye, Vincent	M	4	4SL	24.32	18	8	74
Term 2 (31/10/2015 - 18/12/2015)							
Name	Gender	Current Year group	Current Reg group	% sessions missed	Sessions missed	Threshold*	Possible sessions
Clover, Frederick	M	3	3CB	27.14	19	7	70
Haddon, Connor	M	3	3CB	21.43	15	7	70
McGormick, Joseph	M	2	2GH	21.43	15	7	70
	M	1	OAK	24.29			70
	R		ASH	25.71			70
Year to Date (01/09/2015 - 23/08/2016)							
Name	Gender	Current Year group	Current Reg group	% sessions missed	Sessions missed	Threshold*	Possible sessions
Clover, Frederick	M	3	3CB	21.50	83	39	386
Haddon, Connor	M	3	3CB	20.47	79	39	386
McGormick, Joseph	M	2	2GH	20.47	79	39	386
McKenzie, Joshua	M	1	OAK	22.28	86	39	386
McKenzie, Lily	F	R	ASH	22.54	87	39	386
Smythye, Vincent	M	4	4SL	21.50	83	39	386

An example of the Summary report is provided in the following graphic.

Persistent Absence Report - Student Threshold							
School Name	WATERS EDGE PRIMARY SCHOOL						
Group(s)	Whole School						
Exclude last half term for Year 11 students?	No						
Exclude all students who first enrolled during last half term?	Yes						
Report Type	Summary						
Absence Threshold	10%						
Reporting Period	01/09/2015 - 23/08/2016						
Summary figures for Whole School							
% of students who met absence threshold	No. of students who met absence threshold	No. of students in cohort					
1.36	6	440					
List of Students							
Threshold* refers to the number of sessions missed that would mean the student is 'persistently absent', based on the absence percentage threshold selected. Threshold sessions have all been rounded up to the nearest whole session.							
For example: if the total number of possible sessions for a student in a term is 64, and the percentage threshold selected is 10%, the threshold number will show as 7 sessions.							
Name	Gender	Current Year group	Current Reg group	% sessions missed	Sessions missed	Threshold*	Possible sessions
Clover, Frederick	M	3	3CB	21.50	83	39	386
Haddon, Connor	M	3	3CB	20.47	79	39	386
McGormick, Joseph	M	2	2GH	20.47	79	39	386
McKenzie, Joshua	M	1	OAK	22.28	86	39	386
McKenzie, Lily	F	R	ASH	22.54	87	39	386
Smythe, Vincent	M	4	4SL	21.50	83	39	386

Pupil/Student Analysis by Attendance Category Report

This report shows the number of times each category has been recorded for each <n the selected group for the chosen period. The report has the added benefit of listing, (on one line) all the information that a school is required to supply to parents about their child.

Totals for each category are shown at the end of the report.

1. Select **Reports | Attendance | Whole Group Pupil (or Student) Reports | Pupil (or Student) Analysis by Attendance Category Report** to display the **Pupil (or Student) Analysis by Attendance Category Report** browser.

Short Name	Description
FM	FM
AM	AM
ELM	ELM
PINE	PINE
ASH	ASH
OAK	OAK
2JB	2JB
2GH	2GH
3TO	3TO
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB

2. A default date range of 'from the start of the academic year or one month ago (whichever is the latest) to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Pupil/Student Analysis by Attendance Category**) is displayed, which can be edited if required.
5. Specify whether you wish to **Show data as** numbers of sessions or percentage of sessions by selecting the **Numbers** or **Percentages** radio button.
6. Double-click the required group name, e.g. **ELM**, or highlight the group names then click the **Print** button to display the **Run a Screen Based Report** dialog. To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.
7. Select the required print criteria (please see *Running a Screen Based Report* on page 93) and click the **OK** button to produce the report.

04 | Producing Selected Pupil/Student Reports

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Percentage Attendance Report

This report displays the percentage attendance of pupil/students in the selected group.

The report can be filtered on percentage and ordered by percentage or name. Authorised education activity marks are included in this report.

1. Select **Reports | Attendance | Selected Pupil (or Student) Reports | Percentage Attendance Report** to display the **Percentage Attendance Report** browser.

Percentage Attendance Report

Search Print Next Previous Links Help Close

From 14/03/2008 to 14/04/2008

Group Type Reg Group

Title Percentage Attendance

Value Range

Any

At Least percent

Exactly percent

Less Than percent

Order By

Name

Percentage

Short Name	Description
PM	PM
AM	AM
ELM	ELM
PINE	PINE
ASH	ASH
DAK	DAK
2JB	2JB
2GH	2GH
3TD	3TD
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5BT	5BT

Select All Deselect All

2. A default date range of 'from one month ago to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.



Calendar Button

3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the group from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Percentage Attendance**) is displayed, which can be edited if required.
5. Specify the **Value Range** by selecting the required radio button and entering a value in the adjacent field.
Those pupil/students who have the specified percentage of attendance, within the selected date range, are included in the report.
6. Specify the order of the report data by selecting the required **Order By** radio button, i.e. **Name** or **Percentage**.
7. Double-click the required group name, e.g. **ELM**, or highlight the group name, then click the **Print** button to display the **Run a Screen Based Report** dialog.
To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

8. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Percentage Attendance		
Period: 14/03/2008 to 14/04/2008		
Scope: Reg Group ELM Value Range: Any percent		
Name	Reg	% Attend
Acton, Samantha	ELM	100
Bradbury, Christina	ELM	100
Bradshaw, Jonn	ELM	100
Cox, Toby	ELM	57.1
Flowers, Lilly	ELM	100
Freeman, Paul	ELM	100
Goulden, Joseph	ELM	100
Graham, George	ELM	100
Ishaque, Azair	ELM	100
James, Jonny	ELM	100
Kane, Jasmine	ELM	100
Karim, Jasmin	ELM	100
Kavanagh, Emma	ELM	100
Lawley, Alexander	ELM	100
Murray, Amber	ELM	100
Patel, Hansa	ELM	100
Phillips, Bethany	ELM	100
Russell, Joshua	ELM	100
Silva, Rui	ELM	100
Swift, Leah	ELM	100
Tate, Kathryn	ELM	100
Teal, Ryan	ELM	100
Thompson, Flora	ELM	100
Umbridge, Dolores	ELM	100
Ventour, Paris	ELM	100
Warner-Ewers, Janet	ELM	100
Winsepear, Devon	ELM	100
Wise, Jake	ELM	100
Xavier, Francis	ELM	100
29 pupils		

Missing Session Marks Report

There is a legal requirement to record missing marks for every school session. This missing marks report should be run periodically to allow missing marks to be monitored and to ensure that they have been dealt with.

The report lists the missing marks found for the selected criteria. Also shown on the report are names and years, and registration groups.

A missing mark is shown on this report (if it is within the criteria selected) each time the report is run, until a reason for the missing mark is found and an appropriate code entered.

1. Select **Reports | Attendance | Selected Pupil (or Student) Reports | Missing Session Marks Report** to display the **Missing Session Marks Report** browser.

2. By default, a date and session range of 'from the start of the academic year AM to yesterday PM' is displayed.
3. To change the date range, enter the required dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
4. The sessions can also be changed by selecting from the drop-down lists.
5. By default, the **Group Type** is displayed as **Whole School**. If a different group type is required, select the group from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.
6. A default **Title** (i.e. **Missing Session Marks**) is displayed, which can be edited if required.
7. Specify the **Value Range** by selecting the required radio button and entering a value in the adjacent field.
8. Those pupil/students who have the specified missing mark (within the selected date range) are included in the report.
9. Double-click the required group name, e.g. **ELM**, or highlight the group name, then click the **Print** button to display the **Run a Screen Based Report** dialog.
10. To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

11. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Missing Session Marks			
Period: 03/09/2008 AM to 13/04/2009 PM			
Scope: Whole School			
Value Range: Any missing marks			
Name	Reg	Total	Session
Araujo, Hitesh	3CB	2	11/01/2009 AM 11/01/2009 PM
Basra, Jilna	3TO	2	11/01/2009 AM 11/01/2009 PM
Littlewood, Jason	3CB	2	11/01/2009 AM 11/01/2009 PM
Lotterman, Daniel	3TO	2	11/01/2009 AM 11/01/2009 PM
Jones, Siân	3TO	2	08/01/2009 AM 08/01/2009 PM
Kim, Mark	3TO	2	11/01/2009 AM
McCull, Kirsten	6VC	4	03/01/2009 AM 03/01/2009 PM 04/01/2009 AM 04/01/2009 PM
44 pupils		3112	

Continuous Absence Report

This report deals with cases of prolonged unauthorised absence. The purpose of the report is to list the full name and address of any pupil/student who has been continuously absent from school for ten days or more.

This information is required by the LA but can also be used by your school for its own management purposes. Since the report shows full name and address, it is a document that the Education Welfare Officer may also find useful.

In addition to names and addresses, the report also shows admission number, year and registration group, and the number of unauthorised absences recorded for sessions within the selected date range.

A pupil/student is shown once on the report for each period of continuous absence recorded during the selected date range.

1. Select **Reports | Attendance | Selected Pupil (or Student) Reports | Continuous Absence Report** to display the **Continuous Absence Report** browser.

The screenshot shows the 'Continuous Absence Report' browser interface. At the top, there are search and print icons, and a title bar with 'Help' and 'Close' buttons. Below the title bar, there are date selection fields: 'From' (03/09/2007) and 'to' (01/06/2008), each with a calendar icon. To the right is a 'Group Type' dropdown menu set to 'Whole School'. Below this is a 'Title' text box containing 'Continuous Absence'. A 'Value Range' section contains four radio buttons: 'Any absences', 'At least' (selected), 'Exactly', and 'Less than'. Each radio button has an adjacent text box for a numerical value and the word 'absences'. The 'At least' radio button has '20' entered in its text box. Below the 'Value Range' section is a table with three columns: 'Short Name', 'Description', and 'Group Type'. The table contains one row with 'Whole School Selected' in the 'Short Name' column. At the bottom of the browser are two buttons: 'Select All' and 'Deselect All'.

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Whole School**. If a different group type is required, select the group from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Continuous Absence**) is displayed, which can be edited if required.
5. Specify the **Value Range** by selecting the required radio button and entering a value in the adjacent field.
6. Those pupil/students who have the specified number of continuous absence marks, e.g. At Least **20** absences, within the selected date range are included in the report.
7. Double-click the required group name, e.g. **ELM**, or highlight the group name, then click the **Print** button to display the **Run a Screen Based Report** dialog.
8. To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

9. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Continuous Absence			
Period	:	03/09/2007 to 01/06/2008	
Scope	:	Whole School	
Value Range	:	At least 20 sessions of continuous absences	
Name	Reg	Sessions	Address
Bellini, James	6KH	20	14 West Way Waysford Wayshire XX1 WW4
Cairns, Katy	6KH	20	14 The Street Waysford Wayshire XX1 WW3
			Waysford Wayshire XX1 WW3
Cleaver, Julie	2JB	20	22 Short Way Lesstown Waysford Wayshire XX1 WW2
Trunley, Wendy	6KH	20	22 The Road Waysford Wayshire XX1 WW3
Total		160	

24184 Missing marks have been ignored

Session Absences Report

This report can be used to monitor the levels of absence in year groups on a weekly or fortnightly basis, and to monitor the sort of reasons being recorded for absence.

It shows pupil/students who have authorised or unauthorised absence marks within the selected date range. If the **Value Range** is set to **Any**, totals for the group (broken down by code) are shown at the end of the report.

Options are available to include additional information: **Show Phone and Address Details** (telephone and address) and **Show Parental Contacts** (contact name, contact relationship and contact telephone number).

1. Select **Reports | Attendance | Selected Pupil (or Student) Reports | Session Absences Report** to display the **Session Absences Report** browser.

The screenshot shows the 'Session Absences Report' browser interface. At the top, there is a title bar with 'Session Absences Report', a search icon, a print icon, and 'Help' and 'Close' buttons. Below the title bar, there are fields for 'From' (03/09/2007) and 'to' (16/04/2008), with 'AM' and 'PM' dropdown menus. A 'Group Type' dropdown menu is set to 'Whole School'. A 'Title' field contains 'Session Absences'. There are two main sections: 'Value Range' with radio buttons for 'Any', 'At least', 'Exactly', and 'Less than', each with an adjacent input field and the word 'absences'; and 'Report Content' with checkboxes for 'Show Session & Marks Details' (checked), 'Show Phone & Address Details', and 'Show Parental Contacts'. Below these sections is a table with columns 'Short Name', 'Description', and 'Group Type'. The table contains one row: 'Whole School Selected'. At the bottom left, there are 'Select All' and 'Deselect All' buttons.

2. A date and session range of 'from the start of the academic year AM to yesterday PM' is displayed by default.
3. To change the date range, enter the required dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
4. The sessions can also be changed by selecting from the drop-down lists.
5. By default, the **Group Type** is displayed as **Whole School**. If a different group type is required, select the group from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.
6. A default **Title** (i.e. **Session Absences**) is displayed, which can be edited if required.
7. Specify the **Value Range** by selecting the required radio button and entering a value in the adjacent field.
8. Those pupil/students who have the specified number of absences (within the selected date range) are included in the report.
9. Double-click the required group name, e.g. **ELM**, or highlight the group name, then click the **Print** button to display the **Run a Screen Based Report** dialog. To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

10. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Session Absences				
Period: 03/09/2007 AM to 16/04/2008 PM				
Scope: Whole School				
Value Range: Any Absences				
Name	Reg	Total	Session	Mark
Abu-Koash, Frederik	6VC	48	04/09/2007 AM	H
			04/09/2007 PM	H
			05/09/2007 AM	H
			05/09/2007 PM	H
			06/09/2007 AM	H
Yoo, Li Sung	3TO	4	06/09/2007 AM	U
			30/10/2007 AM	U
			17/12/2007 AM	U
			18/12/2007 AM	U
			19/12/2007 AM	U
Young, Kathryn	6KH	3	30/10/2007 AM	U
			18/12/2007 AM	U
			19/12/2007 AM	U
Zabidi, Mohomed	2GH	3	30/10/2007 AM	U
			18/12/2007 AM	U
			19/12/2007 AM	U
Ziglio, Emily	4ES	2	30/10/2007 AM	U
			19/12/2007 AM	U
146 pupils		5925		
13 Missing marks have been ignored				
Totals for Whole School				
C	Other authorised circumstances	160		
E	Excluded (no alt provision made)	14		
F	Extended family holiday (agreed)	36		
G	Family Holiday (not agreed)	144		
H	Annual family holiday (agreed)	140		
I	Illness (not med/dental appoints.)	4992		
M	Medical/Dental appointments	72		
N	No reason yet provided for absence	281		
O	Unauthorised circumstances	2		
R	Religious observance	12		
U	Late (after registers closed)	72		

First Day of Absence Report

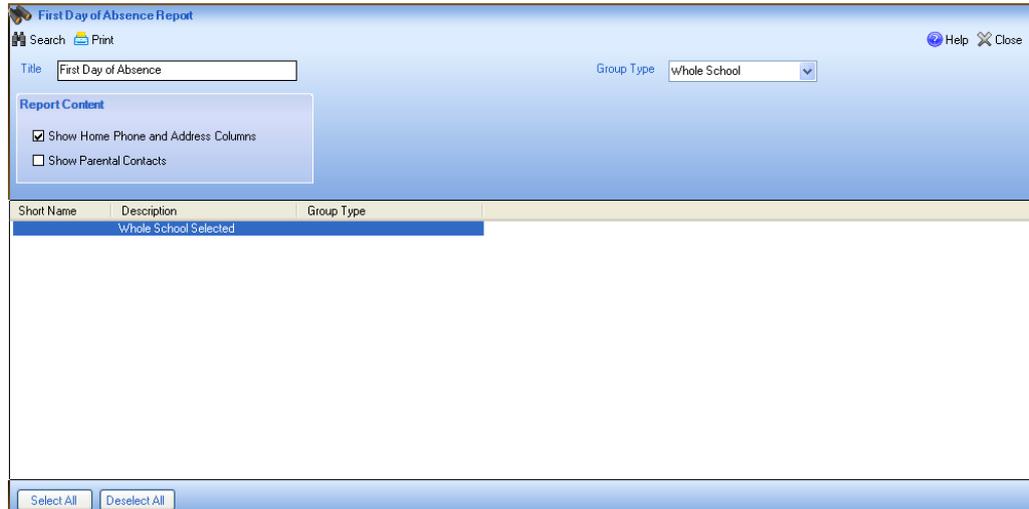
The purpose of this report is to find pupil/students who have started an unexplained absence today. This information enables the absence to be investigated immediately, to ensure the safety of pupil/students and to help combat truancy. Although other reports list pupil/students who are absent today, this report has the specific functionality to show new unexplained absence.

If a reason for absence, e.g. sickness, has been recorded for today, it is not shown on this report. The report is only for unexplained absence that started today, i.e. the pupil/student was either in school yesterday or absent from school yesterday but with a known reason, e.g. holiday.

If a pupil/student has been away from school, e.g. on holiday or due to illness, and is due back today but has not returned, they are shown on this report.

The pupil/student's home telephone number and address, and parental contact details can be shown on the report, if required.

1. Select **Reports | Attendance | Selected Pupil (or Student) Reports | First Day of Absence Report** to display the **First Day of Absence Report** browser.



2. By default, the **Group Type** is displayed as **Whole School**. If a different group type is required, select the group from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.
3. A default **Title** (i.e. **First Day of Absence**) is displayed, which can be edited if required.
4. To **Show Home Phone** and **Address Columns**, select the associated check box.
5. To **Show Parental Contacts**, select the associated check box.
6. Double-click the required group name, e.g. **ELM**, or highlight the group name, then click the **Print** button to display the **Run a Screen Based Report** dialog. To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.
7. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

First Day of Absence			
Date:	02/06/2008		
Scope:	Whole School		
Name	Reg	Home Phone	Address
Agathocleous, Stelios	2GH	00434 0013091	91 Long Way Lesstown Waysford Wayshire XX1 WW2
Estrada, Eric	2GH		22 Short Way Lesstown Waysford Wayshire XX1 WW2
2 pupils			
408 pupils have missing marks			

Unexplained Absence Report

This report shows pupil/students who have unexplained absences (code **N**) within the selected date range. Like the **Session Absences** report, this report can be used by school staff and Education Welfare Officers when following up reasons for absence. It can also be useful when monitoring levels of unexplained absence before the code is changed to **O** (Unauthorised Absence).

By default, a column showing session details, e.g. 07/01/2008 PM, is included in the report. However, it can be deselected, if not required.

Options are also available to include additional information: **Show Phone and Address Columns** (telephone and address) and **Show Parental Contacts** (contact name, contact relationship and contact day telephone number).

1. Select **Reports | Attendance | Selected Pupil (or Student) Reports | Unexplained Absence Report** to display the **Unexplained Absence Report** browser.

Short Name	Description	Group Type
	Whole School Selected	

2. A date and session range of 'from the start of the academic year AM to yesterday PM' is displayed by default.
3. To change the date range, enter the required dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
4. The sessions can also be changed by selecting from the drop-down lists.
5. By default, the **Group Type** is displayed as **Whole School**. If a different group type is required, select the group from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.
6. A default **Title** (i.e. **Unexplained Absences**) is displayed, which can be edited if required.
7. Deselect the **Show Session Column**, if not required.
8. To **Show Home Phone** and **Address Columns**, select the associated check box.
9. To **Show Parental Contacts**, select the associated check box.

04/ Producing Selected Pupil/Student Reports

10. Specify the **Value Range** by selecting the required radio button and entering a value in the adjacent field.
11. Those pupil/students who have the specified number of absences, within the selected date range, are included in the report.
12. Double-click the required group name, e.g. **ELM**, or highlight the group name, then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

13. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Unexplained Absences			
Period:		03/09/2007 AM to 16/04/2008 PM	
Scope:		Whole School	
Value Range:		Any absences	
Name	Reg	Total	Session
Ackton, Stanley	ASH	2	07/01/2008 PM 07/01/2008 AM
Affleck, Alexis	PINE	2	07/01/2008 PM 07/01/2008 AM
Aldridge, Courtney	2GH	4	17/01/2008 AM 18/01/2008 AM 17/01/2008 PM 18/01/2008 PM
Aloia, Paolo	ASH	2	07/01/2008 AM 07/01/2008 PM
Aperen, Alexandra	4ES	2	03/03/2008 AM 03/03/2008 PM
Bagnall, Keith	OAK	2	07/01/2008 AM 07/01/2008 PM
Bellini, James	6KH	10	07/01/2008 AM 08/01/2008 AM 09/01/2008 AM 10/01/2008 AM 11/01/2008 AM 07/01/2008 PM 08/01/2008 PM 09/01/2008 PM 10/01/2008 PM 11/01/2008 PM
Bond, Gloria	4ES	2	04/03/2008 PM 04/03/2008 AM
Winsepear, Devon	ELM	2	07/01/2008 AM 07/01/2008 PM
Wise, Jake	ELM	2	07/01/2008 PM 07/01/2008 AM
Wright, Sharna	ASH	2	07/01/2008 AM 07/01/2008 PM
57 pupils		281	

3112 missing marks have been ignored

Joint Absence Detection Report

The aim of this report is to detect pairs or groups of pupil/students who are often away from school for the same sessions.

For example, it is possible to compare Year 3 against the whole school, Year 3 against Year 3 or selected individuals against Year 3.

The pupil/students to be checked (the Leaders) must be selected first before selecting the pupil/students to be matched against (the Follower). The number of sessions of absence they must have in common should also be specified.

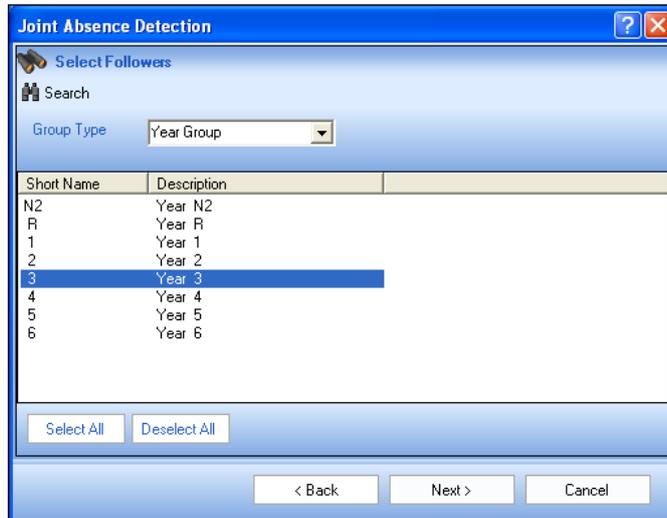
The report is produced in five stages:

- Select the Leader(s) from a selected **Group Type**. The date range is also selected at this stage.
 - Select the Follower(s) from a selected **Group Type**. This **Group Type** can be different from that chosen for the Leader(s).
 - Select the report criteria (the value range, the report title (if different to the default) and whether authorised and/or unauthorised absences should be included).
 - Generate a list of Leaders with number of Followers. A report can be printed at this stage.
 - Generate a list of selected Leaders with names of the Followers. A report, with or without session details, can be printed at this stage.
1. Select **Reports | Attendance | Selected Pupil (or Student) Reports | Joint Absence Detection Report** to display the **Select Leaders** page of the **Joint Absence Detection** wizard.

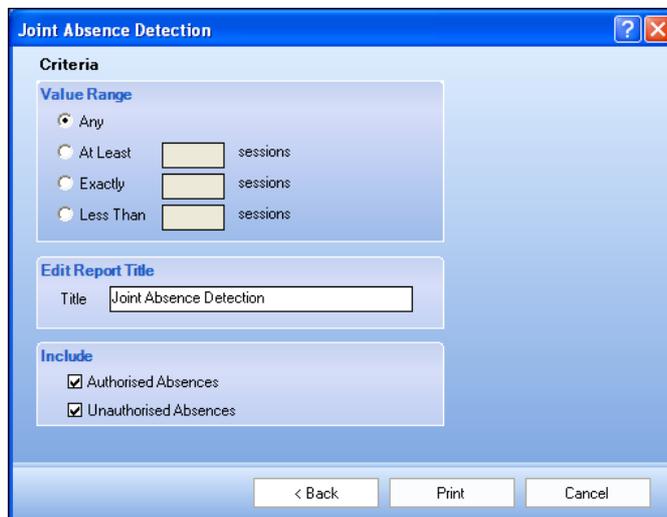
Name	Year Group	Reg. Group	House	Gender	
Barr, Wendy	1	ASH		Female	<input type="checkbox"/>
Bartlett, Katie	6	6KH		Female	<input type="checkbox"/>
Bashir, Karina	6	6KH		Female	<input type="checkbox"/>
Basra, Jilna	3	3TD		Female	<input type="checkbox"/>
Bauer, Edwin	6	6VC		Male	<input type="checkbox"/>
Beede, Karl	6	6KH		Male	<input type="checkbox"/>
Begum, Raghbir	6	6VC		Male	<input type="checkbox"/>
Bellini, James	6	6KH		Male	<input type="checkbox"/>
Berito, Eduardo	5	5DT		Male	<input type="checkbox"/>
Bland, Rodney	3	3TD		Male	<input type="checkbox"/>

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Individual Students**. If a different group type is required, select the group from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.

4. Highlight the required names or group name.
To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button can also be used if required.
5. Click the **Next** button to display the **Select Followers** page.



6. By default, **Year Group** is displayed as the **Group Type**. If a different group type is required, select the group from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.
7. Highlight the required group name(s).
To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button can also be used if required.
8. Click the **Next** button to display the **Criteria** page.



9. Specify the **Value Range** by selecting the required radio button and entering a value in the adjacent field.

The selected Leaders who have been absent, at the same time as the selected Followers, for the specified number of sessions, within the selected date range, will be included in the report.

10. A default **Title** (i.e. **Joint Absence Detection**) is displayed, which can be edited if required.
11. Deselect the **Authorised Absences** or **Unauthorised Absences** check box, if not required. One type of absence must be selected.
By default, authorised and unauthorised absences are included in the report.
12. Click the **Print** button to display the **List of "leaders" with number of "followers"** page.

Displayed is a list of the selected Leaders, their registration group, the total number of absences the Leader has in common with the Followers, the number of pupil/students who have absences in common with the Leader and the maximum number of sessions in common with the Leader.

Name	Reg	Absences	Names in Common	Max no. of sessions in common
Bland, Rodney	3T0	75	11	61

13. To generate a report based on all records displayed, click the **Print** button to display the **Run a Screen Based Report** dialog.
Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Joint Absence Detection				
Stage 1 : List of "leaders" with number of "followers".				
Period : 03/09/2007 AM 21/04/2008 PM				
Value Range : Any number of sessions				
Scope : "Leaders" group Individual Students "Followers" group 3				
Including Authorised and Unauthorised Absences				
Name	Reg	Absences	Names in common	Max no. of sessions in common
Bland, Rodney	3T0	75	11	61

- Alternatively, highlight the required Leaders you want to see matches for, then click the **Show Matches** button to display the **Selected "leaders" with names of "followers"** page.

Displayed is a list of selected Leaders and the names of pupil/students who are deemed to be Followers. Registration group and the number of sessions that each Follower has in common with the Leader are also displayed.

Name	Reg	No. of sessions in common
Bland, Rodney	3TO	75 Absences
Burlison, Angus	3CB	61
Burnside, Francesca	3CB	57
Candy, Milly	3CB	30
Candy, Molly	3TO	30
Araujo, Hitesh	3CB	25
Dawson, Leigh	3TO	24
Candy, Mandy	3CB	20
Amiel, Tanzeel	3TO	10
Caldwell, Ley	3CB	9
Sattar, Abdul	3CB	1
Yoo, Li Sung	3TO	1

- To generate a report based on all records displayed, click the **Print** button. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Joint Absence Detection		
Stage 2 : Selected "leaders" with names of "followers".		
Period : 03/09/2007 AM 21/04/2008 PM		
Value Range : Any number of sessions		
Scope : "Leaders" group Individual Students "Followers" group 3		
Including Authorised and Unauthorised Absences		
Bland, Rodney	3TO	75 Absences
Name	Reg	No. of sessions in common
Burlison, Angus	3CB	61
Burnside, Francesca	3CB	57
Candy, Milly	3CB	30
Candy, Molly	3TO	30
Araujo, Hitesh	3CB	25
Dawson, Leigh	3TO	24
Candy, Mandy	3CB	20
Amiel, Tanzeel	3TO	10
Caldwell, Ley	3CB	9
Sattar, Abdul	3CB	1
Yoo, Li Sung	3TO	1

16. To generate a report that includes session details (day, session and date, mark and Leader's mark), highlight one or more Followers, then click the **Show Sessions** button.

"Leader"		Bland, Rodney	3TO	75 Absences		
Name	Reg	No. of sessions in common		Mark	Leader's Mark	
Burlison, Angus	3CB	61	Tue AM 04/09/2007			
			Tue PM 04/09/2007			
			Wed AM 05/09/2007			
			Wed PM 05/09/2007			
			Thu AM 13/09/2007			
			Thu PM 13/09/2007			
			Fri AM 14/09/2007			
			Fri PM 14/09/2007			
			Wed AM 26/09/2007			

Sibling Absence Detection Report

For this report, SIMS searches for any siblings of the selected pupil/student(s) and checks for any absences they have in common. The report is particularly useful for highlighting parentally condoned absences.

The report is produced in three stages:

- Select the Leader(s) from a selected **Group Type**. The date range is also selected at this stage.
 - Select the report criteria (the value range, the report title (if different to the default) and whether authorised and/or unauthorised absences should be included).
 - Run the report. One or more records, with or without session details can be printed.
1. Select **Reports | Attendance | Selected Pupil (or Student) Reports | Sibling Absence Detection Report** to display the **Select Leaders** page of the **Sibling Absence Detection** wizard.

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Whole School**. If a different group type is required, select the group from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.
4. Highlight the required group name or names.
To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button can also be used if required.
5. Click the **Next** button to display the **Criteria** page.

The screenshot shows a dialog box titled "Sibling Absence Detection" with a blue header and standard window controls. The main area is divided into three sections: "Criteria", "Edit Report Title", and "Include".

- Criteria:** Under "Value Range", there are four radio buttons: "Any" (selected), "At Least", "Exactly", and "Less Than". Each of the last three has an adjacent text input field and the word "sessions" to its right.
- Edit Report Title:** A "Title" label is followed by a text input field containing the text "Sibling Absence Detection".
- Include:** Two checkboxes are present: "Authorised Absences" and "Unauthorised Absences", both of which are checked.

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

6. Specify the **Value Range** by selecting the required radio button and entering a value in the adjacent field.
The selected Leaders who have been absent at the same time as their siblings, for the specified number of sessions and within the selected date range, will be included in the report.
7. A default **Title** (i.e. **Sibling Absence Detection**) is displayed, which can be edited if required.
Deselect the **Authorised Absences** or **Unauthorised Absences** check box, if not required. One type of absence must be selected.
By default, authorised and unauthorised absences are included in the report.
8. Click the **Next** button.

SIMS searches the whole school for siblings who have the same absences as the selected Leader(s). The results are displayed in the third page of the wizard. Leaders can be identified by the word **Absences** in the **No. of sessions in common** column.

Name	Reg	No. of sessions in common
Amiel, Tanzeel	3TO	88 Absences
Adedeji, Payal	2JB	72
Andrews, Josh	5BB	88 Absences
Andrews, Paul	0AK	58
Andrews, Paul	0AK	65 Absences
Andrews, Josh	5BB	58
Candy, Mandy	3CB	62 Absences
Candy, Milly	3CB	62
Candy, Molly	3TO	62
Candy, Milly	3CB	94 Absences
Candy, Molly	3TO	94
Candy, Mandy	3CB	62
Candy, Molly	3TO	94 Absences
Candy, Milly	3CB	94
Candy, Mandy	3CB	62
Harvey, Emma	4ES	12 Absences
Harris, John	4ES	4
Williams, Jake	3CB	1 Absences
Williams, Robert	4SL	1
Williams, Robert	4SL	2 Absences

Print < Back Show Sessions Cancel

9. To generate a report based on all records found, click the **Print** button.

Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Sibling Absence Detection		
Selected "leaders" with names of "siblings".		
Period : 03/09/2007 AM 21/04/2008 PM		
Value Range : Any number of sessions		
Including Authorised and Unauthorised Absences		
Candy, Molly	3TO	94 Absences
Name	Reg	No. of sessions in common
Candy, Milly	3CB	94
Candy, Mandy	3CB	62
Sibling Absence Detection		
Selected "leaders" with names of "siblings".		
Period : 03/09/2007 AM 21/04/2008 PM		
Value Range : Any number of sessions		
Including Authorised and Unauthorised Absences		
Harvey, Emma	4ES	12 Absences
Name	Reg	No. of sessions in common
Harris, John	4ES	4

- To generate a report that includes session details (day, session and date, mark and Leader's mark), highlight one or more siblings, then click the **Show Sessions** button.

"Leader" Candy, Mandy		3CB		62 Absences		
Name	Reg	No. of sessions in common		Mark	Leader's Mark	
Candy, Milly	3CB	62	Tue AM 04/09/2007	G	G	
			Tue PM 04/09/2007	G	G	
			Wed AM 05/09/2007	G	G	
			Wed PM 05/09/2007	G	G	
			Thu AM 06/09/2007	G	G	
			Thu PM 06/09/2007	G	G	
			Fri AM 07/09/2007	G	G	
			Fri PM 07/09/2007	G	G	
			Mon AM 10/09/2007	I	I	
			Mon PM 10/09/2007	I	I	
			Tue AM 11/09/2007	I	I	

Broken Weeks Report

This report lists pupil/students who have absence codes (authorised or unauthorised) for one or more sessions in a school week. Sufficient information is shown on the report to alert the Head of Year, Education Welfare Officer, etc. to pupil/students who may need closer monitoring.

For those pupil/students causing concern, a **Registration Certificate** can be printed. This comprehensive report shows all attendance marks and includes an option to show pupil/student's details (please see *Registration Certificate Report* on page 5).

The Broken Weeks report lists the number of broken weeks along with the pupil/student's name and registration group.

NOTE: Approved Educational Activity codes are ignored in this report, because although not at school, the pupil/student was in the intended location.

- Select **Reports | Attendance | Selected Pupil (or Student) Reports | Broken Weeks Report** to display the **Broken Weeks Report** browser.

2. A default date range of 'from first week of school year to last complete week is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the Calendar **buttons** and select the required dates.
3. By default, the **Group Type** is displayed as **Whole School**. If a different group type is required, select the group from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Broken Weeks**) is displayed, which can be edited if required.
5. Specify the **Value Range** by selecting the required radio button and entering a value in the adjacent field.
Those pupil/students who have the specified number of broken weeks, within the selected date range, are included in the report.
6. Double-click the required group name, e.g. **ELM**, or highlight the group name, then click the **Print** button to display the **Run a Screen Based Report** dialog.
To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

04 | Producing Selected Pupil/Student Reports

- Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Broken Weeks		
Period: w/b 03/09/2007 to w/b 02/06/2008 (40 weeks)		
Scope: Whole School Value Range: Any broken weeks		
Name	Reg	Broken Weeks
Abu-Koash, Frederik	6VC	15
Ackton, Stanley	ASH	27
Adedeji, Payal	2JB	26
Affleck, Alexis	PINE	1
Agathocleous, Stelios	2GH	1
Ahmad, Arfa	4ES	27
Aldridge, Courtney	2GH	27
Allcroft, Catherine	6KH	27
Allen, Megan	6VC	16
Aloia, Paolo	ASH	28
Amiel, Tanzeel	3TO	27
Anderson, Jacob	6KH	25
Andrews, Josh	5BB	25
Andrews, Paul	OAK	25
Aperen, Alexandra	4ES	26
Araujo, Hitesh	3CB	26
Warner-Ewers, Janet	ELM	1
Wearne, Michelle	4ES	1
Williams, Jake	3CB	1
Williams, Robert	4SL	2
Windsor, Elizabeth	OAK	1
Winsepear, Devon	ELM	3
Winters, Elaine	6VC	2
Wise, Jake	ELM	1
Wright, Sharna	ASH	1
Yates, Paul	OAK	3
Yates, Petra	5BB	3
Yip, Sang	2GH	3
Yoo, Li Sung	3TO	2
Young, Kathryn	6KH	2
Zabidi, Mohomed	2GH	2
Ziglio, Emily	4ES	2
148 pupils		1852

9897 Missing marks have been ignored

Missed Curriculum Report

The purpose of this report is to assist staff in monitoring the number of sessions missed by pupil/students. It does not include pupil/students who were late before registration closed.

For each period shown on the report a subject code and teacher code are shown.

NOTE: To ensure that classes are available for selection, the Timetable must be applied.

1. Select **Reports | Attendance | Selected Pupil (or Student) Reports | Missed Curriculum Report** to display the **Missed Curriculum Report** browser.

Short Name	Description	Group Type
Whole School	Selected	

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Whole School**. If a different group type is required, select the group from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Missed Curriculum**) is displayed, which can be edited if required.
5. Specify the **Value Range** by selecting the required radio button and entering a value in the adjacent field.
Those pupil/students who have the specified number of missed sessions, within the selected date range, are included in the report.
6. Double-click the required group name, e.g. **ELM**, or highlight the group name, then click the **Print** button to display the **Run a Screen Based Report** dialog.
To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.
7. Select the required print criteria (please see *Running a Screen Based Report* on page 93) and click the **OK** button to produce the report.

Pupils/Students with Chosen Code Report

This report lists all the pupil/students in the selected group type and date range for the selected code(s).

1. Select **Reports | Attendance | Selected Pupil (or Student) Reports | Pupil (or Student) with Chosen Code Report** to display the **Pupils/Students with Chosen Code Report** browser.

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Whole School**. If a different group type is required, select the group from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Pupil/Student with Chosen Code**) is displayed, which can be edited if required.
5. Specify the **Value Range** by selecting the required radio button and entering a value in the adjacent field.

Those pupil/students who have the specified number of sessions where the specified code(s) have been recorded, within the selected date range, are included in the report.

6. In the **Order By** panel, specify the required order of the report data by selecting either the **Name** or **Number of Sessions** radio button.

7. In the **Codes** panel, select either the **Group Codes** or **Individual Codes** radio button.

By default, the report shows **Individual Codes**. If this is appropriate to the report being produced, select one or more codes from the **Codes** panel by selecting the check box(s) adjacent to the required code(s).

If group codes, i.e. present, approved educational activity, authorised absence or unauthorised absences, are required on the report, select the **Group Codes** radio button. A list of options is displayed. Select one or more of the options by selecting the check box(s) adjacent to the required group code.

8. Double-click the required group name, e.g. **ELM**, or highlight the group name, then click the **Print** button to display the **Run a Screen Based Report** dialog. To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.
9. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Pupils with Chosen Code			
Code:	/ Present (AM)		
Period:	03/09/2008 to 13/04/2009		
Scope:	Whole School	Value Range: Any sessions	
Name	Reg	Sessions	
Abu-Koash, Frederik	6VC	50	
Ackton, Stanley	ASH	86	
Ackton, William	3TO	128	
Acton, Jordan	AM	129	
Acton, Samantha	ELM	129	
Adejeji, Payal	2JB	87	
Affleck, Alexis	PINE	128	
Agathocleous, Stellos	2GH	129	
Anderson, ...	6KH		
...ers, Elaine		46	
Wise, Jake	ELM	128	
Woods, Jodi	PM	129	
Wright, Scott	OAK	129	
Wright, Sharma	ASH	128	
Xavier, Francis	ELM	129	
Yates, Paul	OAK	83	
Yates, Petra	5BB	84	
Yetingcoff, Hetty	ASH	129	
Yip, Sang	2GH	84	
Yoo, Li Sung	3TO	88	
Zabidi, Mohamed	2GH	96	
Zabriski, Penny	OAK	129	
Ziglio, Emily	4ES	105	
439 pupils		50855	

Minutes Late Report

This report lists the recorded incidents when the selected pupil/students arrived late for registration within the specified date range.

The total minutes late for each pupil/student are also shown.

1. Select **Reports | Attendance | Selected Pupil (or Student) Reports | Minutes Late Report** to display the **Late Minutes Report** browser.

2. A default date range of 'from one month ago to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Whole School**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Minutes Late Report**) is displayed, which can be edited if required.
5. Double-click the required group, or highlight the group, then click the **Print** button to display the **Run a Screen Based Report** dialog.
6. To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.
7. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Minutes Late Report						
Date Range: 01/05/2008 to 02/06/2008			Sessions			
Scope: Whole School Selected						
Subjects : All						
Name	Reg	Total	Date	Description	Mins	
Bandaras, Jose	2GH	10	02/06/2008 AM	Registration	10	
Kabir, Raheel	2GH	5	02/06/2008 AM	Registration	5	

Comments Report

This report lists comments recorded in the attendance register for a group of pupil/students over a date range.

The following are examples of how the report can be used:

- Any member of staff, who has appropriate permissions (i.e. read-right access to the attendance register), can use the report to view comments entered by themselves and others (**All Staff**).

*NOTE: The definition of **All Staff** is all members of staff who have permission to enter comments into the attendance register.*

- Registration tutors can use the report to view all the comments entered in all session registers for pupil/students in their group.
- Any member of staff, who has appropriate permissions, can use the report to view all comments entered for all sessions by a particular registration tutor.
- Any member of staff, who has appropriate permissions, can use the report to view all comments for all sessions for an individual pupil/student.

- Select **Reports | Attendance | Selected Pupil (or Student) Reports | Comments Report** to display the **Comments Report** browser.

Short Name	Description
PM	PM
AM	AM
ELM	ELM
PINE	PINE
ASH	ASH
OAK	OAK
2JB	2JB
2GH	2GH
3TO	3TO
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5DT	5DT

- A default date range of 'from one month ago to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
- By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96).
- Click the **Search** button to refresh the display. This ensures that the correct data for the specified date range is included in the report.
- A default **Title** (i.e. **Comments Report**) is displayed, which can be edited if required.
- By default, comments by **All Staff** are included in the report. To produce a report that lists comments entered by an individual member of staff only, select their name from the **Comments by** drop-down list.

7. Double-click the required group name, e.g. **ELM**, or highlight the group name, then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

8. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Comments Report					
Date Range: 11/07/2011 to 11/08/2011			Sessions		
Scope: Reg Group 2JB			Comments by: All Staff		
Name	Reg	Period	Class	Teacher	Comment
Andrews, Jasmine	2JB	15/07/2011 PM		U two	Jasmine will be leaving school 30 mins early today. Mrs Andrews (mother) to pick her up.
Baker, Jade	2JB	11/07/2011 AM		U two	School bus was late.
Chapman, Susan	2JB	14/07/2011 AM		U two	Susan forgot here homework again.
Freewater, John	2JB	11/07/2011 AM		U two	School bus was late.
Smith, Trinity	2JB	11/07/2011 AM		U two	Mr Smith's car would not start.
Torres, Fernando	2JB	13/07/2011 AM		U two	Fernando forgot his sports kit.

Meal List Report

This report enables schools to provide the school kitchen with the number of pupil/students who require school meals for that day. It is also possible to include other meal types in the report such as **Packed Lunches** or **Home**.

The report is normally based on today's AM attendance marks (**/**, **** and **L**) but can be run for any date or session.

There are two versions of the report; Summary and Detailed.

The Summary report displays the all possible Meal Codes, Meal Descriptions, number of pupil/students Present and the number of pupil/students eligible for Free School Meals.

The Detailed report displays the Summary, based on the selected Meal Types, at the top of the report. This is followed by a list of pupil/student's names, their Year and Registration Group, Meal Code, Attendance Mark and eligibility for Free School Meals.

1. Select **Reports | Attendance | Selected Pupil (or Student) Reports | Meal List Report** to display the **Meal List Report** browser.

Short Name	Description	Group Type
	Whole School Selected	

2. Today's date is displayed by default. If a different date is required, enter the appropriate date in the **Date** field or click the **Calendar** button and select the required date.
3. The **AM** session is displayed by default. If you wish to run a report based on PM sessions, select **PM** from the drop-down list.
4. By default, the **Group Type** is displayed as **Whole School**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96).
5. Click the **Search** button to refresh the display.
6. A default Title is displayed, which can be edited if required.

The method used to complete the report now varies depending on whether a Summary or Detailed report is required.

Meal List Summary Report

1. Double-click the required group name, e.g. **Whole School**, or highlight the group name, then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

2. Select the required print criteria (please see *Running a Screen Based Report* on page 93) and click the **OK** button to produce the report.

Meal List Report			
Session: 26/01/2010 AM			
Scope: Whole School			
Number of Pupils/Students with / \ L			
Meal Code	Meal Description	Present	Free School Meal
	No Meal Code	89	27
SM	School Meal	174	43
PL	Packed Lunch	36	12
HO	Home	63	17
AB	Absent	0	0
OS	Other School	0	0
CC	Cash Cafeteria	0	0
28 Missing marks have been ignored			

Meal List Detailed Report

1. To print the Meal List Detailed report, select the **View Meal List Summary** check box. Additional options are displayed.

2. Select either the **Name** or **Meal Code** radio button depending on the order in which you wish the content of the report to be displayed.
3. The meal types that you wish to be included in the report can be specified by ensuring that the appropriate **Student Meal Types** check boxes are selected.
4. Double-click the required group name, e.g. **Whole School**, or highlight the group name, then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

5. Select the required print criteria (please see *Running a Screen Based Report* on page 93) and click the **OK** button to produce the report.

Meal List Report				
Session: 26/01/2010 AM				
Scope: Whole School				
Number of Pupils/Students with / \ L				
Meal Code	Meal Description	Present	Free School Meal	
	No Meal Code	89	27	
SM	School Meal	174	43	
PL	Packed Lunch	36	12	
HO	Home	63	17	
AB	Absent	0	0	
OS	Other School	0	0	
CC	Cash Cafeteria	0	0	

Name	Yr+Reg	Meal Code	Attendance Mark	Eligible for FSM
Abraham, Jane	PINE		/	Y
Ackton, William	5BB		/	N
Adams, Adam	ASH		/	Y
Affleck, Alexis	3CB	SM	/	Y
Ahmad, Arfa	6VC	SM	/	N
Ahmad, Carina	4ES	SM	/	Y
Ahmed, Mohan	6KH	SM	L	Y
Allim, Farah	4SL	SM	/	Y
Amos, Silv	2GH	HO	/	N
Amos, Stephanie	2GH	SM	/	Y
Anderson, Jacob	6VC	SM	L	N
Anderson, Neo	PINE		/	Y
Andrews, Jasmine	ELM		/	Y
Andrews, Paul	2CH	SM	/	N

05/ Producing Group Reports

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Group Analysis by Attendance Category Report

This report is primarily for senior and pastoral managers, e.g. registration tutors, Heads of Year, etc.

Each group analysis is shown on a separate line. The analysis includes total sessions are shown for **Presents**, **AEA** (Approved Educational Activity), **Authorised Absences**, **Unauthorised Absences**, **Possible** and **% Attendance**.

The data contained in the report can be restricted by specifying a date of birth range. Options to show girls and boys separately in two separate tables, and show data as number of sessions or percentage of sessions are available.

1. Select **Reports | Attendance | Group Reports | Group Analysis by Attendance Category Report** to display the **Group Analysis by Attendance Category** browser.

2. A default date range of 'from one month ago to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.



Calendar Button

3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Group Analysis by Attendance Category**) is displayed, which can be edited if required.
5. Specify whether you wish to **Show data as** numbers of sessions or percentage of sessions by selecting the **Numbers** or **Percentages** radio button.
6. To **Show Girls and Boys Separately** on the report, select the associated check box.
7. By default, only pupil/students of compulsory school age are included in this report. Therefore, the default date of birth range is:

From 01/09/yyyy (where yyyy is the year of the 31 August preceding the end date of the report minus 16)

To 31/08/yyyy (where yyyy is the year of the 31 August preceding the end date of the report minus 5)

For example, if the end date of the report is 23/09/2009, then the preceding 31 August is 31/08/2009 and so the date of birth range is 01/09/1993 to 31/08/2004.

To change the date of birth range for pupil/students displayed in the report, ensure that the **Restrict by DOB Range** check box is selected, then enter the required dates in the **From** and **To** fields or click the **Calendar** buttons and select the required dates.

The **Restrict by DOB Range** check box can be deselected if this option is not required.

8. Double-click the required group name, e.g. **ASH**, or highlight the group names, then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

9. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Group Analysis by Attendance Category						
Period: 01/09/2009 to 23/09/2009						
Pupils DOB Range: 01/09/1993 - 31/08/2004						
Scope: Reg Group ASH			Number of Sessions			
Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
ASH	30	0	0	2	32	93.8
Totals	30	0	0	2	32	93.8

School Prospectus Analysis Report

This report produces figures that School Governors are required to publish as part of the school prospectus and in their annual report to parents.

The report provides the data that schools are legally obliged to provide for pupil/students of compulsory school age. However, the date of birth range can be edited to include pupil/students of non-school age, if required.

1. Select **Reports | Attendance | Group Reports | School Prospectus Analysis Report** to display the **School Prospectus Analysis Report** browser.

Short Name	Description
PM	PM
AM	AM
ELM	ELM
PINE	PINE
ASH	ASH
OAK	OAK
2IB	2IB
2GH	2GH
3TD	3TD
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5DT	5DT
6VC	6VC
6KH	6KH

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **School Prospectus Analysis**) is displayed, which can be edited if required.
5. To **Show Girls and Boys Separately** on the report, select the associated check box.
6. By default, only pupil/students of compulsory school age are included in this report. Therefore, the default date of birth range is:

From 01/09/yyyy (where yyyy is the year of the 31 August preceding the end date of the report minus 16)

To 31/08/yyyy (where yyyy is the year of the 31 August preceding the end date of the report minus 5)

For example, if the end date of the report is 28/09/2009, then the preceding 31 August is 31/08/2009 and so the date of birth range is 01/09/1993 to 31/08/2004.

To change the date of birth range for pupil/students displayed in the report, ensure that the **Restrict by DOB Range** check box is selected, then enter the required dates in the **From** and **To** fields or click the **Calendar** buttons and select the required dates.

The **Restrict by DOB Range** check box can be deselected if this option is not required.

7. Double-click the required group name, e.g. **ELM**, or highlight the group names, then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

8. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

School Prospectus Analysis							
Period : 01/09/2009 to 28/09/2009							
Reg Group - ELM							
Pupils in DOB Range 01/09/1993 - 31/08/2004							
Group	Total No of Pupils	Authorised Absences			Unauthorised Absences		
		No of Pupils	% of Pupils	% of Sessions	No of Pupils	% of Pupils	% of Sessions
ELM	16	1	6.3	1.6	8	50.0	0.4
Totals	16	1	6.3	1.6	8	50.0	0.4

Group Analysis by Code Report

The number of times each code has been recorded within the specified date range is shown on this report. This enables the monitoring of reasons for absence at either school or group level and the extent of lateness.

The data contained in the report can be restricted by specifying a date of birth range. An option is available that allows girls and boys to be shown in separate tables. Another option allows a key to codes to be shown at the end of the report.

The right-hand column shows the possible session to which a pupil/student could have attended within the selected date range.

1. Select **Reports | Attendance | Group Reports | Group Analysis by Code Report** to display the **Group Analysis by Code Report** browser.

Short Name	Description
PM	PM
AM	AM
ELM	ELM
PINE	PINE
ASP	ASP
OAK	OAK
2JB	2JB
2GH	2GH
3TD	3TD
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5DT	5DT
6VC	6VC
6KH	6KH

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Group Analysis by Code**) is displayed, which can be edited if required.
5. Specify whether you wish to **Show values as** numbers of sessions or percentage of sessions by selecting the **Numbers** or **Percentages** radio button.
6. To **Show Girls and Boys Separately** on the report, select the associated check box.

7. By default, a key to all attendance codes is included at the end of the report. Deselect the **Show Key to Codes** check box if it is not required.
8. By default, only pupil/students of compulsory school age are included in this report. Therefore, the default date of birth range is:

From 01/09/yyyy (where yyyy is the year of the 31 August preceding the end date of the report minus 16)

To 31/08/yyyy (where yyyy is the year of the 31 August preceding the end date of the report minus 5)

For example, if the end date of the report is 23/09/2009, then the preceding 31 August is 31/08/2009 and so the date of birth range is 01/09/1993 to 31/08/2004.

To change the date of birth range for pupil/students displayed in the report, ensure that the **Restrict by DOB Range** check box is selected, then enter the required dates in the **From** and **To** fields or click the **Calendar** buttons and select the required dates.

Restrict by DOB Range

From  To 

The **Restrict by DOB Range** check box can be deselected if this option is not required.

- Double-click the required group name, e.g. **ASH**, or highlight the group names, then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

- Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Group Analysis by Code																									
Period : 01/09/2009 to 23/09/2009																									
Pupils DOB Range: 01/09/1993 - 31/08/2004																									
Reg Group ASH																									
Number of Sessions																									
Group	I	\	B	C	D	E	F	G	H	I	J	L	M	N	O	P	R	S	T	U	V	W	X	-	Poss
ASH	10	16										4								2					32
Totals	10	16										4								2					32
Key to codes																									
/ Present (AM)	I Illness (not med/dental appoints.)	T Traveller absence																							
\ Present (PM)	J Interview	U Late (after registers closed)																							
B Educated off site(not dual reg)	L Late (before reg closed)	V Educational visit																							
C Other authorised circumstances	M Medical/Dental appointments	W Do not use (Primary)																							
D Dual Reg (attending other estab.)	N No reason yet provided for absence	S School closed to pupils & staff																							
E Excluded (no alt provision made)	O Unauthorised circumstances	Y Enforced closure																							
F Extended family holiday (agreed)	P Approved sporting activity	X Non-compulsory school age absence																							
G Family Holiday (not agreed)	R Religious observance	Z Pupil not on roll																							
H Annual family holiday (agreed)	S Do not use (Primary)	- All should attend / No mark recorded																							

Welsh School Performance Information Report

Applicable to Welsh secondary schools only

This report applies to secondary school pupil/students who were aged 11 to 15 on the previous 31 August and who were on roll at any date in the selected date range. The results can be used when compiling official information such as the School Governors' Annual report. It is also useful for monitoring individual absence.

The following data is included in the report:

- **School Performance Information**
 - **School Number**
 - **LEA Number**
 - **Possible sessions**
The number of session that pupil/students are required to attend school during the specified date range.
 - **Number of authorised absences**
The number of authorised absences recorded during the specified date range.

- **Number of unauthorised absences**
The number of unauthorised absences recorded during the specified date range.
 - **Total of all absences**
Sum of authorised and unauthorised absences.
 - **Student Performance Information – Analysis Report**
 - **Period**
Date range specified when the report was produced.
 - **Name**
The names of all pupil/students included in the report are listed individually.
 - **Registration Group**
The registration group that the individual pupil/students is a member of.
 - **Number of authorised absences**
The number of authorised absences recorded for the individual pupil/student during the specified date range.
 - **Number of unauthorised absences**
The number of unauthorised absences recorded for the individual pupil/student during the specified date range.
 - Total number of pupil/students included in the report.
1. Select **Reports | Attendance | Group Reports | Welsh School Performance Information Report** to display the **Welsh School Performance Information Report** browser.

2. A date range, beginning of the current school year to today's date, is displayed by default. To change the date range, enter the required dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. A default **Title** (i.e. **School Performance Information**) is displayed, which can be edited if required.
4. Click the **Print** button to display the **Run a Screen Based Report** dialog.

5. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

School Performance Information / Gwybodaeth Perfformiad Ysgolion	
School Number / Rhif yr Ysgol	4087
LEA Number / Rhif yr Awdurdod Addysg	674
Possible sessions / Sesiynau posib	258
Number of authorised absences / Nifer o absenoldebau awdurdodedig	8683
Number of unauthorised absences / Nifer o absenoldebau anawdurdodedig	2148
Total of all absences / Cyfanswm yr holl absenoldebau	10831

School Performance Information - Analysis Report			
Period: 03/09/2008 to 07/04/2009			
Name	Reg	Authorised	Unauthorised
Abbot, Benjamin	10A	122	15
Abbot, Clarissa	8A	106	6
Abbot, James	7C	0	0
Abdelkoder, Mohamed	9C	0	0
Able, Benjamin	8A	96	6
Ablett, Michael	11E	97	26
Abu-Koash, Frederik	8C	0	0
Ackroyd, Marcus	7B	105	2
Ackroyd, Mary	7B	105	2
Adair, Geoffrey	8B	111	2
Adam, Briony	10C	47	1
Adams, James	9A	0	0
Adams, Louise	8C	105	2
Adams, Owen	9C	107	2
Addison, Avril	8D	0	0
Young, Ben	7F	0	41
Young, Carl	10E	0	0
Yusefi, Yeshua	10B	0	0
Zainol, Otilie	10D	0	40
Ziglio, Ben	8F	0	32
Ziglio, Emily	8E	0	29
Zog, Simon	7A	0	0
831 pupils		8683	2148

Group Session Summary Report

This compact report shows the total possible attendance, for the selected criteria, broken down into attendance, authorised absences, unauthorised absences and possible attendance. This information is followed by a list of approved education activities, lates before registration closed, lates after registration closed and unexplained absences.

The report can be run for any date range including a single session.

Before producing summary reports, it is advisable to ensure that all unexplained absences have been dealt with. If any changes are made to the attendance records after a summary report has been created, the report should be produced again and the original report deleted.

1. Select **Reports | Attendance | Group Reports | Group Session Summary Report** to display the **Group Session Summary Report** browser.

Short Name	Description
PM	PM
AM	AM
ELM	ELM
PINE	PINE
ASH	ASH
OAK	OAK
2JB	2JB
2GH	2GH
3TO	3TO
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5DT	5DT
6VC	6VC
6KH	6KH

2. A date and session range of 'from the start of the academic year AM to yesterday PM' is displayed by default.
To change the date range, enter the required dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
The sessions can also be changed by selecting from the drop-down lists.
3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96), then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Group Session Summary**) is displayed, which can be edited if required.
5. To **Show Girls and Boys Separately** on the report, select the associated check box.
6. Double-click the required group name, e.g. **ELM**, or highlight the group names, then click the **Print** button to display the **Run a Screen Based Report** dialog.
To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

7. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Group Session Summary		
Period:	03/09/2007 AM to 16/04/2008 PM	
Scope:	Reg Group PM	
	Sessions	%
Attendances	4050	98.1
Authorised absences	73	1.8
Unauthorised absences	5	0.1
Possible Attendance	4128	
Including		
Approved Educational Activity	0	0.0
Lates before reg closed	35	0.8
Lates after reg closed	1	0.0
Unexplained absences	0	0.0

Group Weekly Analysis Report

This report is particularly useful for monitoring the attendance of a group on a week by week basis. One week can be compared with another as the year progresses.

The report output can be optionally restricted to include the number and/or percentage of attendance, authorised absences and unauthorised absences for pupil/students within a specified date range. There is also the option to restrict the report to include pupil/students of compulsory school age.

1. Select **Reports | Attendance | Group Reports | Group Weekly Analysis Report** to display the **Group Weekly Analysis Report** browser.

2. A default week range of 'from the first week of the academic year to the last complete week up to today' is displayed. If a different date range is required, enter the appropriate dates in the **From w/b** and **to w/b** fields or click the **Calendar** buttons and select the required dates.

3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Group Weekly Analysis**) is displayed, which can be edited if required.
5. To **Show Girls and Boys Separately** on the report, select the associated check box.
6. Specify whether you wish to **Show Data As** numbers of sessions or percentage of sessions by selecting the **Numbers** or **Percentages** radio button.
7. By default, only pupil/students of compulsory school age are included in this report. Therefore, the default date of birth range is:

From 01/09/yyyy (where yyyy is the year of the 31 August preceding the end date of the report minus 16)

To 31/08/yyyy (where yyyy is the year of the 31 August preceding the end date of the report minus 5)

For example, if the end date of the report is 28/09/2009, then the preceding 31 August is 31/08/2009 and so the date of birth range is 01/09/1993 to 31/08/2004.

To change the date of birth range for pupil/students displayed in the report, ensure that the **Restrict by DOB Range** check box is selected, then enter the required dates in the **From** and **To** fields or click the **Calendar** buttons and select the required dates.

The **Restrict by DOB Range** check box can be deselected if this option is not required.

8. Double-click the required group name, e.g. **ASH**, or highlight the group names, then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

9. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Group Weekly Analysis			
Period: w/b 31/08/2009 to w/b 28/09/2009			
Pupils DOB Range: 01/09/1993 - 31/08/2004			
Reg Group ASH		Percentages	
w/b	Attendances	Authorised Absences	Unauthorised Absences
31/08/2009	83.3	0.0	16.7
07/09/2009	90.0	0.0	10.0
14/09/2009	100.0	0.0	0.0
21/09/2009	100.0	0.0	0.0
28/09/2009	100.0	0.0	0.0

Group Analysis by AM/PM Report

This report enables you to analyse attendance by AM/PM sessions.

The report shows group name, present, approved educational activity, authorised, unauthorised and possible session marks. The right-hand column shows both AM and PM attendance expressed as a percentages.

1. Select **Reports | Attendance | Group Reports | Group Analysis by AM/PM Report** to display the **Group Analysis by AM/PM Report** browser.

Short Name	Description
PM	PM
AM	AM
ELM	ELM
PINE	PINE
ASH	ASH
OAK	OAK
2JB	2JB
2GH	2GH
3TO	3TO
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
5DT	5DT
6VC	6VC
6KH	6KH

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Group Analysis by AM/PM**) is displayed, which can be edited if required.

5. To **Show Girls and Boys Separately** on the report, select the associated check box.
6. Specify whether you wish to **Show values as** numbers of sessions or percentage of sessions by selecting the **Numbers** or **Percentages** radio button.
7. Double-click the required group name, e.g. **ELM**, or highlight the group names, then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

8. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Group Analysis by AM/PM												
Period: 03/09/2007 to 16/04/2008												
Reg Group PM												
											Number of Sessions	
Group	Present		AEA		Authorised		Unauthorised		Possible		%Attend	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
PM	2024	2026	0	0	37	36	3	2	2064	2064	98.1	98.2
Totals	2024	2026	0	0	37	36	3	2	2064	2064	98.1	98.2

Group Analysis by Session in Week Report

This report enables a group's attendance, e.g. **Whole School** or **Year Group**, to be analysed over a week by each session.

One or more categories, i.e. **Present**, **AEA** (Approved Educational Activity) **Authorised** absence or **Unauthorised** absence, can be selected for inclusion in this report.

The **All Week** column displayed on the right-hand side of the report, shows the totals for the sessions being counted.

1. Select **Reports | Attendance | Group Reports | Group Analysis by Session in Week Report** to display the **Group Analysis by Session in Week Report** browser.

Short Name	Description
PM	PM
AM	AM
ELM	ELM
PINE	PINE
ASH	ASH
OAK	OAK
2JB	2JB
2GH	2GH
3TD	3TD
3CB	3CB
4ES	4ES
4SL	4SL
5BB	5BB
EDT	EDT

2. A default date range of 'from the start of the academic year to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.
3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Group Analysis by Session in Week**) is displayed, which can be edited if required.
5. Specify whether you wish to **Show Data As** numbers of sessions or percentage of sessions by selecting the **Numbers** or **Percentages** radio button.
6. To **Show Girls and Boys Separately** on the report, select the associated check box.
7. Select the required **Session Categories**, i.e. **Present**, **AEA** (Approved Educational Activity), **Authorised** absence or **Unauthorised** absence. One or more categories can be selected. **Present** and **AEA** are selected by default.
8. Double-click the required group name, e.g. **ELM**, or highlight the group names, then click the **Print** button to display the **Run a Screen Based Report** dialog.
9. To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

10. Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

Group Analysis by Session in Week												
Period: 03/09/2007 to 16/04/2008												
Reg Group PM												
Number of sessions in category : Present + AEA												
Group	Mon		Tue		Wed		Thu		Fri		All Week	
	AM	PM	AM	PM								
Weeks	24	24	27	27	27	27	27	27	24	24	129	129
PM	378	379	425	426	422	422	424	424	375	375	2024	2026
Totals	378	379	425	426	422	422	424	424	375	375	2024	2026

Group Analysis by STAR Field Report

This report shows for each selected group within a particular group type, pupil/students' attendance by category according to the values in a chosen field in STAR.

For example, you may wish to produce a report based on **Ethnicity**. The number of pupil/students in each group, and the percentage of **Attendances**, **Authorised Absences**, **Unauthorised Absences**, **Late Before** registration closed and **Late After** registration closed codes are reported for each ethnic group.

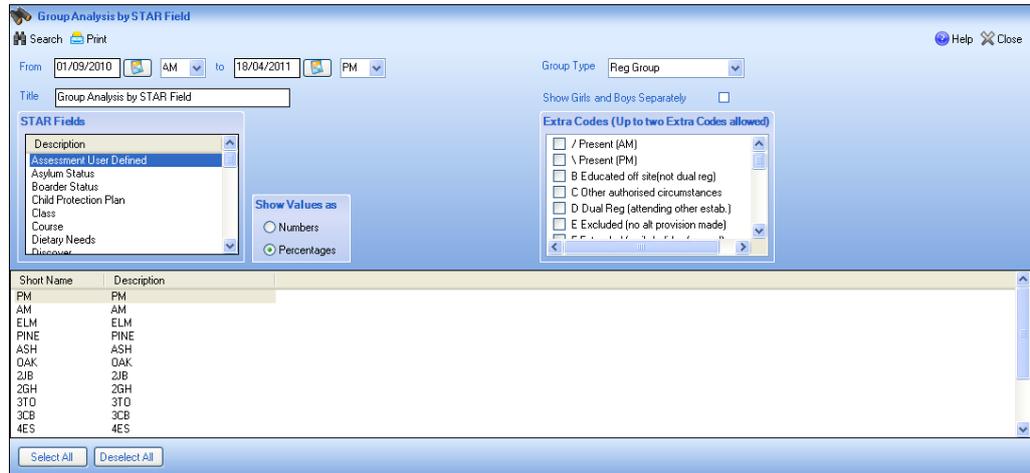
Two additional attendance codes can be selected and used for comparison with the other data shown on the report. The extra codes data is shown in columns on the right-hand side of the report.

Values can be shown as **Numbers** or **Percentages**.

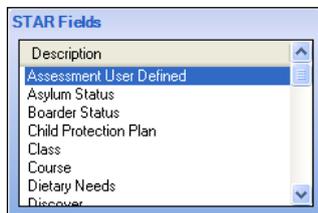
*NOTE: If you chose to **Show Values as Percentages**, the first column on the report (**Pupils in group**) is always numbers, i.e. the number of pupils in the STAR field groupings. In the other columns, percentages refer to the proportion of possible sessions for each of the STAR field groupings.*

The total of each column is shown in the last row of the report.

1. Select **Reports | Attendance | Group Reports | Group Analysis by STAR Field Report** to display the **Group Analysis by STAR Field** browser.



2. By default, a date and session range of 'from the start of the academic year AM to yesterday PM' is displayed.
To change the date range, enter the required dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates. The sessions can also be changed by selecting from the drop-down lists.
3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Group Analysis by STAR Field**) is displayed, which can be edited if required.
5. To **Show Girls and Boys Separately** on the report, select the associated check box.
6. Highlight the STAR field you wish to base the report on, e.g. **Boarder Status**, **Class**, **Course**, **Dietary Needs**, **Ethnicity**, etc.



*NOTE: Vulnerable groups, e.g. **Asylum Status**, **Child Protection Plan**, **In Care**, etc. are among the options that can be selected from the **STAR Fields** list. Alternatively, a report specifically designed for group analysis by vulnerability is available via **Reports | Attendance | Group Reports**. (please see *Group Analysis by Vulnerability Report* on page 84)*

7. Specify whether you wish to **Show Values As** numbers of sessions or percentage of sessions by selecting the **Numbers** or **Percentages** radio button. By default, values are shown on the report as **Percentages**.
8. Up to two **Extra Codes** can be included in the report by selecting the check box(es) adjacent to the required code(s). The selection of extra codes is not essential.

If more than two extra codes are selected, a warning message is displayed at the bottom-left of the screen when the **Print** button is clicked.

9. Highlight the name of the group to be included in the report, e.g. **ELM**.
To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.
10. Click the **Print** button to display the **Run a Screen Based Report** dialog then select the required print criteria.
11. Click the **OK** button to produce the report.

Group Analysis by STAR Field						
Period: 01/09/2010 AM to 18/04/2011 PM						
Reg Group ELM			Percentages			
Ethnic	Pupils in group	Attendances	Authorised Absences	Unauthorised Absences	Late Before	Late After
Indian	1	52.9	0.0	0.0	0.0	0.0
Black - Nigerian	1	52.9	0.0	0.0	0.0	0.0
Asian and any other ethnic group	1	52.9	0.0	0.0	0.0	0.0
Japanese	1	43.2	0.0	9.6	1.8	0.0
White Eastern European	1	52.9	0.0	0.0	0.0	0.0
White - English	22	51.1	0.0	1.8	1.0	0.0
White Other	1	52.9	0.0	0.0	0.0	0.0
White - Scottish	1	52.9	0.0	0.0	0.0	0.0
Serbian	1	52.9	0.0	0.0	0.0	0.0
Totals	30	51.2	0.0	1.6	0.8	0.0

Missing marks have been ignored

Group Analysis by Vulnerability Report

This report produces an analysis of session attendance for pupil/student associated with a specified vulnerability STAR field over the selected date range.

The number of **Pupils in group**, and the percentage of **Attendances**, **Authorised Absences**, **Unauthorised Absences**, **Late Before** registration closed and **Late After** registration closed codes are reported for each active lookup value associated with the selected vulnerability STAR field.

Two attendance codes (in addition to those named in the previous paragraph) can be included on the report for comparison purposes. These codes are added as **Extra Codes**. The additional code data is displayed on the right-hand side of the report.

Example:

Using **English Additional Language (Focus | Pupil | Pupil Details - Ethnic/Cultural** panel) as an example, depending on the content of the STAR field the report displays **Yes**, **No** or **No English Additional Language** (if the field is blank) during the selected date range. A blank field is recognised as a recorded value in a field only if it has always been blank during the date range. If, for example, a field contained **No** in the past, then the field was blanked, the last recorded value would be **No** because blank is not recognised as a recorded value if it replaces a valid entry.

- If **Yes** was recorded prior to the start of the date range but **No** was selected for the later part of the selected date range, **No** is displayed on the report.

_____Date Range_____

-----|----- Yes ----- No-----|

- If the **English Additional Language** field was blank during the selected date range, **No English Additional Language** is displayed on the report.

_____Date Range_____

-----|-----blank-----|

- If during the selected date range **Yes** was recorded initially, then later in the date range this was changed to **No**, then towards the end of the date range the content of this STAR field was blanked, the last recorded value during the selected date range is **No**.

_____Date Range_____

-----|----- Yes ----- No-----blank-----|

*NOTE: The **English Additional Language** lookup values are different for schools in Wales but the principle is the same.*

Values can be shown as **Numbers** or **Percentages**.

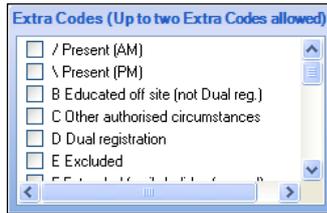
*NOTE: If you chose to **Show Values as Percentages**, the first column on the report (**Pupils in group**) is always numbers, i.e. the number of pupils in the STAR field groupings. In the other columns, percentages refer to the proportion of possible sessions for each of the STAR field groupings.*

1. Select **Reports | Attendance | Group Reports | Group Analysis by Vulnerability Report** to display the **Group Analysis by Vulnerability** browser.

2. By default, a date and session range of 'from the start of the academic year AM to yesterday PM' is displayed.
To change the date range, enter the required dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates. The sessions can also be changed by selecting from the drop-down lists.
3. By default, the **Group Type** is displayed as **Reg Group**. If a different group type is required, select from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.
4. A default **Title** (i.e. **Group Analysis by Vulnerability**) is displayed, which can be edited if required.
5. To **Show Girls and Boys Separately** on the report, select the associated check box.
6. Highlight the STAR field you wish to base the report on, e.g. **Asylum Status**, **Child Protection Plan**, **English Additional Language**, **Ethnicity**, etc.

7. Specify whether you wish to **Show Values As** numbers of sessions or percentage of sessions by selecting the **Numbers** or **Percentages** radio button. By default, values are shown on the report as **Percentages**.

8. Up to two **Extra Codes** can be included on the report by selecting the check box(es) adjacent to the required code(s). The selection of extra codes is not essential.



*NOTE: If more than two extra codes are selected, a warning message is displayed at the bottom-left of the screen when the **Print** button is clicked.*

9. Highlight the name of the group to be included in the report, e.g. **ELM**.
To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.
10. Click the **Print** button to display the **Run a Screen Based Report** dialog then select the required print criteria (please see *Running a Screen Based Report* on page 93).
11. Click the **OK** button to produce the report.

Group Analysis by Vulnerability						
Period: 01/09/2011 AM to 03/07/2012 PM						
Reg Group ELM			Percentages			
	Pupils in group	Attendances	Authorised Absences	Unauthorised Absences	Late Before	Late After
No	14	64.4	0.0	11.1	2.0	0.0
Yes	5	72.1	0.0	3.4	0.0	0.0
No English Additional Language	10	73.9	0.0	1.6	0.7	0.0

Missing marks have been ignored

06/ Producing Module Reports

History of Changes Report 87

History of Changes Report

When a mark is saved, SIMS performs a check to establish if the mark already exists. If a mark is found, the previous mark and the name of the person who recorded it, along with the name of the person who changed it and the new mark, is recorded.

All changes of mark are recorded once they are saved. For example, Mr K Joyner initially records a mark of **C** (other authorised circumstance) then Mrs G Grosvenor is told that the pupil/student has a medical appointment, so she changes the mark to **M**. However, when the pupil/student returns to school she informs the office that she had joined another class for an educational trip, so Mrs G Grosvenor changes the mark again to **V**.

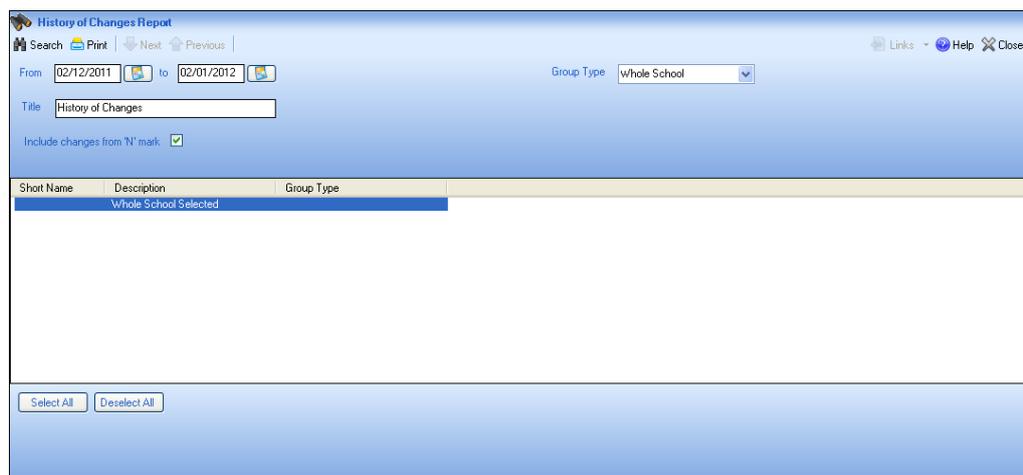
The exception to this is when the mark is deleted. In these circumstances the initial mark for the session is recorded and then a missing mark.

Any recorded change of mark during the specified date range is reported when the History of Changes report is run. The report also displays the pupil/student name and registration group, the register date, the class, the date and time of the change, the method of change and the reason for change (e.g. entered in error).

An option that enables you to include changes from **N** marks (no reason yet provided) is also available. For example, where **N** is recorded then a parent subsequently informs the school that the student is unwell, the **N** mark is changed to **I** (Illness). This change is shown on the report.

*NOTE: Changes to the **N** mark, e.g. / to **N**, are automatically included in the report.*

1. Select **Reports | Attendance | Module Reports | History of Changes Report** to display the **History of Changes Report** browser.



2. A default date range of 'from one month ago to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.



Calendar Button

3. By default, the **Group Type** is displayed as **Whole School**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display. This ensures that the correct data for the specified date range is included in the report.
4. A default **Title** (i.e. **History of Changes**) is displayed. This can be edited if required.
5. If you wish to **Include changes from 'N' mark**, select the associated check box.
6. Double-click the required group name, e.g. **Whole School Selected**, or highlight the group name then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key then click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

- Select the required print criteria (please see *Running a Screen Based Report* on page 93) then click the **OK** button to produce the report.

History of Changes													
Date Range: 02/12/2011 to 02/01/2012													
Scope: Whole School Selected													
Sessions													
Include changes from 'N' mark: Yes													
Name	Reg	Register Date	Class	Recorded by	Previous Mark	New Mark	Changed by	Date & time of change	Method	Reason for change			
Aaron, Liz	PINE	06/12/2011 AM	Reg	Mr O. Joyner	C	H	Mrs G. Grosvenor	26/05/2011 17:54	Lesson Mark	Entered in error			
			Reg	Mr O. Joyner	H	V	Mrs G. Grosvenor	03/01/2012 12:34	Lesson Mark	Entered in error			
		06/12/2011 PM	Reg	Mr O. Joyner	C	H	Mrs G. Grosvenor	26/05/2011 17:54	Lesson Mark	Entered in error			
			Reg	Mr O. Joyner	H	L	Mrs G. Grosvenor	03/01/2012 12:34	Lesson Mark	Entered in error			
		13/12/2011 AM	Reg	Mr O. Joyner	C	H	Mrs G. Grosvenor	26/05/2011 17:55	Lesson Mark	Entered in error			
			Reg	Mr O. Joyner	H	I	Mrs G. Grosvenor	03/01/2012 12:33	Lesson Mark	Entered in error			
		13/12/2011 PM	Reg	Mr O. Joyner	C	H	Mrs G. Grosvenor	26/05/2011 17:55	Lesson Mark	Entered in error			
			Reg	Mr O. Joyner	H	I	Mrs G. Grosvenor	03/01/2012 12:33	Lesson Mark	Entered in error			
		19/12/2011 AM	Reg	Mr O. Joyner	C	H	Mrs G. Grosvenor	26/05/2011 18:00	Lesson Mark	Entered in error			
		19/12/2011 PM	Reg	Mr O. Joyner	C	H	Mrs G. Grosvenor	26/05/2011 18:00	Lesson Mark	Entered in error			
		20/12/2011 AM	Reg	Mr O. Joyner	C	H	Mrs G. Grosvenor	26/05/2011 18:00	Lesson Mark	Entered in error			
		20/12/2011 PM	Reg	Mr O. Joyner	C	H	Mrs G. Grosvenor	26/05/2011 18:00	Lesson Mark	Entered in error			
		Abraham, Jane	2GH	02/12/2011 AM	Reg	Mrs G. Grosvenor	/	L	Mrs G. Grosvenor	27/05/2011 17:28	Lesson Mark	Entered in error	
				08/12/2011 AM	Reg	Mrs G. Grosvenor	N	L	Mrs G. Grosvenor	27/05/2011 17:28	Lesson Mark	Entered in error	
14/12/2011 AM	Reg			Mrs G. Grosvenor	/	L	Mrs G. Grosvenor	27/05/2011 17:28	Lesson Mark	Entered in error			
19/12/2011 AM	Reg			Mrs G. Grosvenor	/	L	Mrs G. Grosvenor	27/05/2011 17:28	Lesson Mark	Entered in error			
Ackton, Stanley	5BB	06/12/2011 AM	Reg	Miss B. Bates	N	I	Mrs G. Grosvenor	26/05/2011 17:54	Lesson Mark	Entered in error			
		06/12/2011 PM	Reg	Miss B. Bates	N	I	Mrs G. Grosvenor	26/05/2011 17:54	Lesson Mark	Entered in error			

07/ Producing Letter Reports

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Letters Created Report

There is often the need to produce standard documents associated with attendance, such as letters requesting an explanation for absence or certificates rewarded for good attendance. In SIMS, these documents are referred to as Attendance Letters.

The Letters Created report is based on the date that the letter was created, i.e. attached to the pupil/student record then stored in the Document Management Server (DMS). It shows all attendance letters produced for the selected group type during the specified date range.

The report shows the pupil/student's name, registration group, the date the letter was created, the name of the letter and the letter type, e.g. percentage attendance.

1. Select **Reports | Attendance | Letters | Letters Created** to display the **Letters Created Report** browser.

Short Name	Description
N2	Year N2
R	Year R
1	Year 1
2	Year 2
3	Year 3
4	Year 4
5	Year 5
6	Year 6

2. A default date range of 'from one month ago to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.



Calendar Button

3. By default, the **Group Type** is displayed as **Year Group**. If a different group type is required, select the required group from the drop-down list (please see *Selecting a Group Type* on page 96) then click the **Search** button to refresh the display.

4. A default **Title** (i.e. **Letters Created**) is displayed, which can be edited if required.
5. Indicate the order in which the report data is to be displayed by selecting either the **Student Name** or the **Letter** radio button.
6. Double-click the required group name, e.g. **N2**, or highlight the required group names, then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

7. Select the required print criteria (please see *Running a Screen Based Report* on page 93) and click the **OK** button to produce the report.

08 / Additional Information

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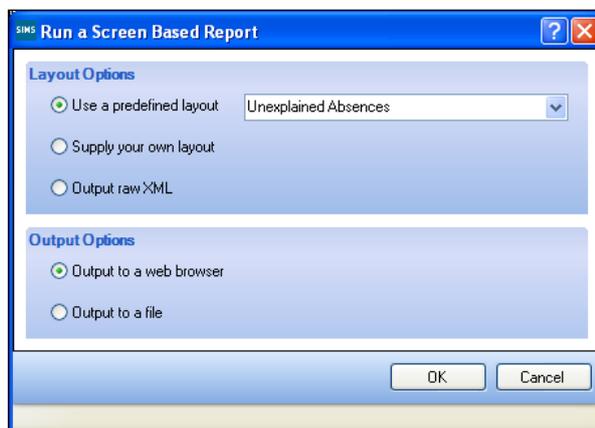
Running a Screen Based Report

The examples given here are based on the Display Marks routine. However, the process for running a screen based report is very similar in all routines.

1. Click the **Print** button to display the **Run a Screen Based Report** dialog.



The **Use a predefined layout** and **Output to a web browser** options are selected by default.



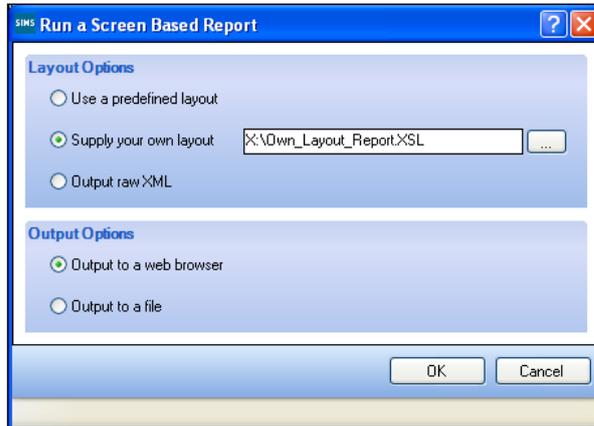
2. Specify the preferred layout option by selecting the appropriate radio button.
 - **Use a predefined layout**
By default, the name of the report is displayed in this field and cannot be edited.

However, in other SIMS routines, e.g. the Display Marks routine, a drop-down list may be available from which your preferred layout can be selected.
 - **Supply your own layout**
This option is available for schools that prefer a report layout that is different to the default layout available in SIMS. Before selecting this option, an .XSL file (recommended for the production of a printed output from .XML) must have been created.

Enter the location of the .XSL file in the associated field.

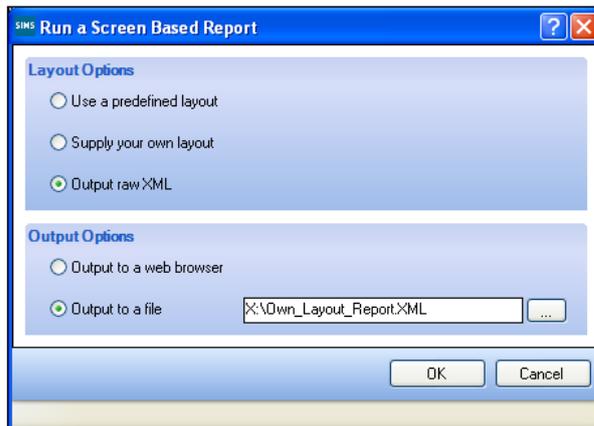
Alternatively, click the **Browser** button to display the **Select a Layout File** dialog. Navigate to and highlight the layout file and click the **Open** button to return to the **Run a Screen Based Report** dialog.

 *Browser button*



- **Output raw XML**

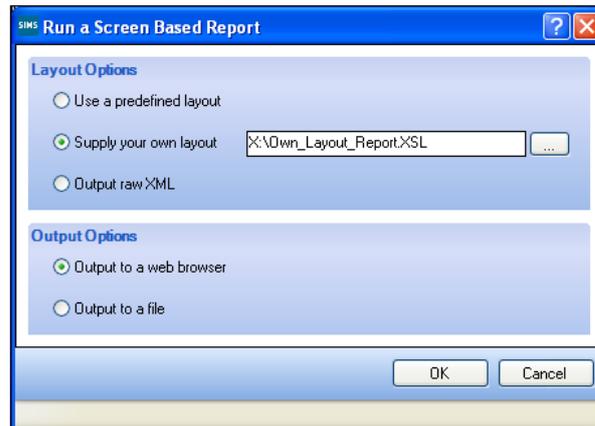
This option outputs raw .XML data, which is stored in the SIMS database. This can then be imported into another application, e.g. Microsoft® XL, and formatted to the individual school's requirements.



3. Specify the preferred output option by selecting the appropriate radio button.

- **Output to a web browser**

The default option produces a report in HTML format and displays it in your default web browser.



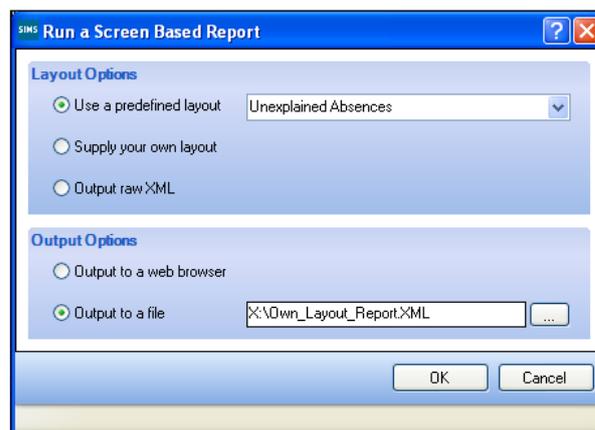
- **Output to a file**

This option produces a report in .XML format to the location specified.

Enter the location where the .XML file should be saved.

Alternatively, click the **Browser** button to display the **Save As** dialog.

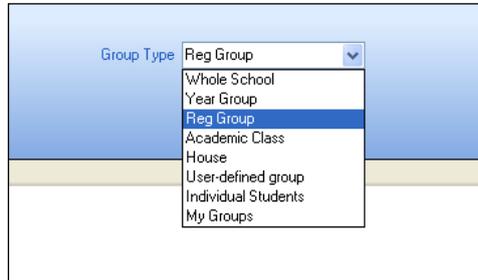
Navigate to the required location and enter a **File Name**. Click the **Save** button to return to the **Run a Screen Based Report** dialog.



4. Click the **OK** button to produce the report.

Selecting a Group Type

Many routines provide the option to specify the group type. A default group type based on the most typically used group for that routine, is always displayed. However, the setting can be changed by selecting from the **Group Type** drop-down list.



IMPORTANT NOTE: If the **Group Type** is changed, the **Search** button must be clicked to refresh the display.

The following options are available:

- **Whole School**
Whole School Selected is displayed in the **Description** column in the browser. When the routine is run, data is returned for the whole school.
- **Year Group**
 The short name and description of each year group are displayed in the browser. When the routine is run, data is returned for the selected year group(s).
- **Reg Group**
 The short name and description of each registration group are displayed in the browser. When the routine is run, data is returned for the selected registration group(s).
- **Academic Class**
 The national curriculum year, class name, class description, main teacher and subject of each academic class are displayed in the browser. When the routine is run, data is returned for the selected academic class(es).
- **House**
 The short name and description of each house are displayed in the browser. When the routine is run, data is returned for the selected house(s).
- **User-defined Group**
 A short name and description of groups created via **Focus | Groups | User Defined Groups** are displayed in the browser. When the routine is run, data is returned for the selected User-defined group(s).

- **Individual Student**
The name, year group, registration group, house, gender and admission number of each on-roll pupil/student is displayed in the browser. When the routine is run, data is returned for the selected pupil/student(s).
- **My Groups**
The short name, description and group type of any registration group, year group or academic class to which the user has been assigned is displayed in the browser. Any user defined group for which the user is a Supervisor is also displayed. When the routine is run, data is returned for the selected group(s).

Removing Items from the Report Header/Footer

Attendance 7 reports are produced in .XML (eXtensible Markup Language) and displayed in your default web browser (e.g. Microsoft® Internet Explorer), from where they can be printed.

The header and footer are set by the Page Setup routine in your browser.

Removing Page Numbers from the Report Header

To remove the page numbers from the report header using Internet Explorer, e.g. on an individual pupil/student report that is being sent home:

1. Select the required report criteria.
2. Click the **Print** button to display the **Run a Screen Based Report** dialog.
3. Ensure that the **Output to a web browser** radio button is selected, then click the **OK** button to display the report in Internet Explorer.
4. Select **File | Page Setup** and delete **Page &p of &P** from the **Header** field.
5. Select **File | Print** to print the report.

Removing the File Name from the Report Header

To remove the file name from the report footer using Internet Explorer, e.g. file:///C:\Documents and Settings\ablacker\Local Settings\Temp\rpttmp.html:

1. Select the required report criteria.
2. Click the **Print** button to display the **Run a Screen Based Report** dialog.
3. Ensure that the **Output to a web browser** radio button is selected, then click the **OK** button to display the report in Internet Explorer.
4. Select **File | Page Setup** and delete **&u** from the **Footer** field.
5. Select **File | Print** to print the report.

NOTE: For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or local Support.

Attendance Year Report

The ability to print a report detailing the Attendance year is no longer included with the Attendance reports. Instead a pre-defined report is available via the **Reports** menu. The report includes the start and finish dates for each term and half-term along with any planned occasional closure dates within the term dates.

1. Select **Reports | Run Report** to display the **Report** browser.
2. Select **Focus | Diary** from the navigation tree.
3. Select the **SEF A29 – Term Dates and closures** report from the right-hand list.
4. Enter the parameter values for the report, e.g. **Start date is between** 05 September 2016 **and** 05 September 2017.
5. Click the **OK** button to generate the report.

Example of the report content:

Category	Event type	Start date	End date
Half-Term	Half-Term Holiday	24 October 2016	28 October 2016
Spring Term	Term	03 January 2017	31 March 2017
Half-Term	Half-Term Holiday	13 February 2017	17 February 2017
Summer Term	Term	18 April 2017	21 July 2017
Bank Holiday	Public Holiday	01 May 2017	01 May 2017
Half-Term	Half-Term Holiday	29 May 2017	02 June 2017



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SIMS Pre-Defined Reports Catalogue

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