SIMS

Lesson Monitor Reports Specification

applicable to 7.204 onwards

Handbook

Revision History

Version	Change Description	Date
7.204 - 1.0	Initial Release	07/03/2022

Doc Ref: LM_RepSpec_7204/HBK/070322/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@educationsoftwaresolutions.co.uk

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

C| Contents

01 | **Introduction**

Purpose of this Document

This document has been produced to provide an overview of each Lesson Monitor report including:

- the menu route for each report.
- a brief description of each report.
- an explanation of the calculations used to produce each report (if applicable).
- an example of each report. The report examples provided in this document are based on the default settings for the associated report.

A wide variety of Lesson Monitor reports can be produced. This document has therefore been separated into chapters, each associated with the Lesson Monitor reports sub menu displayed in SIMS:

- **Individual Student Reports**
- **Whole Group Student Reports**
- **Selected Student Reports**
- **Group Reports**
- **Module Reports**

NOTE: The contents of the graphics (dates, names, etc.) displayed in this document are examples only of what you might expect to see when using SIMS to produce reports.

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. Students' 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

Analysis by Attendance Code Reports

Reports | Lesson Monitor

Session codes **D** (Dual registration), **Y** (Unable to attend due to exceptional circumstances) and **X** (Non-compulsory school age or COVID-19 related) are now included in the following reports:

- Student Analysis By Attendance Code Report
- Group Analysis by Code Report.

These reports also now include the following columns:

- **NRA** (Not Required to Attend) - the total number of session codes D, X and Y only.
- **Poss** (Possible Sessions) - the total number of possible sessions required to attend excluding codes D, X and Y.
- **Total** - the total sessions displayed in the **NRA** column plus the **Poss** column, i.e. all session codes.

More Information:
Student Analysis by Attendance Code Report on page *11*
Analysis of Codes for a Group on page *73*

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, then select the document you require.

NOTE: Information relating to producing Lesson Monitor reports is documented in a separate handbook.

02 | **Individual Student Reports**

Registration Certificate Report

Menu Route

Reports | Lesson Monitor | Individual Student Reports | Registration Certificate Report

Description

The main purpose of the Registration Certificate report is to show a 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 students. It is often produced after a concern is raised about information highlighted on the Broken Weeks report.

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 student's attendance record to date.

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

> *NOTE: Present marks also include any Approved Educational Activity (AEA) marks.*

The options available for this report are:

- **Show Summary**
  Selecting this option includes a table displaying the same data as the Individual Session Summary report.

- **Show Key to Codes**
  Selecting this option includes a list of codes on the report.

- **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, parental addressee, highest priority contact (rank), home address and telephone number of contact.

- **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 applicable radio button.

More Information:
Broken Weeks Report on page *51*
Individual Session Summary Report on page *5*

Analysis of Marks for a Student

Mark Category	Value	Percentage
Attendances	Count of all the sessions with marks having the statistical meaning of Present and Approved Educational Activity.	(Count of Present + AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Authorised Absence	Count of all the sessions with marks having the statistical meaning of Authorised.	(Count of Authorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Unauthorised Absence	Count of all the sessions with marks having the statistical meaning of Unauthorised.	(Count of Unauthorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Possible Attendances	Total count of the sessions which the student is required to attend (also includes missing marks).	Not applicable
Approved Educational Activity (AEA)	Count of all the sessions with marks having the statistical meaning of Approved Educational Activity.	(Count of AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Lates before Registration Closed	Count of all the sessions with marks having a code equal to the code for Late before Registers Closed.	(Count of late before registration closed marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Lates after Registration Closed	Count of all the sessions with marks having a code equal to the code for Late after Registers Closed.	(Count of late after registration closed marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Unexplained Absences	Count of all the sessions with marks having a code equal to **N**.	(Count of Unexplained absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)

Example

Registration Certificate - Abimbola, Deon 7A

2019-2020	
w/b	
02/09/2019	## ## /\ /\ /\
09/09/2019	/\ /\ /\ /\ II
16/09/2019	/\ /\ /\ /\ /\
23/09/2019	/\ /\ /\ /\ /\
30/09/2019	/\ /\ /\ /\ /\
07/10/2019	II /\ /\ /\ /\
14/10/2019	M\ /\ /\ /\ /\
21/10/2019	## ## ## ## ##
28/10/2019	## /\ /\ /\ /\
04/11/2019	/\ /\ /\ /\ /\
11/11/2019	/\ /\ /\ /\ /\
18/11/2019	/\ /\ /\ /\ /\
25/11/2019	/\ /\ /\ /\ /\
02/12/2019	/\ /\ /\ /\ /\
09/12/2019	II II /\ /\ /\
16/12/2019	II /\ /\ /\ /\
23/12/2019	## ## ## ## ##
30/12/2019	## ## ## ## ##
06/01/2020	/\ /\ /\ /\ /\
13/01/2020	/\ /\ /\ /\ /\
20/01/2020	/\ /\ /\ /\ /\
27/01/2020	/\ /\ /\ /\ /\
03/02/2020	/\ /\ /\ /\ /\
10/02/2020	## ## ## ## ##
17/02/2020	/\ /\ /\ /\ /\
24/02/2020	/\ /\ /\ /\ /\
02/03/2020	/\ /\ /\ /\ /\
09/03/2020	/\ /\ /\ /\ /\
16/03/2020	/\ /\ /\ /\ /\
23/03/2020	-- -- -- -- --
30/03/2020	-- -- -- -- --
06/04/2020	## ## ## ## ##
13/04/2020	## ## ## ## ##
20/04/2020	## -- -- -- --
27/04/2020	-- -- -- -- --
04/05/2020	-- -- -- -- ##
11/05/2020	-- -- -- -- --
18/05/2020	-- -- -- -- --
25/05/2020	## ## ## ## ##
01/06/2020	-- -- -- -- --
08/06/2020	-- -- -- -- --
15/06/2020	-- -- -- -- --
22/06/2020	-- -- -- -- --
29/06/2020	-- -- -- -- --
06/07/2020	-- -- -- -- --
13/07/2020	-- -- -- -- --
20/07/2020	## ## ## ## ##
27/07/2020	## ## ## ## ##
03/08/2020	## ## ## ## ##
10/08/2020	## ## ## ## ##
17/08/2020	## ## ## ## ##
24/08/2020	## ## ## ## ##
31/08/2020	## ## ##

Summary 02/09/2019 AM - 12/01/2020 PM	Sessions	%
Attendances	143	92.86
Authorised absences	11	7.14
Unauthorised absences	0	0.00
Possible Attendances	154	
Including		
Approved Ed. Activity	0	0.00
Lates before reg closed	0	0.00
Lates after reg closed	0	0.00
Unexplained absences	0	0.00

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

Personal Details	
Surname	Abimbola
Forename	Deon
Middle Name	
Chosen Name	Deon
Date of Birth	14/05/2008
Travel	
Route	
Medical Practice	
Telephone	
Tutor	Mr B. Kinross
Parental Addressee	
Highest Priority Contact (Rank)	Ms Adele Abimbola (1)
Address	Flat 2 , Roedean Court 82b Kimbolton Road, Bedford, MK40 2PS
Telephone of Contact	(M) 07333881477

Individual Session Summary Report

Menu Route

Reports | Lesson Monitor | Individual Student Reports | Individual Session Summary Report

Description

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:

Monitoring Session and Lesson Attendance handbook

Analysis of Session Marks for a Student

Mark Category	Value	Percentage
Attendances	Count of all the sessions with marks having the statistical meaning of Present and Approved Educational Activity.	(Count of Present + AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Authorised Absences	Count of all the sessions with marks having the statistical meaning of Authorised.	(Count of Authorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Unauthorised Absences	Count of all the sessions with marks having the statistical meaning of Unauthorised.	(Count of Unauthorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Possible Attendances	Total count of the sessions which the student is required to attend (also includes missing marks).	Not applicable
Approved Educational Activity (AEA)	Count of all the sessions with marks having the statistical meaning of Approved Educational Activity.	(Count of AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Lates Before Registration Closed	Count of all the sessions with marks having a code equal to the code for Late before Registers closed.	(Count of late before registration closed marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Lates After Registration Closed	Count of all the sessions with marks having a code equal to the code for Late after Registers closed.	(Count of late after registration closed marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Unexplained Absences	Count of all the sessions with marks having a code equal to **N**.	(Count of Unexplained absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)

NOTE: The Present marks also include the AEA marks.

Example

Individual Session Summary		
Abbess, Graham - 7A		
Summary 03/09/2014 AM - 10/11/2014 PM	**Sessions**	**%**
Attendances	86	100.00
Authorised absences	0	0.00
Unauthorised absences	0	0.00
Possible Attendances	86	
Including		
Approved Ed. Activity	0	0.00
Lates before reg closed	0	0.00
Lates after reg closed	0	0.00
Unexplained absences	0	0.00

Individual Register Report

Menu Route

Reports | Lesson Monitor | Individual Student Reports | Individual Register Report

Description

The Individual Register report records session and lesson marks for a single student.

The report can be used by registration tutor/teachers, as an overview of a student's session and lesson attendance over a specified date range.

The information is displayed as one week per line. Each student's report is shown on a separate page.

Analysis of Marks for a Student

Mark Category	Value	Percentage
Possible Attendances	Total count of the sessions that the student is required to attend (also includes missing marks).	Not applicable
Attendances	Count of all the sessions with marks having the statistical meaning of Present and Approved Educational Activity.	(Count of Present + AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Authorised Absences	Count of all the sessions with marks having the statistical meaning of Authorised.	(Count of Authorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Unauthorised Absences	Count of all the sessions with marks having the statistical meaning of Unauthorised.	(Count of Unauthorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Percentage Attendance	Not applicable	(Count of Present / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)

Example


```
Individual Register Report  - Abbess, Graham  7A

Date Range: 10/10/2014 to 10/11/2014

Scope: Reg Group
```

Week Beginning	Mon							Tue							Wed							Thu							Fri						
	A	1	2	3	4	P	5	A	1	2	3	4	P	5	A	1	2	3	4	P	5	A	1	2	3	4	P	5	A	1	2	3	4	P	5
06/10/2014																													/	/	/	/	/	\	/
13/10/2014	/	/	/	L	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
20/10/2014	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	L	\	/	/	/	/	/	/	\	/
27/10/2014																																			
03/11/2014	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
10/11/2014	/	/	/	/	/	\	/																												

Analysis	Teacher	Possible	Attends	Authorised	Unauthorised	%Att
7A/Ar	Miss K. Burrows	4	4	0	0	100.0
7A/En	Mr S. Green	13	13	0	0	100.0
7A/Fr	Mr A. Gray	7	7	0	0	100.0
7A/Ge	Mrs B. Pearson	3	3	0	0	100.0
7A/Gg	Mr A. Blacker	4	4	0	0	100.0
7A/Hi	Miss B. Patel	4	4	0	0	100.0
7A/Mu	Mr R. Williams	4	4	0	0	100.0
7A/Ps	Mr R. Tufnell	3	3	0	0	100.0
7A/Re	Mr A. Pinkney	3	3	0	0	100.0
7A/Sc	Mrs S. Andrews	11	11	0	0	100.0
7x/Ma1	Mrs L. Vernon	13	13	0	0	100.0
7x/Pe2	Miss J. Young	6	6	0	0	100.0
7x/Te1	Mr P. Mughal	10	10	0	0	100.0
All lessons		85	85	0	0	100.0
Sessions		34	34	0	0	100.0

Key to codes					
/	Present (AM)	J	Interview	U	Late (after registers closed)
\	Present (PM)	L	Late (before registers closed)	V	Educational visit or trip
B	Educated off site (not Dual reg.)	M	Medical/Dental appointments	W	Work experience
C	Other authorised circumstances	N	No reason yet provided for absence	X	DfES X: Non-compulsory school age abs
D	Dual registration	O	Unauthorised Abs	–	All should attend / No mark recorded
E	Excluded	P	Approved sporting activity	+	More than one mark
G	Family holiday (Not agreed)	R	Religious observance	□	No lesson timetabled
H	Family holiday (agreed)	S	Study leave		
I	Illness	T	Traveller absence		

Individual Subject Attendance Summary

Menu Route

Reports | Lesson Monitor | Individual Student Reports | Individual Subject Attendance Summary

Description

This report is designed to be sent home to parents and therefore each student's report has been designed to start on a new page. It is divided into two tables. The first shows a summary of the student's attendance at each of their timetabled subjects during the date range specified. Subjects are listed in alphabetical order.

The second table shows the student's session attendance during the date range specified.

Analysis of Marks for a Student

Mark Category	Value
Possible Attendances	Total count of the lessons that the student is required to attend for each subject.
Present	Count of all the sessions with marks having the statistical meaning of Present and Approved Educational Activity.
Percentage Attendance	(Count of Present / Count of Possible) * 100 (rounded up to the nearest 0.1%).
Lates	Total count of all lessons and sessions with Late before Registration closed and Late after Registration closed marks.

Example

Individual Student's Attendance Summary by Subject - Graham Abbess

Periods attended during 10/10/2014 - 10/11/2014

Subject	Possible	Present	Percentage	Lates
Art	4	4	100.00%	0
English	13	13	100.00%	0
French	7	7	100.00%	0
Geography	4	4	100.00%	0
German	3	3	100.00%	0
History	4	4	100.00%	1
Mathematics	13	13	100.00%	0
Music	4	4	100.00%	0
Physical Ed	6	6	100.00%	1
PSE	3	3	100.00%	0
Religious Ed	3	3	100.00%	0
Science	11	11	100.00%	0
Technology	10	10	100.00%	0

Overall lesson attendance 100.00%

Session Attendance - Graham Abbess

Sessions (half-days) attended during 10/10/2014 - 10/11/2014

	Possible	Present	Percentage	Lates
AM registration	17	17	100.00%	0
PM registration	17	17	100.00%	0

Overall session attendance 100.00%

03 | **Whole Group Student Reports**

Student Analysis by Attendance Code Report

Menu Route

Reports | Lesson Monitor | Whole Group Student Reports | Student Analysis by Attendance Code Report

Description

This report deals with the number of times each code has been recorded for each student in the selected group, for the chosen date range. Totals for each code listed are shown in the last line of each report. Values can be shown as numbers or percentages.

Applicable to schools in England only:

- **NRA** column (Not Required to Attend) - the total number of session codes D, X and Y only.

- **Poss** column (Possible Sessions) - the total number of possible sessions required to attend excluding codes D, X and Y.

- **Total** column - the total sessions displayed in the **NRA** column plus the **Poss** column, i.e. all session codes.

*NOTE: The **NRA** and **Poss** columns are not included in a percentage report.*

Examples for Schools in England

Values shown as numbers:

Pupil Analysis By Attendance Code

Period: 02/09/2021 to 09/02/2022
Scope: Reg Group 7D
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	Y	X	-	NRA	Poss	Total
Andrews, Josef	7D	91	92								4			1								4			10		10	192	192
Backman, Jeffery	7D	87	84								10			7								4			6		6	192	192
Balinski, Fil	7D	93	93											2								4						192	192
Berkley, Jack	7D	90	91								4			3								4						192	192
Chandran, Adah	7D	90	90								4			4								4			10		10	192	192
Conniff, Shanessa	7D	90	88								4			4		2						4						192	192
Cory, Max	7D	86	87								11			4								4						192	192
DiCalvi, Pasquale	7D	90	91								6			1								4						192	192
Emptage, Reggie	7D	86	90								6			5							1	4						192	192
Gazi, Bapi	7D	92	91								2			3								4						192	192
Gcobani, Abaeze	7D	92	93											1	1	1						4						192	192
Gray, Lara	7D	91	91								4			2								4						192	192
Henderson, Jack	7D	93	93											2								4						192	192
Jefferson, Gabrielle	7D	87	89								10			2								4						192	192
Joseph, Eriel	7D	86	86								12			4								4						192	192
Kerr, Goraidh	7D	91	90								4			2	1							4						192	192
Matthews, William	7D	93	92										1	2								4						192	192
Millson, Grace	7D	93	93											2								4						192	192
Mollohan, Keara	7D	93	92											3								4						192	192
Pavlovic, Milena	7D	91	92								4			1								4						192	192
Pho, Phuoc	7D	92	92										1	3								4						192	192
Rolle, Dalila	7D	90	89								6			3								4						192	192
Simpson, Jessica	7D	90	90								8											4						192	192
Sunder, Manan	7D	92	90								1		1	4								4						192	192
Vance, Tom	7D	89	88								8			3								4						192	192
Williams, Anite	7D	86	87								9			6								4						192	192
Totals		2344	2344								117		3	74	2	3					1	104			26			4992	4992

Note: NRA = Not Required to Attend (D,X,Y sessions only)
Poss = Possible Sessions required to attend (all sessions excluding D,X,Y)

Key to codes			
/	Present (AM)	L	Late (before registers closed)	W	Work experience
\	Present (PM)	M	Medical/Dental appointments	#	Planned whole or partial school closure
B	Educated off site (not Dual reg.)	N	No reason yet provided for absence	Y	Unable to attend due to exceptional circumstances
C	Other authorised circumstances	O	Unauthorised Abs	X	Non-compulsory school age or COVID-19 related
D	Dual registration	P	Approved sporting activity	Z	Pupil not on roll
E	Excluded	R	Religious observance	-	All should attend / No mark recorded
G	Family holiday (Not agreed)	S	Study leave		
H	Family holiday (agreed)	T	Traveller absence		
I	Illness	U	Late (after registers closed)		
J	Interview	V	Educational visit or trip		

Values shown as percentages (**Show Key to Codes** deselected):

Pupil Analysis By Attendance Code

Period: 02/09/2021 to 09/02/2022
Scope: Reg Group 7C
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	Y	X	-	7	Total
Abhra, Alisha	7C	47.92	47.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Addington, Travis	7C	43.75	47.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	4.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Balinski, Iwa	7C	48.44	47.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.52	0.00	0.52	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Benson, Justin	7C	47.40	46.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.13	0.00	0.00	0.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Bhatti, Soraya	7C	46.35	46.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.17	0.00	0.00	0.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Denholm, Lynden	7C	47.40	46.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.60	0.00	0.00	0.52	0.00	0.52	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Drinkwater, Liberty	7C	45.31	46.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.13	0.00	1.56	0.00	0.00	1.04	0.00	0.00	0.00	0.00	0.52	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Enlai, Cheng	7C	47.40	47.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Flann, Sara	7C	46.88	46.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	1.56	0.00	0.52	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Graham, Arvin	7C	45.31	44.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.77	0.00	0.00	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Hassan, Giv	7C	45.31	46.35	0.00	0.00	0.00	0.00	0.00	0.52	0.00	4.69	0.00	0.00	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Ingram, Phoenix	7C	46.35	45.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.65	0.00	1.04	1.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Lynn, Theresa	7C	46.88	46.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Mattson, Ethan	7C	47.40	47.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.04	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Mitch, Lexi	7C	48.44	48.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Morton, Edgar	7C	46.35	46.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	0.00	0.52	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Negi, Salil	7C	47.40	47.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.04	0.00	0.52	0.52	0.52	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Nibley, Lara	7C	43.75	44.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.33	0.00	0.00	1.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Nichols, Kate	7C	48.44	47.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.04	0.00	0.00	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Patwari, Fanha	7C	45.31	46.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.13	0.00	0.00	3.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Prescott, Gloria	7C	46.35	47.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	0.00	0.52	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Rados, Nusa	7C	46.35	48.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.60	0.52	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Singh, Faraz	7C	47.92	47.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.04	0.00	0.00	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Stallworth, Myron	7C	46.35	46.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	1.56	0.00	1.04	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Touma, Jabir	7C	46.88	45.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.13	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Wallace, Wyatt	7C	45.31	43.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.77	0.00	0.52	1.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Youngman, Crystal	7C	47.40	47.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.52	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	100.00
Totals		46.60	46.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.70	0.00	0.10	1.50	0.00	0.10	0.00	0.00	0.00	0.00	0.10	2.10	0.00	0.00	0.00	0.00	0.00	100.00

Examples for Schools in Wales

Values shown as numbers:

Pupil Analysis By Attendance Code

Period: 02/09/2021 to 09/02/2022
Scope: Reg Group 7C
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
Abhra, Alisha	7C	90	87								6			6								3				192
Addington, Travis	7C	89	88								4		1	6	1							3				192
Balinski, Iwa	7C	89	91								6			1	1	1						3				192
Benson, Justin	7C	93	90								2		1	3								3				192
Bhatti, Soraya	7C	93	91						4					1								3				192
Denholm, Lynden	7C	94	93								2											3				192
Drinkwater, Liberty	7C	86	86							6	6			5								3				192
Enlai, Cheng	7C	95	93											1								3				192
Flann, Sara	7C	90	89								4			6								3				192
Graham, Arvin	7C	84	86								15			4								3				192
Hassan, Giv	7C	92	91								4			2								3				192
Ingram, Phoenix	7C	92	90								5			2								3				192
Lynn, Theresa	7C	93	93								2			1								3				192
McKenzie, Joshua	7C	90	92								4			2							1	3				192
Mitch, Lexi	7C	93	93								2			1								3				192
Morton, Edgar	7C	90	85								8		1	5								3				192
Nibley, Lara	7C	90	90								4			5								3				192
Nichols, Kate	7C	91	92								4			2								3				192
Patwari, Fanha	7C	92	91								2			4								3				192
Prescott, Gloria	7C	93	91								2			3								3				192
Rados, Nusa	7C	90	90								8			1								3				192
Singh, Faraz	7C	93	92								2		1	1								3				192
Stallworth, Myron	7C	90	88								6			4		1						3				192
Touma, Jabir	7C	92	93								2			1							1	3				192
Wallace, Wyatt	7C	85	84								18			2								3				192
Youngman, Crystal	7C	88	87								7			6		1						3				192
Totals		**2357**	**2336**						**4**	**6**	**125**		**4**	**75**	**2**	**3**						**2**	**78**				**4992**

Key to codes		
/ Present (AM)	J Interview	V Educational visit or trip
\ Present (PM)	L Late (before registers closed)	W Work Experience
B Educated off site (not Dual Reg)	M Medical/Dental appointments	Y Partial or Enforced closure
C Other Authorised Circumstances	N No reason provided for absence yet	X Non-compulsory school age absence
D Dual reg (attending other estab)	O Unauthorised Abs (not covered by other code)	# School closed to all pupils
E Excluded (no alternative provision made)	P Approved sporting activity	Z Pupil not on roll yet
F Extended family holiday (agreed)	R Religious observance	- All should attend/no mark recorded
G Family holiday (not agreed or days in excess)	S Study leave	; Illness due to Covid 19
H Family Holiday (agreed)	T Traveller absence	[Remote learning due to Covid 19
I Illness	U Late (after registers closed)	

Values shown as percentages (**Show Key to Codes** deselected):

Pupil Analysis By Attendance Code

Period: 02/09/2021 to 09/02/2022
Scope: Reg Group 7C
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
Abhra, Alisha	7C	46.88	45.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.13	0.00	0.00	3.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Addington, Travis	7C	46.35	45.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.52	3.13	0.52	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Balinski, Iwa	7C	46.35	47.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.13	0.00	0.00	0.52	0.52	0.52	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Benson, Justin	7C	48.44	46.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.04	0.00	0.52	1.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Bhatti, Soraya	7C	48.44	47.40	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Denholm, Lynden	7C	48.96	48.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Drinkwater, Liberty	7C	44.79	44.79	0.00	0.00	0.00	0.00	0.00	0.00	3.13	3.13	0.00	0.00	2.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Enlai, Cheng	7C	49.48	48.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Flann, Sara	7C	46.88	46.35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	3.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Graham, Arvin	7C	43.75	44.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.81	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Hassan, Giv	7C	47.92	47.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Ingram, Phoenix	7C	47.92	46.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.60	0.00	0.00	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Lynn, Theresa	7C	48.44	48.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.04	0.00	0.00	0.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
McKenzie, Joshua	7C	46.88	47.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.52	1.56	0.00	0.00	0.00	100.00
Mitch, Lexi	7C	48.44	48.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.04	0.00	0.00	0.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Morton, Edgar	7C	46.88	44.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.17	0.00	0.52	2.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Nibley, Lara	7C	46.88	46.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	2.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Nichols, Kate	7C	47.40	47.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.08	0.00	0.00	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Patwari, Fanha	7C	47.92	47.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.04	0.00	0.00	2.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Prescott, Gloria	7C	48.44	47.40	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.04	0.00	0.00	1.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Rados, Nusa	7C	46.88	46.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.17	0.00	0.00	0.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Singh, Faraz	7C	48.44	47.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.04	0.00	0.52	0.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Stallworth, Myron	7C	46.88	45.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.13	0.00	0.00	2.08	0.00	0.52	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Touma, Jabir	7C	47.92	48.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.04	0.00	0.00	0.52	0.00	0.00	0.00	0.00	0.00	0.00	0.52	1.56	0.00	0.00	0.00	100.00
Wallace, Wyatt	7C	44.27	43.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.38	0.00	0.00	1.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Youngman, Crystal	7C	45.83	45.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.65	0.00	0.00	3.13	0.00	0.52	0.00	0.00	0.00	0.00	0.00	1.56	0.00	0.00	0.00	100.00
Totals		47.20	46.80	0.00	0.00	0.00	0.00	0.00	0.10	0.10	2.50	0.00	0.10	1.50	0.00	0.10	0.00	0.00	0.00	0.00	0.00	1.60	0.00	0.00	0.00	100.00

Today's Register Report

Menu Route

Reports | Lesson Monitor | Whole Group Student Reports | Todays Register Report

Description

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

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

Analysis of Marks for a Student

Mark Category	Value
AM	Mark recorded as **/** for the AM session.
PM	Mark recorded as **** for the PM session.

Example

Today's Register - Tuesday 11/11/2014

Reg Group 7A   Mr B. Kinross

	AM	1	2	3	4	PM	5
Abbess, Graham	/	/	/	/	/	\\	–
Acton, Samantha	/	/	/	/	/	\\	–
Amoso, Stephanie	/	/	/	/	/	\\	–
Angler, Harry	/	/	/	/	/	\\	–
Bailey, Gloria	/	/	/	/	/	\\	–
Bradbury, Christina	/	/	/	/	/	\\	–
Brown, Jeremy	/	/	/	/	/	\\	–
Bukolt, Krystal	/	/	/	/	/	\\	–
Byron, Matthew	/	/	/	/	/	\\	–
Call, Brian	/	/	/	/	/	\\	–
Cardy, Carly	/	/	/	/	/	\\	–
Cerveira, Pedro	/	/	/	/	/	\\	–
Crosby, Kerry	/	/	/	/	/	\\	–
Dallary, Hannah	/	/	/	/	/	\\	–
Ebben, Andrew	/	/	/	/	/	\\	–
Gorman, Michael	M	M	M	M	M	M	–
Goulden, Joseph	/	/	/	/	/	\\	–
Grants, Louise	/	/	/	/	/	\\	–
Jake, Paula	/	/	/	/	/	\\	–
James, Jonny	/	/	/	/	/	\\	–
Karlos, John	/	/	/	/	/	\\	–
Manderville, Hannah	/	/	/	/	/	\\	–
Pocket, Polly	/	/	/	/	/	\\	–
Pocket, Preety	/	/	/	/	/	\\	–
Radford, Richard	/	/	/	/	/	\\	–
Wright, Scott	/	/	/	/	/	\\	–

Student's School Career Attendance Report

Menu Route

Reports | Lesson Monitor | Whole Group Student Reports | Student's School Career Attendance Report

Description

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

The report shows the 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 student leaves the school and is then re-admitted, their first date of admission and last date of leaving are shown on the report.*

Analysis of Marks

Mark Category	Value	Percentage
Attendances	Count of all the sessions with marks having the statistical meaning of Present and Approved Educational Activity.	(Count of Present + AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Authorised Absences	Count of all the sessions with marks having the statistical meaning of Authorised.	(Count of Authorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Unauthorised Absences	Count of all the sessions with marks having the statistical meaning of Unauthorised.	(Count of Unauthorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Possible Attendances	Total count of the sessions which the student is required to attend (also includes missing marks).	Not applicable
Approved Educational Activity (AEA)	Count of all the sessions with marks having the statistical meaning of Approved Educational Activity.	(Count of AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)

Example

Pupils' School Career Attendance

Effective Date: 11/11/2014
Scope: Reg Group 7A
Number of Sessions

Name	DOB	DOA	DOL	Attendances	Authorised Absences	Unauthorised Absences	Max Possible	% Attend
Abbess, Graham	29/09/2002	03/09/2014		86	0	0	86	100
Acton, Samantha	25/03/2003	03/09/2014		62	24	0	86	72.1
Amoso, Stephanie	25/05/2003	03/09/2014		86	0	0	86	100
Angler, Harry	24/05/2003	03/09/2014		84	2	0	86	97.7
Bailey, Gloria	18/04/2003	03/09/2014		66	20	0	86	76.7
Bradbury, Christina	24/12/2002	03/09/2014		86	0	0	86	100
Brown, Jeremy	18/12/2002	03/09/2014		86	0	0	86	100
Bukolt, Krystal	05/09/2002	03/09/2014		84	2	0	86	97.7
Byron, Matthew	03/02/2003	03/09/2014		76	10	0	86	88.4
Call, Brian	07/03/2003	03/09/2014		76	6	4	86	88.4
Cardy, Carly	11/11/2002	03/09/2014		84	2	0	86	97.7
Cerveira, Pedro	06/06/2003	03/09/2014		74	12	0	86	86
Crosby, Kerry	06/10/2002	03/09/2014		78	8	0	86	90.7
Dallary, Hannah	24/05/2003	03/09/2014		82	0	4	86	95.3
Ebben, Andrew	18/08/2003	03/09/2014		84	2	0	86	97.7
Gorman, Michael	02/03/2003	03/09/2014		76	10	0	86	88.4
Goulden, Joseph	24/01/2003	03/09/2014		84	2	0	86	97.7
Grants, Louise	29/03/2003	03/09/2014		62	24	0	86	72.1
Jake, Paula	15/01/2003	03/09/2014		78	8	0	86	90.7
James, Jonny	21/02/2003	03/09/2014		84	2	0	86	97.7
Karlos, John	15/05/2003	03/09/2014		82	0	4	86	95.3
Manderville, Hannah	14/03/2003	03/09/2014		76	10	0	86	88.4
Pocket, Polly	09/09/2002	03/09/2014		82	4	0	86	95.3
Pocket, Preety	09/09/2002	03/09/2014		66	14	6	86	76.7
Radford, Richard	04/02/2003	03/09/2014		86	0	0	86	100
Wright, Scott	12/01/2003	03/09/2014		74	10	2	86	86

Attendances and %Attend include both Present and Approved Educational Activity

Official Register Report

Menu Route

Reports | Lesson Monitor | Whole Group Student Reports | Official Register Report

Description

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, which displays approximately three weeks on one page.

> *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.

Calculating the Total of the Session Marks for a Student

Mark Category	Value
Present AM (for a student)	Count of all the registration marks for the student in the AM sessions for all the dates in the selected date range with statistical meaning of Present.
Present PM (for a student)	Count of all the registration marks for student in the PM sessions for all the dates in the selected date range with statistical meaning of Present.
Present AM (for date)	Count of all the registration marks for all students in the AM sessions on a particular date in the selected date range with statistical meaning of Present.
Present PM (for date)	Count of all the registration marks for all students in the PM sessions on a particular date in the selected date range with statistical meaning of Present.
Total Number of Present marks for the period (message at the end of the report)	Count of all the registration marks for all students in both the sessions for all dates in the selected date range with statistical meaning of Present.

NOTE: Present marks do not include AEA marks.

Example

Official Register

Period: 03/09/2014 to 11/11/2014   Includes History of Changes
Scope: Reg Group 7A
Include changes from 'N': Yes

	Sep																						Oct						
	03	04	05	08	09	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	01	02	03	06	07
Abbess, Graham	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Acton, Samantha	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	II	II	II	II	II	/\	/\	/\	/\	/\	/\	/\
Amoso, Stephanie	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Angler, Harry	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Bailey, Gloria	##	/\	/\	/\	/\	/\	/\	/\	TT	TT	TT	TT	TT	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Bradbury, Christina	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Brown, Jeremy	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Bukolt, Krystal	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Byron, Matthew	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Call, Brian	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	MM	MM	MM	/\	/\	/\	/\
Cardy, Carly	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Cerveira, Pedro	##	/\	/\	MM	MM	MM	MM	MM	/\	/\	/\	/\	/\	/\	II	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Crosby, Kerry	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	TT	TT	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	VV	VV
Dallary, Hannah	##	/\	/\	/\	/\	/\	NN	NN	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Ebben, Andrew	##	/\	/\	/\	MM	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	VV	VV
Gorman, Michael	##	/\	/\	/\	MM	MM	MM	MM	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	MM	/\	/\	/\	/\
Goulden, Joseph	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	MM	/\	/\	/\	/\
Grants, Louise	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	II	II	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Jake, Paula	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
James, Jonny	##	/\	/\	/\	/\	/\	/\	/\	/\	II	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Karlos, John	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Manderville, Hannah	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	HH	HH	HH	HH	HH	/\	/\	/\	/\	/\	/\	/\
Pocket, Polly	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\
Pocket, Preety	##	/\	/\	/\	/\	/\	/\	/\	II	II	II	II	II	/\	/\	/\	HH	HH	/\	/\	NN	NN	NN	/\	/\
Radford, Richard	##	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	TT
Wright, Scott	##	/\	/\	/\	/\	CC	CC	CC	/\	/\	/\	/\	/\	NN	/\	/\	/\	/\	/\	/\	/\	/\	/\	/\	TT
Present AM	0	26	26	25	23	23	22	22	24	23	24	23	23	22	22	24	23	23	25	25	22	25	25	24	23
Present PM	0	26	26	25	23	23	22	22	24	23	24	23	23	22	22	24	23	23	25	25	22	25	25	24	23

Total Number of Present Marks for Period

History of Changes

Acton, Samantha	mark for	22/09/2014 AM changed from	/ to I	on 24/07/2014	by	Mr A. Blacker	Lesson Mark	Entered in error
Acton, Samantha	mark for	22/09/2014 PM changed from	\ to I	on 24/07/2014	by	Mr A. Blacker	Lesson Mark	Entered in error
Acton, Samantha	mark for	23/09/2014 AM changed from	/ to I	on 24/07/2014	by	Mr A. Blacker	Lesson Mark	Entered in error
Acton, Samantha	mark for	23/09/2014 PM changed from	\ to I	on 24/07/2014	by	Mr A.	Lesson Mark	Entered in

Key to codes

/	Present (AM)	J	Interview	U	Late (after registers closed)
\	Present (PM)	L	Late (before registers closed)	V	Educational visit or trip
B	Educated off site (not Dual reg.)	M	Medical/Dental appointments	W	Work experience
C	Other authorised circumstances	N	No reason yet provided for absence	#	Planned whole or partial school closure
D	Dual registration	O	Unauthorised Abs	Y	Unable to attend due to exceptional circumstances
E	Excluded	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
I	Illness	T	Traveller absence		

Student Analysis by AM/PM Report

Menu Route

Reports | Lesson Monitor | Whole Group Student Reports | Student Analysis by AM/PM Report

Description

Shows the number of AM and PM sessions that were attended by each 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.

Analysis of Marks

Mark Category	Value	Percentage
Present (AM/PM)	Count of all the sessions with marks having the statistical meaning of Present.	(Count of Present marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Approved Educational Activity (AEA) (AM/PM)	Count of all the sessions with marks having the statistical meaning of Approved Educational Activity.	(Count of AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Authorised Absences (AM/PM)	Count of all the sessions with marks having the statistical meaning of Authorised.	(Count of Authorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Unauthorised Absences (AM/PM)	Count of all the sessions with marks having the statistical meaning of Unauthorised.	(Count of Unauthorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Possible Attendances (AM/PM)	Total count of the sessions which the student is required to attend (also includes missing marks).	Not applicable
Percentage Attendance (AM/PM)	Not applicable	(Count of Present marks + count of AEA marks) / Possible Attendances*100 (rounded up to the nearest 0.1%)

Examples

Values shown as numbers:

Pupil Analysis by AM/PM

Period: 03/09/2014 to 10/11/2014
Scope: Reg Group 7A
Number of sessions

Name	Reg	Present		AEA		Authorised		Unauthorised		Possible		% Attend	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Abbess, Graham	7A	43	43	0	0	0	0	0	0	43	43	100.0	100.0
Acton, Samantha	7A	31	31	0	0	12	12	0	0	43	43	72.1	72.1
Amoso, Stephanie	7A	43	43	0	0	0	0	0	0	43	43	100.0	100.0
Angler, Harry	7A	42	42	0	0	1	1	0	0	43	43	97.7	97.7
Bailey, Gloria	7A	33	33	0	0	10	10	0	0	43	43	76.7	76.7
Bradbury, Christina	7A	43	43	0	0	0	0	0	0	43	43	100.0	100.0
Brown, Jeremy	7A	43	43	0	0	0	0	0	0	43	43	100.0	100.0
Bukolt, Krystal	7A	41	41	1	1	1	1	0	0	43	43	97.7	97.7
Byron, Matthew	7A	38	38	0	0	5	5	0	0	43	43	88.4	88.4
Call, Brian	7A	38	38	0	0	3	3	2	2	43	43	88.4	88.4
Cardy, Carly	7A	42	42	0	0	1	1	0	0	43	43	97.7	97.7
Cerveira, Pedro	7A	37	37	0	0	6	6	0	0	43	43	86.0	86.0
Crosby, Kerry	7A	37	37	2	2	4	4	0	0	43	43	90.7	90.7
Dallary, Hannah	7A	38	38	3	3	0	0	2	2	43	43	95.3	95.3
Ebben, Andrew	7A	38	39	4	3	1	1	0	0	43	43	97.7	97.7
Gorman, Michael	7A	38	38	0	0	5	5	0	0	43	43	88.4	88.4
Goulden, Joseph	7A	42	42	0	0	1	1	0	0	43	43	97.7	97.7
Grants, Louise	7A	31	31	0	0	12	12	0	0	43	43	72.1	72.1
Jake, Paula	7A	39	39	0	0	4	4	0	0	43	43	90.7	90.7
James, Jonny	7A	42	42	0	0	1	1	0	0	43	43	97.7	97.7
Karlos, John	7A	41	41	0	0	0	0	2	2	43	43	95.3	95.3
Manderville, Hannah	7A	38	38	0	0	5	5	0	0	43	43	88.4	88.4
Pocket, Polly	7A	41	41	0	0	2	2	0	0	43	43	95.3	95.3
Pocket, Preety	7A	33	33	0	0	7	7	3	3	43	43	76.7	76.7
Radford, Richard	7A	43	43	0	0	0	0	0	0	43	43	100.0	100.0
Wright, Scott	7A	37	37	0	0	5	5	1	1	43	43	86.0	86.0
Totals		1012	1013	10	9	86	86	10	10	1118	1118	91.4	91.4

%Attend includes both Present and Approved Educational Activity

Values shown as percentages:

Pupil Analysis by AM/PM

Period: 03/09/2014 to 10/11/2014
Scope: Reg Group 7A
Percentage of sessions

Name	Reg	Present		AEA		Authorised		Unauthorised		Possible		% Attend	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Abbess, Graham	7A	100.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0	100.0	100.0
Acton, Samantha	7A	72.1	72.1	0.0	0.0	27.9	27.9	0.0	0.0	100.0	100.0	72.1	72.1
Amoso, Stephanie	7A	100.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0	100.0	100.0
Angler, Harry	7A	97.7	97.7	0.0	0.0	2.3	2.3	0.0	0.0	100.0	100.0	97.7	97.7
Bailey, Gloria	7A	76.7	76.7	0.0	0.0	23.3	23.3	0.0	0.0	100.0	100.0	76.7	76.7
Bradbury, Christina	7A	100.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0	100.0	100.0
Brown, Jeremy	7A	100.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0	100.0	100.0
Bukolt, Krystal	7A	95.3	95.3	2.3	2.3	2.3	2.3	0.0	0.0	100.0	100.0	97.7	97.7
Byron, Matthew	7A	88.4	88.4	0.0	0.0	11.6	11.6	0.0	0.0	100.0	100.0	88.4	88.4
Call, Brian	7A	88.4	88.4	0.0	0.0	7.0	7.0	4.7	4.7	100.0	100.0	88.4	88.4
Cardy, Carly	7A	97.7	97.7	0.0	0.0	2.3	2.3	0.0	0.0	100.0	100.0	97.7	97.7
Cerveira, Pedro	7A	86.0	86.0	0.0	0.0	14.0	14.0	0.0	0.0	100.0	100.0	86.0	86.0
Crosby, Kerry	7A	86.0	86.0	4.7	4.7	9.3	9.3	0.0	0.0	100.0	100.0	90.7	90.7
Dallary, Hannah	7A	88.4	88.4	7.0	7.0	0.0	0.0	4.7	4.7	100.0	100.0	95.3	95.3
Ebben, Andrew	7A	88.4	90.7	9.3	7.0	2.3	2.3	0.0	0.0	100.0	100.0	97.7	97.7
Gorman, Michael	7A	88.4	88.4	0.0	0.0	11.6	11.6	0.0	0.0	100.0	100.0	88.4	88.4
Goulden, Joseph	7A	97.7	97.7	0.0	0.0	2.3	2.3	0.0	0.0	100.0	100.0	97.7	97.7
Grants, Louise	7A	72.1	72.1	0.0	0.0	27.9	27.9	0.0	0.0	100.0	100.0	72.1	72.1
Jake, Paula	7A	90.7	90.7	0.0	0.0	9.3	9.3	0.0	0.0	100.0	100.0	90.7	90.7
James, Jonny	7A	97.7	97.7	0.0	0.0	2.3	2.3	0.0	0.0	100.0	100.0	97.7	97.7
Karlos, John	7A	95.3	95.3	0.0	0.0	0.0	0.0	4.7	4.7	100.0	100.0	95.3	95.3
Manderville, Hannah	7A	88.4	88.4	0.0	0.0	11.6	11.6	0.0	0.0	100.0	100.0	88.4	88.4
Pocket, Polly	7A	95.3	95.3	0.0	0.0	4.7	4.7	0.0	0.0	100.0	100.0	95.3	95.3
Pocket, Preety	7A	76.7	76.7	0.0	0.0	16.3	16.3	7.0	7.0	100.0	100.0	76.7	76.7
Radford, Richard	7A	100.0	100.0	0.0	0.0	0.0	0.0	0.0	0.0	100.0	100.0	100.0	100.0
Wright, Scott	7A	86.0	86.0	0.0	0.0	11.6	11.6	2.3	2.3	100.0	100.0	86.0	86.0
Totals		90.5	90.6	0.9	0.8	7.7	7.7	0.9	0.9	100.0	100.0	91.4	91.4

%Attend includes both Present and Approved Educational Activity

Students' Yearly Attendance Report

Menu Route

Reports | Lesson Monitor | Whole Group Student Reports | Student Yearly Attendance Report

Description

This report provides information about individual 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 students who were on-roll then.

Leaving the date as today produces a report that shows all students who are currently on-roll.

Calculating the Total of the Session Marks for a Student

Mark Category	Value	Percentage
Attendances	Count of all the sessions with marks having the statistical meaning of Present and Approved Educational Activity.	(Count of Present + AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Authorised Absences	Count of all the sessions with marks having the statistical meaning of Authorised.	(Count of Authorised absence marks/ Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Unauthorised Absences	Count of all the sessions with marks having the statistical meaning of Unauthorised.	(Count of Unauthorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Possible Attendances	Total count of the sessions which the student is required to attend (also includes missing marks).	Not applicable
Approved Educational Activity (AEA)	Count of all the sessions with marks having the statistical meaning of Approved Educational Activity.	(Count of AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Percentage Attendance (AM/PM)	Not applicable	(Count of Present marks + count of AEA marks) / Possible Attendances*100 (rounded up to the nearest 0.1%)

Example

Pupils' Yearly Attendance

Effective Date: 11/11/2014
Scope: Reg Group 7A
Number of Sessions

Name	DOB	Year	Attendances	Authorised Absences	Unauthorised Absences	Max Possible	% Attend
Abbess, Graham	29/09/2002	14/15	86	0	0	86	100
Acton, Samantha	25/03/2003	14/15	62	24	0	86	72.09
Amoso, Stephanie	25/05/2003	14/15	86	0	0	86	100
Angler, Harry	24/05/2003	14/15	84	2	0	86	97.67
Bailey, Gloria	18/04/2003	14/15	66	20	0	86	76.74
Bradbury, Christina	24/12/2002	14/15	86	0	0	86	100
Brown, Jeremy	18/12/2002	14/15	86	0	0	86	100
Bukolt, Krystal	05/09/2002	14/15	84	2	0	86	97.67
Byron, Matthew	03/02/2003	14/15	76	10	0	86	88.37
Call, Brian	07/03/2003	14/15	76	6	4	86	88.37
Cardy, Carly	11/11/2002	14/15	84	2	0	86	97.67
Cerveira, Pedro	06/06/2003	14/15	74	12	0	86	86.05
Crosby, Kerry	06/10/2002	14/15	78	8	0	86	90.7
Dallary, Hannah	24/05/2003	14/15	82	0	4	86	95.35
Ebben, Andrew	18/08/2003	14/15	84	2	0	86	97.67
Gorman, Michael	02/03/2003	14/15	76	10	0	86	88.37
Goulden, Joseph	24/01/2003	14/15	84	2	0	86	97.67
Grants, Louise	29/03/2003	14/15	62	24	0	86	72.09
Jake, Paula	15/01/2003	14/15	78	8	0	86	90.7
James, Jonny	21/02/2003	14/15	84	2	0	86	97.67
Karlos, John	15/05/2003	14/15	82	0	4	86	95.35
Manderville, Hannah	14/03/2003	14/15	76	10	0	86	88.37
Pocket, Polly	09/09/2002	14/15	82	4	0	86	95.35
Pocket, Preety	09/09/2002	14/15	66	14	6	86	76.74
Radford, Richard	04/02/2003	14/15	86	0	0	86	100
Wright, Scott	12/01/2003	14/15	74	10	2	86	86.05

Attendances and %Attend include both Present and Approved Educational Activity

Student Analysis by Session in Week Report

Menu Route

Reports | Lesson Monitor | Whole Group Student Reports | Student Analysis by Session in Week Report

Description

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 student in the selected group.

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

Calculating the Total of the Session Marks for a Student

Mark Category	Value
Attendances (AM /PM)	Count of all the registration marks for the student in the AM/PM sessions for all the dates in the selected date range with statistical meaning of Present.
Approved Educational Activity (AEA) (AM/PM)	Count of all the registration marks for the student in the AM /PM sessions for all the dates in the selected date range with statistical meaning of AEA.
Authorised Absences (AM/PM)	Count of all the registration marks for the student in the AM /PM sessions for all the dates in the selected date range with statistical meaning of Authorised.
Unauthorised Absences (AM/PM)	Count of all the registration marks for the student in the AM /PM sessions for all the dates in the selected date range with statistical meaning of Unauthorised.
Total (AM/PM)	Count of all the registration marks for the student in the AM/PM sessions for all the dates in the selected date range. This includes the sum of the above fields.

NOTE: The present marks do not include the AEA marks

Examples

Values shown as numbers:

Pupil Analysis By Session In Week

Period: 03/09/2014 to 10/11/2014
Scope: Reg Group 7A
Number of sessions in category : Present + AEA

Name	Reg	Mon		Tue		Wed		Thu		Fri		All Week	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Possible		9	9	8	8	8	8	9	9	9	9	43	43
Abbess, Graham	7A	9	9	8	8	8	8	9	9	9	9	43	43
Acton, Samantha	7A	7	7	6	6	6	6	6	6	6	6	31	31
Amoso, Stephanie	7A	9	9	8	8	8	8	9	9	9	9	43	43
Angler, Harry	7A	8	8	8	8	8	8	9	9	9	9	42	42
Bailey, Gloria	7A	7	7	6	6	6	6	7	7	7	7	33	33
Bradbury, Christina	7A	9	9	8	8	8	8	9	9	9	9	43	43
Brown, Jeremy	7A	9	9	8	8	8	8	9	9	9	9	43	43
Bukolt, Krystal	7A	9	9	8	8	7	7	9	9	9	9	42	42
Byron, Matthew	7A	8	8	7	7	7	7	8	8	8	8	38	38
Call, Brian	7A	8	8	7	7	7	7	8	8	8	8	38	38
Cardy, Carly	7A	9	9	8	8	8	8	8	8	9	9	42	42
Cerveira, Pedro	7A	8	8	6	6	7	7	8	8	8	8	37	37
Crosby, Kerry	7A	9	9	6	6	8	8	8	8	8	8	39	39
Dallary, Hannah	7A	9	9	8	8	8	8	8	8	8	8	41	41
Ebben, Andrew	7A	9	9	7	7	8	8	9	9	9	9	42	42
Gorman, Michael	7A	9	9	7	7	6	6	8	8	8	8	38	38
Goulden, Joseph	7A	9	9	8	8	7	7	9	9	9	9	42	42
Grants, Louise	7A	6	6	5	5	6	6	7	7	7	7	31	31
Jake, Paula	7A	9	9	8	8	8	8	7	7	7	7	39	39
James, Jonny	7A	9	9	7	7	8	8	9	9	9	9	42	42
Karlos, John	7A	9	9	7	7	8	8	9	9	8	8	41	41
Manderville, Hannah	7A	8	8	7	7	7	7	8	8	8	8	38	38
Pocket, Polly	7A	9	9	8	8	8	8	8	8	8	8	41	41
Pocket, Preety	7A	8	8	7	7	6	6	6	6	6	6	33	33
Radford, Richard	7A	9	9	8	8	8	8	9	9	9	9	43	43
Wright, Scott	7A	8	8	7	7	6	6	8	8	8	8	37	37
7A		220	220	188	188	190	190	212	212	212	212	1022	1022

Values shown as Percentages:

Pupil Analysis By Session In Week

Period: 03/09/2014 to 10/11/2014
Scope: Reg Group 7A
Number of sessions in category : Present + AEA

Name	Reg	Mon		Tue		Wed		Thu		Fri		All Week	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Possible		100	100	100	100	100	100	100	100	100	100	100	100
Abbess, Graham	7A	100	100	100	100	100	100	100	100	100	100	100	100
Acton, Samantha	7A	77.8	77.8	75	75	75	75	66.7	66.7	66.7	66.7	72.1	72.1
Amoso, Stephanie	7A	100	100	100	100	100	100	100	100	100	100	100	100
Angler, Harry	7A	88.9	88.9	100	100	100	100	100	100	100	100	97.7	97.7
Bailey, Gloria	7A	77.8	77.8	75	75	75	75	77.8	77.8	77.8	77.8	76.7	76.7
Bradbury, Christina	7A	100	100	100	100	100	100	100	100	100	100	100	100
Brown, Jeremy	7A	100	100	100	100	100	100	100	100	100	100	100	100
Bukolt, Krystal	7A	100	100	100	100	87.5	87.5	100	100	100	100	97.7	97.7
Byron, Matthew	7A	88.9	88.9	87.5	87.5	87.5	87.5	88.9	88.9	88.9	88.9	88.4	88.4
Call, Brian	7A	88.9	88.9	87.5	87.5	87.5	87.5	88.9	88.9	88.9	88.9	88.4	88.4
Cardy, Carly	7A	100	100	100	100	100	100	88.9	88.9	100	100	97.7	97.7
Cerveira, Pedro	7A	88.9	88.9	75	75	87.5	87.5	88.9	88.9	88.9	88.9	86	86
Crosby, Kerry	7A	100	100	75	75	100	100	88.9	88.9	88.9	88.9	90.7	90.7
Dallary, Hannah	7A	100	100	100	100	100	100	88.9	88.9	88.9	88.9	95.3	95.3
Ebben, Andrew	7A	100	100	87.5	87.5	100	100	100	100	100	100	97.7	97.7
Gorman, Michael	7A	100	100	87.5	87.5	75	75	88.9	88.9	88.9	88.9	88.4	88.4
Goulden, Joseph	7A	100	100	100	100	87.5	87.5	100	100	100	100	97.7	97.7
Grants, Louise	7A	66.7	66.7	62.5	62.5	75	75	77.8	77.8	77.8	77.8	72.1	72.1
Jake, Paula	7A	100	100	100	100	100	100	77.8	77.8	77.8	77.8	90.7	90.7
James, Jonny	7A	100	100	87.5	87.5	100	100	100	100	100	100	97.7	97.7
Karlos, John	7A	100	100	87.5	87.5	100	100	100	100	88.9	88.9	95.3	95.3
Manderville, Hannah	7A	88.9	88.9	87.5	87.5	87.5	87.5	88.9	88.9	88.9	88.9	88.4	88.4
Pocket, Polly	7A	100	100	100	100	100	100	88.9	88.9	88.9	88.9	95.3	95.3
Pocket, Preety	7A	88.9	88.9	87.5	87.5	75	75	66.7	66.7	66.7	66.7	76.7	76.7
Radford, Richard	7A	100	100	100	100	100	100	100	100	100	100	100	100
Wright, Scott	7A	88.9	88.9	87.5	87.5	75	75	88.9	88.9	88.9	88.9	86	86
7A		94	94	90.4	90.4	91.3	91.3	90.6	90.6	90.6	90.6	91.4	91.4

Persistent Absence Reports

Menu Route

Reports | Attendance | Whole Group Student Reports | Persistent Absence Report

Description

The Persistent Absence reports provide schools with the ability to analyse their data and to identify students where action needs to be taken regarding their absence. This information can also be used to determine which 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 students who are persistently absent from school. By default, the report displays the numbers of 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 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 <u>not</u> collected for the report:

- **L** Late (before registers closed) marked as present
- **B** Approved Education Activity as student is being educated off site (<u>not</u> dual registration)
- **D** Dual Registered (at another establishment) - <u>not</u> 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 - <u>not</u> counted in possible attendances
- **Y** Unable to attend due to exceptional circumstances
- **Z** Student not yet on-roll - <u>not</u> counted in possible attendances
- **#** Planned whole or partial school closure - <u>not</u> 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 entered in 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.

Persistent Absence Summary Report

Analysis

The Summary report default value range is calculated according to the dates entered when the academic year was set up. Each date range corresponds to the dates that relate to half terms (as defined in the school calendar).

The following example closely relates to the school calendar for most schools. However, if your school has defined 6 terms, for example, each having a half term holidays defined, there will be 12 date ranges.

The summary report for the current academic year will contain the following details.

Date Range	Description
Date Range 1	By default, 20% and 15% absence in the first date range.
	For example, if the first date range consists of 35 days or 70 sessions and the system calculates 20% of the total number of sessions. 20% of 70 equals 14. The system returns the number of students absent for 14+ or more sessions.
	The system calculates 20% and 15% of session absence for dates ranges 1 – 5 inclusive.
	For example, the number of days in date ranges 1 – 5 equals 161 days or 322 sessions. 20% of 322 sessions equals 64. The system returns the number of students absent in the first date range for 64+ sessions.
Date Range 2	By default, 20% and 15% absence in both first and second date range.
	For example, if the date range 1 – 2 inclusive consists of 73 days or 146 sessions and the system calculates 20% of the total number of sessions. 20% of 146 equals 29. The system returns the number of students absent for 29+ or more sessions.
	The system calculates 20% and 15% of session absence for dates ranges 1 – 5 inclusive.
	For example, the number of days in date ranges 1 – 5 equals 161 days or 322 sessions. 20% of 322 sessions equals 64. The system returns the number of students absent in date range 1 – 2 for 64+ sessions.
Date Range 3	By default, 20% and 15% absence in date ranges 1 – 3.
	For example, if the date range 1 – 3 inclusive consists of 105 days or 210 sessions and the system calculates 20% of the total number of sessions. 20% of 210 equals 42. The system returns the number of students absent for 42+ or more sessions.
	The system calculates 20% and 15% of session absence for dates ranges 1 – 5 inclusive.
	For example, the number of days in date ranges 1 – 5 equals 161 days or 322 sessions. 20% of 322 sessions equals 64. The system returns the number of students absent in date range 1 – 3 for 64+ sessions.
Date Range 4	By default, 20% and 15% absence in date ranges 1 – 4.
	For example, if the date range 1 – 4 inclusive consists of 136 days or 272 sessions and the system calculates 20% of the total number of sessions. 20% of 272 equals 54. The system returns the number of students absent for 54+ or more sessions.
	The system calculates 20% and 15% of session absence for dates ranges 1 – 5 inclusive.
	For example, the number of days in date ranges 1 – 5 equals 161 days or 322 sessions. 20% of 322 sessions equals 64. The system returns the number of students absent in date range 1 – 4 for 64+ sessions.

Date Range	Description
Date Range 5	By default, 20% and 15% absence in date ranges 1 – 5. For example, if the date range 1 – 5 inclusive consists of 161 days or 322 sessions and the system calculates 20% of the total number of sessions. 20% of 322 equals 64. The system returns the number of students absent for 64+ or more sessions.

Example

Persistent Absence Report
Whole School

Persistent Absence Data Collection for 2015 - 2016	
Scope:	Whole School
School DCSF Number:	4321
School Name:	Green Abbey School
Name of Headteacher:	Mr Adrian Blacker
Telephone:	851234
Email:	office@ga.org.uk

| Date Range for Term 1:
From: 03/09/2015
To: 25/10/2015 | Date Range for Term 2:
From: 31/10/2015
To: 18/12/2015 | 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 | Date Range for Term 5:
From: 11/04/2016
To: 30/05/2016 | Date Range for Term 6:
From: 04/06/2016
To: 22/07/2016 |

Report for 20 % absence

No of pupils/students with 15+ absence for term 1	No of pupils/students with 64+ absence for term 1	No of pupils/students with 29+ absence for terms 1-2	No of pupils/students with 64+ absence for terms 1-2	No of pupils/students with 41+ absence for terms 1-3	No of pupils/students with 64+ absence for terms 1-3	No of pupils/students with 50+ absence for terms 1-4	No of pupils/students with 64+ absence for terms 1-4	No of pupils/students with 64+ absence for terms 1-5	No of pupils/students with 78+ absence for terms 1-6
5	0	2	0	2	0	1	1	1	1

Report for 15 % absence

No of pupils/students with 11+ absence for term 1	No of pupils/students with 48+ absence for term 1	No of pupils/students with 22+ absence for terms 1-2	No of pupils/students with 48+ absence for terms 1-2	No of pupils/students with 31+ absence for terms 1-3	No of pupils/students with 48+ absence for terms 1-3	No of pupils/students with 38+ absence for terms 1-4	No of pupils/students with 48+ absence for terms 1-4	No of pupils/students with 48+ absence for terms 1-5	No of pupils/students with 59+ absence for terms 1-6
22	0	3	0	2	1	2	1	1	1

Persistent Absence Detailed Report

Analysis

The following details about each student are displayed on reports for the current academic year:

- **Forename** – the Legal Forename of the student.
- **Surname** – the Legal Surname of the student.
- **Gender**
- **Year Group**
- **Absence Sessions** - Default values are as follows:

Date Range	Description
Date Range 1	Absence Sessions (by default, 20% of all sessions in Date Range 1). For example, 20% of a possible 70 sessions =14+
Date Range 2	Absence Sessions (by default, 20% of all sessions in Date Range 1 – 2). For example, 20% of a possible 140 sessions = 28+

Date Range	Description
Date Range 3	Absence Sessions (by default, 20% of all sessions in Date Range 1 – 3). For example, 20% of a possible 200 sessions = 40+
Date Range 4	Absence Sessions (by default, 20% of all sessions in Date Range 1 – 4). For example, 20% of a possible 260 sessions = 50+
Date Range 5	Absence Sessions (by default, 20% of all sessions in Date Range 1 - 5). For example, 20% of a possible 320 sessions = 64+

The detailed report for the previous academic year contains the above values as calculated for Date Ranges 1 – 5, with the addition of a calculation for Date Range 6 as follows:

Date Range	Description
Date Range 6	Absence Sessions (by default, 20% of all sessions in Date Range 1 - 6). For example, 20% of a possible 380 sessions = 76+

Examples

Persistent Absence Report

Whole School

Persistent Absence Data Collection for 2015 - 2016	
Scope:	Whole School
School DCSF Number:	4321
School Name:	Green Abbey School
Name of Headteacher:	Mr Adrian Blacker
Telephone:	851234
Email:	office@ga.org.uk

Report for 20 % absence

Date Range for Term 1:	From: 03/09/2015	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
Brown, Jeremy	M	8	16	Aldridge, Courtney	F	10	42
Dawson, Peter	M	9	24	Dawson, Peter	M	9	43
Harvey, Emma	F	12	17				
O'Reilly, Sharon	F	9	20				
Upson, Edwin	M	12	18				

Persistent Absence Data Collection for 2015 - 2016	
Scope:	Whole School
School DCSF Number:	4321
School Name:	Green Abbey School
Name of Headteacher:	Mr Adrian Blacker
Telephone:	851234
Email:	office@ga.org.uk

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 (41+) 1-3	Name	Gender	Year Group	Absence Sessions (50+) 1-4
Aldridge, Courtney	F	10	42	Dawson, Peter	M	9	69
Dawson, Peter	M	9	62				

Persistent Absence Report – Student Threshold

Menu Route

Applicable to schools in England, Independent schools and International schools

**Reports | Lesson Monitor | Whole Group Student Reports |
Persistent Absence Report – Student Threshold**

Description

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 maintained schools in England and it enables them to keep up with the latest DfE calculations however, other schools might also find the report useful.

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 student, rather than being based on a standardised number of sessions within school. This helps to identify students who are not due in school full-time, such as dual registered students. The original Persistent Absence report (**Reports | Attendance | Whole Group 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 students who are persistently absent (based on a chosen percentage, e.g. 10%), as well as overall figures about the number of students absent in school, and that figure as a percentage of the school population, in line with current DfE guidance.

The report also provides visibility of those students who meet the specified threshold and to whom Pupil Premium (**PP**), SEN or In Care applies.

Analysis

Category	Description
Summary Information/Summary figures	
% of students who met absence threshold	Percentage of students who met the absence threshold.
No. of students who met absence threshold	Number of students who met the absence threshold.
No. of students in cohort	Number of students in the selected group.
List of Students grid	
% sessions missed	Percentage of sessions missed.
Sessions missed	Number of sessions the student did not attend.

Category	Description
Threshold	Threshold refers to the number of sessions missed, based on the absence percentage threshold selected. This means that the student is persistently absent. Threshold sessions are 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 is displayed as seven sessions.
Possible sessions	Number of possible sessions that the student could attend.

Example

Persistent Absence Report - Student Threshold

School Name	Green Abbey 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	01/09/2017 - 24/04/2018

Summary figures for Whole School

% of students who met absence threshold	No. of students who met absence threshold	No. of students who met absence threshold & PP	% of students who met absence threshold & PP	No. of students who met absence threshold & SEN	% of students who met absence threshold & SEN	No. of students who met absence threshold & In Care	% of students who met absence threshold & In Care	No. of students in cohort
0.52	5	0	0.00	0	0.00	0	0.00	970

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	PP	SEN	In Care	Ethinicity	Current Year group	Current Reg group	% sessions missed	Sessions missed	Threshold*	Possible sessions
Cox, Andrew	M	F		F	Refused	12	M	14.55	39	27	268
Dawson, Peter	M	F		F	White - Scottish	11	11E	20.52	55	27	268
Simmons, Kai	M	F		F	White and Black Caribbean	7	7C	21.27	57	27	268
Varley, Paula	F	F		F	White - English	10	10E	10.45	28	27	268
White, Edith	F	F		F	White - English	7	7A	16.04	43	27	268

Class Register Report

Menu Route

Reports | Lesson Monitor | Whole Group Student Reports | Class Register Report

Description

This register-style report shows only the lessons when the selected class(es) are timetabled to meet. It lists every student in the group and shows their mark for each lesson.

The report is designed to provide class teachers with a record of the marks they have entered via **Focus | Lesson Monitor | Take Register**, i.e. a record of attendance at their classes. Students added to lesson registers as 'Extra Names', during the date range specified, are also displayed on this report.

Analysis of Marks

Mark Category	Value
Present	Count of all the lessons for a student with marks having the statistical meaning of Present (plus Approved Educational Activity (AEA), if this option is selected).
Possible Attendances	Total count of the lessons that the student is required to attend.
Total Present (shown at bottom of table)	Total count of marks having the statistical meaning of Present (plus Approved Educational Activity (AEA), if this option is selected) for a lesson.

Example

Class Register Report: 7A/Ar

Date Range: 10/10/2014 to 10/11/2014   Teacher: Miss K Burrows

AEA counts as Present

Student	Reg	Oct 13	Oct 20	Nov 03	Nov 10	Present	Possible
Abbess, Graham	7A	/	/	/	/	4	4
Acton, Samantha	7A	/	/	/	M	3	4
Amoso, Silv		–	–	–	–	0	4
Amoso, Stephanie	7A	/	/	/	/	4	4
Angler, Harry	7A	/	/	/	/	4	4
Atkinson, Ben	7F	–	–	–	–	0	4
Bailey, Gloria	7A	I	/	/	/	3	4
Bradbury, Christina	7A	/	/	/	/	4	4
Brown, Jeremy	7A	/	/	/	/	4	4
Bukolt, Krystal	7A	/	/	/	/	4	4
Byron, Matthew	7A	/	/	/	/	4	4
Call, Brian	7A	/	/	/	/	4	4
Cardy, Carly	7A	/	/	/	/	4	4
Cerveira, Pedro	7A	/	/	/	/	4	4
Crosby, Kerry	7A	/	/	/	/	4	4
Dallary, Hannah	7A	/	/	/	/	4	4
Ebben, Andrew	7A	/	/	/	/	4	4
Gorman, Michael	7A	/	/	/	/	4	4
Goulden, Joseph	7A	/	/	/	/	4	4
Grants, Louise	7A	I	/	C	/	2	4
Jake, Paula	7A	/	/	/	/	4	4
James, Jonny	7A	/	/	/	/	4	4
Karlos, John	7A	/	/	/	/	4	4
Manderville, Hannah	7A	/	/	/	/	4	4
Nominy, Heather	7C	P	–	–	–	1	4
Pocket, Polly	7A	/	/	/	/	4	4
Pocket, Preety	7A	/	/	/	/	4	4
Radford, Richard	7A	/	/	/	/	4	4
Stava, Nicola	7C	–	–	–	–	0	4
Wright, Scott	7A	/	/	/	/	4	4
Present		25	26	25	25		

	Key to codes				
/	Present (AM)	J	Interview	U	Late (after registers closed)
\	Present (PM)	L	Late (before registers closed)	V	Educational visit or trip
B	Educated off site (not Dual reg.)	M	Medical/Dental appointments	W	Work experience
C	Other authorised circumstances	N	No reason yet provided for absence	X	DfES X: Non-compulsory school age abs
D	Dual registration	O	Unauthorised Abs	–	All should attend / No mark recorded
E	Excluded	P	Approved sporting activity	+	More than one mark
G	Family holiday (Not agreed)	R	Religious observance	□	No lesson timetabled
H	Family holiday (agreed)	S	Study leave		
I	Illness	T	Traveller absence		

Missing marks have been ignored

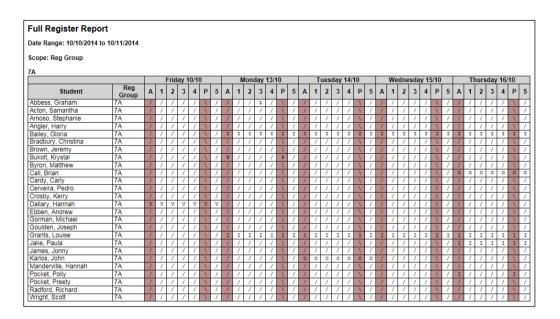# Full Register Report

Menu Route

Reports | Lesson Monitor | Whole Group Student Reports | Full Register Report

Description

Particularly useful for Registration Tutors and Pastoral Leaders, this option produces a register-style report that has columns for every period in the specified date range. It lists every student in the selected group and shows their mark for each period and session.

Example

Full Register Report

Date Range: 10/10/2014 to 10/11/2014

Scope: Reg Group

7A

Student	Reg Group	Friday 10/10							Monday 13/10							Tuesday 14/10							Wednesday 15/10							Thursday 16/10						
		A	1	2	3	4	P	5	A	1	2	3	4	P	5	A	1	2	3	4	P	5	A	1	2	3	4	P	5	A	1	2	3	4	P	5
Abbess, Graham	7A	/	/	/	/	/	\	/	/	/	/	I	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Acton, Samantha	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Amoso, Stephanie	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Angler, Harry	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Bailey, Gloria	7A	/	/	/	/	/	\	/	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Bradbury, Christina	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Brown, Jeremy	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Bukolt, Krystal	7A	/	/	/	/	/	\	/	P	/	/	/	/	\	P	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Byron, Matthew	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Call, Brian	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	o	o	o	o	o	o	o
Cardy, Carly	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Cerveira, Pedro	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Crosby, Kerry	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Dallary, Hannah	7A	v	v	v	v	v	v	v	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Ebben, Andrew	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Gorman, Michael	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Goulden, Joseph	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Grants, Louise	7A	/	/	/	/	/	\	/	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
Jake, Paula	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	I	I	I	I	I	I	I
James, Jonny	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Karlos, John	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	o	o	o	o	o	o	o	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Manderville, Hannah	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Pocket, Polly	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	I	/	/	/	/	I	/
Pocket, Preety	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Radford, Richard	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Wright, Scott	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/

Lesson Attendance by Subjects

Menu Route

Reports | Lesson Monitor | Whole Group Student Reports | Lesson Attendance by Subjects

Description

The Lesson Attendance by Subject report shows every student in the selected group. It is particularly useful for pastoral managers, e.g. teachers, Heads of Year, etc. as the report provides these members of staff with a list of every student in their group and the students' lesson attendance at each of their timetabled classes.

Analysis of Marks

Category	Value
Percentage Attendance	Count of present marks (plus Approved Educational Activity (AEA) , if this option is selected) / possible count for each subject
Overall	Counts all actual/possible lessons attended.

Example

Lesson Attendance by Subjects

Date Range: 10/10/2014 to 10/11/2014   AEA counts as Present

Scope: Reg Group   Percentage of periods

7A

Student	Reg	Ar	En	Fr	Ge	Gg	Hi	Ma	Mu	Pe	Ps	Re	Sc	Te	Overall
Abbess, Graham	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Acton, Samantha	7A	75	100	100	100	100	75	100	100	100	100	100	82	100	95
Amoso, Stephanie	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Angler, Harry	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Bailey, Gloria	7A	75	69	71	67	75	75	69	75	67	67	67	73	70	71
Bradbury, Christina	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Brown, Jeremy	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Bukolt, Krystal	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Byron, Matthew	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Call, Brian	7A	100	85	86	100	75	100	85	75	83	67	100	100	90	88
Cardy, Carly	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Cerveira, Pedro	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Crosby, Kerry	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Dallary, Hannah	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Ebben, Andrew	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Gorman, Michael	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Goulden, Joseph	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Grants, Louise	7A	50	38	43	33	50	50	38	50	33	33	33	45	40	41
Jake, Paula	7A	100	69	71	100	50	100	69	50	67	33	100	100	80	76
James, Jonny	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Karlos, John	7A	100	92	100	67	100	100	92	100	83	100	67	100	100	94
Manderville, Hannah	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Pocket, Polly	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Pocket, Preety	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Radford, Richard	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Wright, Scott	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
26 students		96.2	94.4	95.1	94.9	94.2	96.2	94.4	94.2	93.6	92.3	94.9	96.2	95.4	94.8

Missing marks have been ignored

Student Analysis by Attendance Category Report

Menu Route

Reports | Lesson Monitor | Whole Group Student Reports | Student Analysis by Attendance Category Report

Description

This report shows the number of marks in each category that have been recorded for each student in 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.

Analysis of Marks

Mark Category	Value	Percentage
Present	Count of all the sessions with marks having the statistical meaning of Present.	(Count of Present marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Approved Educational Activity (AEA)	Count of all the sessions with marks having the statistical meaning of Approved Educational Activity.	(Count of AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)

Mark Category	Value	Percentage
Authorised Absences	Count of all the sessions with marks having the statistical meaning of Authorised.	(Count of Authorised absence marks/ Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Unauthorised Absences	Count of all the sessions with marks having the statistical meaning of Unauthorised.	(Count of Unauthorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Possible Attendances	Total count of the sessions which the student is required to attend (also includes missing marks).	Not applicable
Percentage Attendance	Not applicable	(Count of Present marks + count of AEA marks) / Possible Attendances*100 (rounded up to the nearest 0.1%)

Examples

Sessions data shown as numbers:

Pupil Analysis By Attendance Category

Period: 10/10/2014 to 10/11/2014
Scope: Reg Group 7A
Number of Sessions

Name	Reg	Present	AEA	Authorised	Unauthorised	Possible	% Attend
Abbess, Graham	7A	34	0	0	0	34	100.0
Acton, Samantha	7A	19	0	15	0	34	55.9
Amoso, Stephanie	7A	34	0	0	0	34	100.0
Angler, Harry	7A	32	0	2	0	34	94.1
Bailey, Gloria	7A	24	0	10	0	34	70.6
Bradbury, Christina	7A	34	0	0	0	34	100.0
Brown, Jeremy	7A	34	0	0	0	34	100.0
Bukolt, Krystal	7A	30	2	2	0	34	94.1
Byron, Matthew	7A	24	0	10	0	34	70.6
Call, Brian	7A	30	0	0	4	34	88.2
Cardy, Carly	7A	32	0	2	0	34	94.1
Cerveira, Pedro	7A	34	0	0	0	34	100.0
Crosby, Kerry	7A	30	0	4	0	34	88.2
Dallary, Hannah	7A	32	2	0	0	34	100.0
Ebben, Andrew	7A	34	0	0	0	34	100.0
Gorman, Michael	7A	34	0	0	0	34	100.0
Goulden, Joseph	7A	34	0	0	0	34	100.0
Grants, Louise	7A	14	0	20	0	34	41.2
Jake, Paula	7A	26	0	8	0	34	76.5
James, Jonny	7A	34	0	0	0	34	100.0
Karlos, John	7A	30	0	0	4	34	88.2
Manderville, Hannah	7A	34	0	0	0	34	100.0
Pocket, Polly	7A	30	0	4	0	34	88.2
Pocket, Preety	7A	34	0	0	0	34	100.0
Radford, Richard	7A	34	0	0	0	34	100.0
Wright, Scott	7A	34	0	0	0	34	100.0
		795	4	77	8	884	90.4

%Attend includes both Present and Approved Educational Activity

Lesson data shown as numbers:

Pupil Analysis By Attendance Category

Date Range: 10/10/2014 to 10/11/2014
Scope: Reg Group 7A
AEA counts as Present   Numbers of periods

Name	Reg	Present	AEA	Authorised	Unauthorised	Possible	% Attend	Late
Abbess, Graham	7A	85	0	0	0	85	100.00	2
Acton, Samantha	7A	81	0	4	0	85	95.29	0
Amoso, Stephanie	7A	85	0	0	0	85	100.00	0
Angler, Harry	7A	85	0	0	0	85	100.00	0
Bailey, Gloria	7A	60	0	28	0	88	68.18	0
Bradbury, Christina	7A	85	0	0	0	85	100.00	0
Brown, Jeremy	7A	85	0	0	0	85	100.00	0
Bukolt, Krystal	7A	85	0	0	0	85	100.00	0
Byron, Matthew	7A	85	0	0	0	85	100.00	0
Call, Brian	7A	75	0	0	11	86	87.21	0
Cardy, Carly	7A	85	0	0	0	85	100.00	0
Cerveira, Pedro	7A	85	0	0	0	85	100.00	0
Crosby, Kerry	7A	85	0	0	0	85	100.00	0
Dallary, Hannah	7A	80	5	0	0	85	100.00	0
Ebben, Andrew	7A	85	0	0	0	85	100.00	0
Gorman, Michael	7A	85	0	0	0	85	100.00	0
Goulden, Joseph	7A	85	0	0	0	85	100.00	0
Grants, Louise	7A	35	0	50	0	85	41.18	0
Jake, Paula	7A	65	0	20	0	85	76.47	0
James, Jonny	7A	85	0	0	0	85	100.00	0
Karlos, John	7A	80	0	0	5	85	94.12	0
Manderville, Hannah	7A	85	0	0	0	85	100.00	0
Pocket, Polly	7A	85	0	0	0	85	100.00	0
Pocket, Preety	7A	85	0	0	0	85	100.00	0
Radford, Richard	7A	85	0	0	0	85	100.00	0
Wright, Scott	7A	85	0	0	0	85	100.00	0
26 students		2091	5	102	16	2214	94.67	2

Missing marks have been ignored

Lesson Attendance by Classes Report

Menu Route

Reports | Lesson Monitor | Whole Group Student Reports | Lesson Attendance by Classes

Description

This report is primarily for pastoral managers, e.g. teachers, Heads of Year, etc. who want to view lesson attendance for every student in their group.

Each student's lesson attendance, at each of their timetabled classes, is listed in the report.

Analysis of Marks

Category	Value
Class	For each student, every class that the student is timetabled to attend in the date range is shown.
Periods	The number of periods attended for each class out of the total number of periods for that class / the date range.
Percentage Attendance	Count of present marks (plus Approved Educational Activity (AEA), if this option is selected) / the possible count for each class.

Example

Lesson Attendance by Classes

Date Range: 10/10/2014 to 10/11/2014

Scope: Reg Group 7A

AEA count as Present   **ValueRange : Any**

Name	Reg	Overall lesson attendance	Class	Periods	Percent
Abbess, Graham	7A	100% (85/85)			
			7A/Ar	4/4	100
			7A/En	13/13	100
			7A/Fr	7/7	100
			7A/Ge	3/3	100
			7A/Gg	4/4	100
			7A/Hi	4/4	100
			7A/Mu	4/4	100
			7A/Ps	3/3	100
			7A/Re	3/3	100
			7A/Sc	11/11	100
			7x/Ma1	13/13	100
			7x/Pe2	6/6	100
			7x/Te1	10/10	100
Acton, Samantha	7A	95.3% (81/85)			
			7A/Ar	3/4	75
			7A/En	13/13	100
			7A/Fr	7/7	100
			7A/Ge	3/3	100
			7A/Gg	4/4	100
			7A/Hi	3/4	75
			7A/Mu	4/4	100
			7A/Ps	3/3	100
			7A/Re	3/3	100
			7A/Sc	9/11	81.8
			7x/Ma1	13/13	100
			7x/Pe3	6/6	100
			7x/Te3	10/10	100
Amoso, Stephanie	7A	100% (85/85)			
			7A/Ar	4/4	100
			7A/En		100

Student Weekly Lesson Attendance Report

Menu Route

Reports | Lesson Monitor | Whole Group Student Reports | Student Weekly Lesson Attendance Report

Description

A student's overall lesson attendance can be monitored on a weekly basis using this report.

The report shows the student's name, registration group and lesson attendance on each day in the selected date range. Each day's total attendance for the group is also shown.

NOTE: The report is not recommended for a class attendance analysis. This is because there will be so few possible marks for a student in one week, e.g. if the class meets four times a week, then a student's percentage attendance might be 0%, 25%, 50%, 75% or 100%. However, if the class meets only once a week, their attendance can only be 0% or 100%.

Analysis of Marks

Category	Value
Present	Count of present marks (plus Approved Educational Activity (AEA), if this option is selected).
Numbers	Count of lesson attendance / the count of lessons possible for each week.
Percentages	Count of present marks (plus Approved Educational Activity (AEA), if this option is selected) / the count of lessons possible for each week. Percentages are shown to 1 decimal place.

Examples

Totals shown as numbers:

Student Weekly Lesson Attendance

Date Range: w/b 06/10/2014 to w/b 10/11/2014   AEA counts as Present

Scope: Reg Group 7A   Lesson Attendance as Numbers

Name	Reg	06/10/14	13/10/14	20/10/14	03/11/14	10/11/14
Abbess, Graham	7A	26/26	26/26	26/26	26/26	26/26
Acton, Samantha	7A	25/26	26/26	26/26	26/26	21/26
Amoso, Stephanie	7A	25/26	26/26	26/26	26/26	25/26
Angler, Harry	7A	29/30	30/30	30/30	30/30	29/30
Bailey, Gloria	7A	25/26	0/28	26/26	26/26	25/26
Bradbury, Christina	7A	25/26	26/26	26/26	26/26	25/26
Brown, Jeremy	7A	29/30	30/30	30/30	30/30	29/30
Bukolt, Krystal	7A	25/26	26/26	26/26	26/26	25/26
Byron, Matthew	7A	29/30	30/30	30/30	30/30	29/30
Call, Brian	7A	25/26	16/27	26/26	26/26	21/26
Cardy, Carly	7A	25/26	26/26	26/26	26/26	25/26
Cerveira, Pedro	7A	25/26	26/26	26/26	26/26	25/26
Crosby, Kerry	7A	25/26	26/26	26/26	26/26	25/26
Dallary, Hannah	7A	26/26	26/26	26/26	26/26	25/26
Ebben, Andrew	7A	25/25	26/26	26/26	26/26	25/26
Gorman, Michael	7A	29/30	30/30	30/30	30/30	29/30
Goulden, Joseph	7A	25/26	26/26	26/26	26/26	25/26
Grants, Louise	7A	29/30	0/25	30/30	0/25	29/30
Jake, Paula	7A	25/26	16/26	26/26	16/26	25/26
James, Jonny	7A	25/26	26/26	26/26	26/26	25/26
Karlos, John	7A	25/26	20/25	26/26	26/26	25/26
Manderville, Hannah	7A	25/26	26/26	26/26	26/26	25/26
Pocket, Polly	7A	25/26	26/26	26/26	26/26	25/26
Pocket, Preety	7A	25/26	26/26	26/26	26/26	25/26
Radford, Richard	7A	29/30	30/30	30/30	30/30	29/30
Wright, Scott	7A	29/30	30/30	30/30	30/30	29/30
Group		680/703	622/701	704/704	664/699	671/704

Totals shown as percentages:

Student Weekly Lesson Attendance

Date Range: w/b 06/10/2014 to w/b 10/11/2014   AEA counts as Present

Scope: Reg Group 7A   Lesson Attendance as Percentages

Name	Reg	06/10/14	13/10/14	20/10/14	03/11/14	10/11/14
Abbess, Graham	7A	100.0	100.0	100.0	100.0	100.0
Acton, Samantha	7A	96.2	100.0	100.0	100.0	80.8
Amoso, Stephanie	7A	96.2	100.0	100.0	100.0	96.2
Angler, Harry	7A	96.7	100.0	100.0	100.0	96.7
Bailey, Gloria	7A	96.2	00.0	100.0	100.0	96.2
Bradbury, Christina	7A	96.2	100.0	100.0	100.0	96.2
Brown, Jeremy	7A	96.7	100.0	100.0	100.0	96.7
Bukolt, Krystal	7A	96.2	100.0	100.0	100.0	96.2
Byron, Matthew	7A	96.7	100.0	100.0	100.0	96.7
Call, Brian	7A	96.2	59.3	100.0	100.0	80.8
Cardy, Carly	7A	96.2	100.0	100.0	100.0	96.2
Cerveira, Pedro	7A	96.2	100.0	100.0	100.0	96.2
Crosby, Kerry	7A	96.2	100.0	100.0	100.0	96.2
Dallary, Hannah	7A	100.0	100.0	100.0	100.0	96.2
Ebben, Andrew	7A	100.0	100.0	100.0	100.0	96.2
Gorman, Michael	7A	96.7	100.0	100.0	100.0	96.7
Goulden, Joseph	7A	96.2	100.0	100.0	100.0	96.2
Grants, Louise	7A	96.7	00.0	100.0	00.0	96.7
Jake, Paula	7A	96.2	61.5	100.0	61.5	96.2
James, Jonny	7A	96.2	100.0	100.0	100.0	96.2
Karlos, John	7A	96.2	80.0	100.0	100.0	96.2
Manderville, Hannah	7A	96.2	100.0	100.0	100.0	96.2
Pocket, Polly	7A	96.2	100.0	100.0	100.0	96.2
Pocket, Preety	7A	96.2	100.0	100.0	100.0	96.2
Radford, Richard	7A	96.7	100.0	100.0	100.0	96.7
Wright, Scott	7A	96.7	100.0	100.0	100.0	96.7
Group		96.7	88.7	100.0	95.0	95.3

04 | **Selected Student Reports**

Percentage Attendance Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Percentage Attendance Report

Description

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

The report can be filtered on percentage and ordered by percentage or name. Approved Educational Activity (AEA) marks are included in this report.

Analysis of Marks

Mark Category	Value	Percentage
Present	Count of all the sessions with marks having the statistical meaning of Present and Approved Educational Activity.	(Count of Present + AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Approved Educational Activity (AEA)	Count all the sessions with marks having the statistical meaning of Approved Educational Activity.	(Count of AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Possible Attendances	Total count of the sessions which the student is required to attend (also includes missing marks).	Present + AEA
Percent Attendances	Percentage attendance of the student.	(Count of present + AEA) / (Count of possible) * 100 (rounded to the nearest 0.1%)

NOTE: The present marks include any AEA marks

Examples

Session data ordered by names:

Percentage Attendance

Period: 10/10/2014 to 10/11/2014
Scope: Reg Group 7A   Value Range : Any percent

Name	Reg	% Attend
Abbess, Graham	7A	100
Acton, Samantha	7A	55.88
Amoso, Stephanie	7A	100
Angler, Harry	7A	94.12
Bailey, Gloria	7A	70.59
Bradbury, Christina	7A	100
Brown, Jeremy	7A	100
Bukolt, Krystal	7A	94.12
Byron, Matthew	7A	70.59
Call, Brian	7A	88.24
Cardy, Carly	7A	94.12
Cerveira, Pedro	7A	100
Crosby, Kerry	7A	88.24
Dallary, Hannah	7A	100
Ebben, Andrew	7A	100
Gorman, Michael	7A	100
Goulden, Joseph	7A	100
Grants, Louise	7A	41.18
Jake, Paula	7A	76.47
James, Jonny	7A	100
Karlos, John	7A	88.24
Manderville, Hannah	7A	100
Pocket, Polly	7A	88.24
Pocket, Preety	7A	100
Radford, Richard	7A	100
Wright, Scott	7A	100
26 pupils		

Lesson data ordered by percentages:

Percentage Attendance

Date Range: 10/10/2014 to 10/11/2014

Scope: Reg Group 7A

Value Range: Any percent

AEA counts as Present

Name	Reg	%Attendance
Grants, Louise	7A	45.05
Bailey, Gloria	7A	68.89
Jake, Paula	7A	77.27
Call, Brian	7A	87.64
Karlos, John	7A	94.25
Acton, Samantha	7A	95.45
Cardy, Carly	7A	100.00
Brown, Jeremy	7A	100.00
Bradbury, Christina	7A	100.00
Pocket, Preety	7A	100.00
Gorman, Michael	7A	100.00
Wright, Scott	7A	100.00
Byron, Matthew	7A	100.00
Radford, Richard	7A	100.00
Cerveira, Pedro	7A	100.00
Amoso, Stephanie	7A	100.00
Abbess, Graham	7A	100.00
Ebben, Andrew	7A	100.00
James, Jonny	7A	100.00
Manderville, Hannah	7A	100.00
Bukolt, Krystal	7A	100.00
Crosby, Kerry	7A	100.00
Goulden, Joseph	7A	100.00
Angler, Harry	7A	100.00
Dallary, Hannah	7A	100.00
Pocket, Polly	7A	100.00
26 students		95.02

Missing Session Marks Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Missing Session Marks Report

Description

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.

Analysis of Marks

Mark Category	Value	Percentage
Sessions	Count of all sessions with marks that have a statistical meaning of No Mark.	Not applicable

Example

Missing Session Marks

Period: 03/09/2014 AM to 10/11/2014 PM
Scope: Whole School
Value Range: Any missing marks

Name	Reg	Total	Session
Abbot, James	8C	2	13/09/2014 AM 13/09/2014 PM
Abbroy, Marc	8F	2	13/09/2014 AM 13/09/2014 PM
Ackroyd, Marcus	8B	2	13/09/2014 AM 13/09/2014 PM
Addison, Millie	8D	2	13/09/2014 AM 13/09/2014 PM
Andrews, Peter	8A	2	13/09/2014 AM 13/09/2014 PM
Armbruster, Abbie	8E	2	13/09/2014 AM 13/09/2014 PM
6 pupils		12	

Continuous Absence Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Continuous Absence Report

Description

The purpose of this report is to list the full name and address of any 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 management purposes and by the Education Welfare Officer.

In addition to names and addresses, the report shows admission number, year and registration group, and the number of unauthorised absences recorded for sessions within the selected date range. A student is shown once on the report for each period of continuous absence recorded during the selected date range.

Calculating the Continuous Absence Mark for a Student

Mark Category	Value
Unauthorised Absence	Selects all unauthorised absence mark for the student (except Late After Registration Closed mark) in the selected date range.
Attendance Not Required	Selects all the attendance not required mark for the students (which do not break the continuous absence chain) in the selected date range.
Missing marks for the group	Sum of the number of occurrences of all the "_\---" mark for all the students in the selected group and the selected date range. If the selected scope type is Individual Students, the sum of "-" mark for all the students is considered.

Example

Session Absences Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Session Absences Report

Description

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

It shows 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. Telephone and address details, and parental contacts details can also be included.

Calculating the Total of the Session Marks for a Student

Mark Category	Value
Absence (for a student)	Count of all absence marks (with Statistical Meaning of Authorised or Unauthorised) for the student in all sessions for all the dates in the selected date range.
Total Number of Absence marks for the specified group	Count of all absence marks for all the students in the both the sessions for all dates in the selected date range and group.

Example

Session Absences

Period:	03/09/2014 AM to 10/11/2014 PM
Scope:	Whole School
Value Range: Any Absences	

Name	Reg	Total	Session	Mark
Abbot, Hannah	11B	4	15/09/2014 AM	I
			15/09/2014 PM	I
			22/09/2014 AM	I
			22/09/2014 PM	I
Able, Cameron	9A	2	10/11/2014 AM	I
			10/11/2014 PM	I
Abrahams, Jacqui	10B	2	29/09/2014 AM	M
			29/09/2014 PM	M
Ackton, William	10A	2	17/09/2014 AM	O
			17/09/2014 PM	O
			20/10/2014 AM	I
			20/10/2014 PM	I
..., Penny	8D		09/09/2014 AM	I
			09/09/2014 PM	I
			09/09/2014 AM	I
			09/09/2014 PM	I
			10/09/2014 AM	I
			10/09/2014 PM	I
			11/09/2014 AM	I
			11/09/2014 PM	I
			12/09/2014 AM	I
			17/09/2014 AM	N
			17/09/2014 PM	N
			29/09/2014 AM	M
			29/09/2014 PM	M
			30/09/2014 AM	M
			30/09/2014 PM	M
			01/10/2014 AM	M
			01/10/2014 PM	M
			02/10/2014 AM	M
			02/10/2014 PM	M
			03/10/2014 AM	M
			03/10/2014 PM	M
620 pupils		4072		

Totals for Whole School

C	Other authorised circumstances	363
H	Family holiday (agreed)	460
I	Illness	940
M	Medical/Dental appointments	751
N	No reason yet provided for absence	619
O	Unauthorised Abs	226
R	Religious observance	344
T	Traveller absence	326
U	Late (after registers closed)	43

First Day of Absence Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | First Day of Absence Report

Description

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

If a reason for absence, e.g. sickness, holiday, medical, etc. has been recorded for today, the absence is not shown on this report. The report is only for unexplained absence that started today.

If a 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 students home telephone number and address, and parental contact details can be shown on the report, if required.

Example

First Day of Absence			
Date:	27/11/2014		
Scope:	Whole School		

Name	Reg	Home Phone	Address
Fowles, Tracey	P	01632 111686	36D , Millbrook Road Bedford MK42 9HJ
Gasman, Lionel	10A	01632 111169	24 , Diddington Close Bletchley Milton Keynes MK2 3EB
Humpty, Fedora	10F	01632 111197	36 , Welsummer Grove Shenley Brook End Milton Keynes MK5 7GF
Merton, Uma	10E	01632 111234	4 , Smarden Bell Kents Hill Milton Keynes MK7 6DL
4 pupils			

27 pupils have missing marks

Unexplained Absence Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Unexplained Absence Report

Description

This report shows 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 to 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).

Calculating the Total of the Unexplained Marks for a Student

Mark Category	Value
Total	Count of all unexplained absences marks (**N**) for each of the session marks recorded for the student in the specified date range.

*NOTE: The unexplained absences are all the marks with code as **N**.*

Example


```
Unexplained Absences
Period:         03/09/2014 AM to 10/11/2014 PM
Scope:          Whole School
Value Range:    Any absences
```

Name	Reg	Total	Session
Abbot, Benjamin	11A	2	15/09/2014 AM 15/09/2014 PM
Keates, John	11F	4	06/10/2014 AM 06/10/2014 PM 07/10/2014 AM 07/10/2014 PM
Knight, Jordan	M	4	27/10/2014 AM 27/10/2014 PM 02/10/2014 AM 02/10/2014 PM
			10/10/20.. ...2014 PM
Pope, Alexander	11F	4	09/10/2014 AM 09/10/2014 PM 10/10/2014 AM 10/10/2014 PM
Skinner, Nathalie	11F	1	06/10/2014 AM
99 pupils		302	

Missing marks have been ignored

Joint Absence Detection Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Joint Absence Detection Report

Description

The aim of this report is to detect pairs or groups of 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 students to be checked (the Leaders) must be selected first before selecting the 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.

Analysis of Marks

Field	Value
Absences	Counts the number of Authorised Absences and/or Unauthorised absences in the selected date range for each student who is a leader.
Names in common	Is the total number of students (i.e. followers) found who have the same absence(s) as that of the leader.
Maximum number of sessions in common	The maximum number of dates any follower has in common with the leader.

Examples

Joint Absence Detection Stage 1 report:

Joint Absence Detection

Stage 1 : List of "leaders" with number of "followers".

Period : 03/09/2014 AM 26/11/2014 PM

Value Range : Any number of sessions

Scope : "Leaders" group Individual Students   "Followers" group 7

Including Authorised and Unauthorised Absences

Name	Reg	Absences	Names in common	Max no. of sessions in common
Acton, Samantha	7A	25	61	24
Black, Stephanie	7C	4	14	4

Joint Absence Detection Stage 2 report:

Joint Absence Detection

Stage 2 : Selected "leaders" with names of "followers".

Period : 03/09/2014 AM 26/11/2014 PM

Value Range : Any number of sessions

Scope : "Leaders" group Individual Students   "Followers" group 7

Including Authorised and Unauthorised Absences

Acton, Samantha   7A   25 Absences

Name	Reg	No. of sessions in common
Alsop, Jeremy	7C	24
Daran, Emma	7B	12
Byron, Matthew	7A	10
Cudd, Andrew	7E	10
Cupper, Edward	7D	10
Emory, Steven	7D	10
Granter, Victor	7B	10
Gumberson, Lisa	7B	10
Kelly, Keenan	7E	10
Klofta, Billy	7E	10
Kripp, Victor	7E	10
Manderville, Hannah	7A	10
Grants, Louise	7A	8
Apple, Gavin	7E	6
Davison, Louise	7C	6
Jones, Hayley	7B	6
Westerly, Ian	7C	6
Barriston, Laura	7B	5
Appleton, Nicholas	7F	4
Avary, James	7C	4
Black, Stephanie	7C	4
Carlin, Tayla	7F	4
Dubney, Rachel	7C	4
Gration, Miss Elizabeth	7D	4

Report detailing session information:

Sibling Absence Detection Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Sibling Absence Detection Report

Description

For this report, SIMS searches for any siblings of the selected 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.

Analysis of Marks

Field	Value
Absences	Counts the number of Authorised Absences and/or Unauthorised absences in the selected date range for each student who is a leader.
Names in common	The total number of students (i.e. siblings) found who have the same absence(s) as that of the leader.
Maximum number of sessions in common	The maximum number of dates any sibling has in common.

Examples

Sibling Absence report:

Sibling Absence Detection

Selected "leaders" with "siblings" showing dates and marks.

Period : 03/09/2014 AM 26/11/2014 PM

Value Range : Any number of sessions

Including Authorised and Unauthorised Absences

"Leader"   Collier, Karl   P   13 Absences

Name	Reg	No. of sessions in common		Mark	Leader's Mark
Collier, Richard	Q	8	Mon AM 22/09/2014	I	I
			Mon PM 22/09/2014	I	I
			Tue AM 23/09/2014	H	H
			Tue PM 23/09/2014	H	H
			Wed AM 24/09/2014	G	G
			Wed PM 24/09/2014	G	G
			Thu AM 25/09/2014	I	I
			Thu PM 25/09/2014	I	I

Sibling Absence Detection

Selected "leaders" with "siblings" showing dates and marks.

Period : 03/09/2014 AM 26/11/2014 PM

Value Range : Any number of sessions

Including Authorised and Unauthorised Absences

"Leader"   Collier, Richard   Q   18 Absences

Name	Reg	No. of sessions in common		Mark	Leader's Mark
Collier, Karl	P	8	Mon AM 22/09/2014	I	I
			Mon PM 22/09/2014	I	I
			Tue AM 23/09/2014	H	H
			Tue PM 23/09/2014	H	H
			Wed AM 24/09/2014	G	G
			Wed PM 24/09/2014	G	G
			Thu AM 25/09/2014	I	I
			Thu PM 25/09/2014	I	I

Broken Weeks Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Broken Weeks Report

Description

This report lists 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 students who may need closer monitoring.

For those students causing concern, a Registration Certificate can be printed. This comprehensive report shows all attendance marks and includes an option to show students details.

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

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

SIMS performs the following steps when producing the Broken Weeks report:

1. Retrieves all the students who are/were on-roll in the specified date range.
2. Retrieves the session marks for each week for each student in the specified week range.
3. Checks if any unauthorised or authorised code is present in the session pattern and marks all such weeks as broken week.
4. Calculates the total broken weeks for each student.
5. Filters according to any filter criteria, e.g. if **At least four broken weeks** is selected, SIMS net filters all those students who have four or more broken weeks.

Missing Mark Calculation

Scope	Value
Registration Group Year Group Whole School	Missing marks are the sum of the number of occurrences of all the '-' marks for all the students in the selected group and the selected date range.
Individual	Missing marks are equal to the sum of '-' marks for all the students.

Example

Broken Weeks

Period: w/b 01/09/2014 to w/b 10/11/2014 (11 weeks)

Scope: Whole School   Value Range: Any broken weeks

Name	Reg	Broken Weeks
Abbot, Hannah	11B	2
Able, Cameron	9A	1
Abrahams, Jacqui	10B	1
Ackton, Stanley	8A	2
Ackton, William	10A	1
Acton, Samantha	7A	4
Adedeji, Payal	9C	2
Adkins, Richard	11E	1
Affelay, Brian	8C	2
Affleck, Alexis	8D	3
Ahmad, Carina	9B	2
Akmal, Mohammed	10D	1
Albion, Frederick	9F	1
Alcott, Alwyn	8E	3
Aldridge, Courtney	9E	1
Allen, Megan	J	1

Missed Curriculum Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Missed Curriculum Report

Description

The purpose of this report is to assist staff to monitor lessons missed by students who are out of the classroom for whatever reason, assuming that absence from session registration indicates absence from that half day session. The report does not include students who were late before registration closed. A subject code and teacher code are shown for each period included in the report.

> *NOTES: To ensure that classes are available for selection, the Timetable must be applied. Periods must also be set for AM and PM session registration.*

Calculations

All students who are or were on-roll in the specified date range are retrieved. Any unauthorised or authorised code in any session in the specified date range is checked. The information for all sessions and their corresponding registration tutor is then retrieved.

If any filter criteria is provided, the data is filtered accordingly, e.g. If **At least three sessions** have been specified, all students who have missed three or more sessions are filtered.

Example

Missed Curriculum

Period: 03/09/2014 to 11/11/2014
Scope: Whole School   Value Range : Any sessions

Name	Reg	Session					
Abbot, Hannah	11B	Mo 15/09/2014 AM	Pe BK	Ma FB	En ML		
		Mo 15/09/2014 PM	Hi EP	Te CH			
		Mo 22/09/2014 AM	Pe BK	Ma FB	En ML		
		Mo 22/09/2014 PM	Hi EP	Te CH			
Able, Cameron	9A	Mo 10/11/2014 AM	Rm CH	Rm CH	Ma FB		
		Mo 10/11/2014 PM	Fr AZ	Ge AZ			
Abrahams, Jacqui	10B	Mo 29/09/2014 AM	Fr JL	He GR	Ch JXE		
		Mo 29/09/2014 PM	Ma DM	En ML			
Ackton, Stanley	8A	Th 04/09/2014 AM	Ge MK	Fr AZ	Pe EP		
		Th 04/09/2014 PM	Ma LV	Ps SA			
		Mo 03/11/2014 AM	Ma LV	Dr RW	Hi KJ		
		Mo 03/11/2014 PM	En JA	Sc JXE			
		Tu 04/11/2014 AM	Te WH	Te WH	En JA		
		Tu 04/11/2014 PM	Pe EP	Fr AZ			
		We 05/11/2014 AM	Ma LV	En JA	Sc JXE		
		We 05/11/2014 PM	Sc JXE	Te WH			
		Th 06/11/2014 AM	Ge MK	Fr AZ	Pe EP		
		Th 06/11/2014 PM	Ma LV	Ps SA			
		Fr 07/11/2014 AM	Ma LV	Gg AP	En JA		
		Fr 07/11/2014 PM	Dr RW	Re HG			
Ackton, William	10A	We 17/09/2014 AM	Sc SA	Sc SA	Dc EW		
		We 17/09/2014 PM	Dc EW	En ML			
Acton, Samantha	7A	Mo 22/09/2014 AM	Sc SA	Sc SA	Hi BPA		
		Mo 22/09/2014 PM	Ar KB	Fr AG			
		Tu 23/09/2014 AM	Ma LV	Ge BPE	Pe RD		
		Tu 23/09/2014 PM	Re AP	En SG	En SG		
		We 24/09/2014 AM	Te GR	Te GR	Ma LV		

Students with Chosen Code Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Students with Chosen Code Report

Description

This report lists all students who have the selected code(s) or category(ies) recorded during the specified date range.

Calculating the Total of the Session Marks for a Student

Mark Category	Value
Present	Count all the sessions with marks having the statistical meaning of Present and Approved Educational Activity.
Authorised Absence	Count all the sessions with marks having the statistical meaning of Authorised.
Unauthorised Absence	Count all the sessions with marks having the statistical meaning of Unauthorised.
Possible Attendances	Total count of the sessions which the student is required to attend (also includes missing marks).
Approved Educational Activity (AEA)	Count all the sessions with marks having the statistical meaning of Approved Educational Activity.

Example

Pupils with Chosen Code

Code:	/ Present (AM)	
Period:	03/09/2014 to 11/11/2014	
Scope:	**Whole School**	Value Range: Any sessions

Name	Reg	Sessions
Abbess, Graham	7A	44
Abbey, Grenetta	10F	44
Abbey, Jimmy	G	44
Abbey, Sean	7B	44
Abbot, Andrew	9E	44
Abbot, Benjamin	10A	44
Abbot, Claire	H	44
Abbot, Hannah	11B	42
Abbot, Susan	L	44
Able, Cameron	9A	42
Abrahams, Jacqui	10B	43
Ackrington, Robert	9D	44
Ackton, Stanley	8A	38
Ackton, William	10A	43
Acton, Samantha	7A	31
Adedeji, Payal	9C	41

New Absentees Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | New Absentees Report
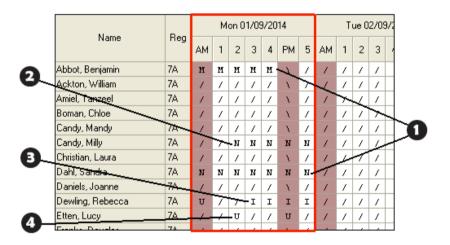
Description

The New Absentees report lists the first period of recorded absence after a period where the student is recorded as present. A date range can be specified.

A report entry is generated only if the mark recorded for the previous period is a present mark. If the mark recorded for previous period is an absent mark, an entry is not shown on the report.

For example, if there are five periods in a day and all five periods are recorded as **N** (no reason yet known), these marks are not reported.

However, if the first two periods have present marks and remaining three periods **N** marks, the report shows that period three is a new absence

❶	These absences are not displayed in the report because the attendance mark for the previous period is not a present mark.
❷	Period two is recorded as a new absence (**N**) because the attendance mark for the previous period is recorded as present (**/**).
❸	Period three is recorded as a new absence (**I**) because the attendance mark for the previous period is recorded as present (**/**).
❹	Period two is recorded as a new absence (**U**) because the attendance mark for the previous period is recorded as present (**/**) but when the student is late after the PM registration the absence is not shown on this report, which deals solely with lesson marks.

The report displays the student's admission number, name, registration group, the date the absence started, the class the student was absent from and the absence mark.

Analysis of Marks

Mark Category	Value
Present	Count all marks having the statistical meaning of Present and Approved Educational Activity (if the user chooses to count this as present).
Absence	Count all marks having the statistical meaning of Authorised or Unauthorised (or Approved Educational Activity if the user chooses to count this as present).
Attendance not required	These marks are ignored.

Example

New Absentees Report

Students who have begun a period of lesson absence during the date range

Date Range: 11/10/2014 to 11/11/2014

Scope: Whole School Selected

AEA counts as Present   **Include Authorised and Unauthorised Absences**

AdNo	Name	Reg	Start of Absence	Class	Marks
004604	Acton, Samantha	7A	10/11/2014 1	7A/Sc	M
003983	Arkwright, Deborah	10D	04/11/2014 1	10y/En1	O
004514	Bailey, Gloria	7A	13/10/2014 1	7A/Sc	I
003986	Briancon, Linda	10B	06/11/2014 1	10C/So1	I
003929	Burlison, Angus	10F	15/10/2014 1	10y/Bi1	C
003931	Caldwell, Ley	10E	13/10/2014 1	10y/Ge1	C
			04/11/2014 1	10y/En3	I
004524	Call, Brian	7A	16/10/2014 1	7x/Ma1	O
			11/11/2014 1	7x/Ma1	I
003932	Candy, Mandy	10A	04/11/2014 1	10x/Sa2	I
003988	Carr, Emilia	10F	03/11/2014 1	10y/Fr2	I
003989	Cassidy, Ruth	10C	15/10/2014 1	10x/Sc2	C
003935	Ching, Lee	10F	16/10/2014 1	10C/Te1	C
003991	Crockett, Daniel	10B	20/10/2014 1	10x/Fr1	I
003940	Dawson, Leigh	10C	17/10/2014 1	10x/Pe1	C
003994	Dewling, Rebecca	10B	13/10/2014 1	10x/Fr2	C
003995	Douglas, Adam	10D	13/10/2014 1	10y/Fr2	C
003943	Etten, Lucy	10A	21/10/2014 1	10x/Sc3	O
			21/10/2014 1	10x/Sc3	O
003999	Everton, Stephen	10E	21/10/2014 1	10y/En3	O
003944	Fry, Martin	10B	14/10/2014 1	10x/Bi1	R
004009	Garrison, Erol	10F	16/10/2014 1	10C/Gg1	R
004554	Grants, Louise	7A	13/10/2014 1	7A/Sc	I
			03/11/2014 1	7A/Sc	C
004564	Jake, Paula	7A	16/10/2014 1	7x/Ma2	I
			06/11/2014 1	7x/Ma2	C
004574	Karlos, John	7A	14/10/2014 1	7x/Ma2	O

Missing marks have been ignored

Lesson Absences Report

Menu Route

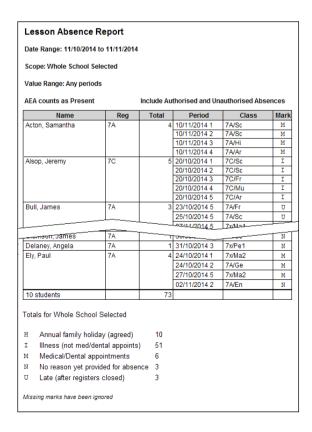**Reports | Lesson Monitor | Selected Student Reports | Lesson Absences Report**

Description

This report lists students who were marked absent from any lesson during the date range specified. Users can choose whether to include all absences or just post-registration absences, and also whether to include authorised and/or unauthorised absences. It can be used as an individual student report, by selecting **Individual Students** as the **Group Type**.

If all absences are included, the report shows the level of absence from lessons due to all causes. This includes those who were marked absent at registration and the reason for absence (if any). These absences are followed up through normal Attendance channels. The report also indicates any areas of the curriculum missed by the selected students regardless of cause. If only post-registration absences are included, the report shows the extent to which students who are present at registration subsequently miss lessons. If only unauthorised post-registration absences are included, the report shows the extent of post-registration truancy, i.e. the level of unexplained absence.

Analysis of Marks

Total Absences equal the Count of total authorised and/or unauthorised (plus Approved Educational Activity (AEA), if this option is selected).

Example

Lesson Absence Report

Date Range: 11/10/2014 to 11/11/2014

Scope: Whole School Selected

Value Range: Any periods

AEA counts as Present   **Include Authorised and Unauthorised Absences**

Name	Reg	Total	Period		Class	Mark
Acton, Samantha	7A	4	10/11/2014	1	7A/Sc	M
			10/11/2014	2	7A/Sc	M
			10/11/2014	3	7A/Hi	M
			10/11/2014	4	7A/Ar	M
Alsop, Jeremy	7C	5	20/10/2014	1	7C/Sc	I
			20/10/2014	2	7C/Sc	I
			20/10/2014	3	7C/Fr	I
			20/10/2014	4	7C/Mu	I
			20/10/2014	5	7C/Ar	I
Bull, James	7A	3	23/10/2014	5	7A/Fr	U
			25/10/2014	5	7A/Sc	U
			07/11/2014	5	7x/Ma1	
...nson, James	7A	1	...		...	N
Delaney, Angela	7A	1	31/10/2014	3	7x/Pe1	N
Ely, Paul	7A	4	24/10/2014	1	7x/Ma2	M
			24/10/2014	2	7A/Ge	M
			27/10/2014	5	7x/Ma2	M
			02/11/2014	2	7A/En	N
10 students		73				

Totals for Whole School Selected

H	Annual family holiday (agreed)	10
I	Illness (not med/dental appoints)	51
M	Medical/Dental appointments	6
N	No reason yet provided for absence	3
U	Late (after registers closed)	3

Missing marks have been ignored

Minutes Late Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Minutes Late Report

Description

This report lists the minutes late that have been recorded for sessions for the selected date range and scope of students. The figures for each individual student are totalled and shown in the third column of the report.

Example

Minutes Late Report

Date Range: 11/10/2014 to 11/11/2014   **Sessions and Lessons**

Scope:Whole School Selected

Subjects : All

Name	Reg	Total	Date		Description	Mins
Nguyen, Henry	8A	20	16/10/2014	AM	Registration	20
Oakley, Wendy	P	15	15/10/2014	AM	Registration	15
Palmieri, Laura	8F	8	24/10/2014	AM	Registration	8
Patel, Hansa	8E	25	17/10/2014	AM	Registration	20
			17/10/2014	5	8y/Pe2	5
Patel, Minal	8D	20	22/10/2014	PM	Registration	20
Purcell, India	11F	8	21/10/2014	AM	Registration	8
Scot, Perrotta	8D	25	06/11/2014	AM	Registration	25
Shipton, Graeme	8E	18	04/11/2014	AM	Registration	8
			04/11/2014	1	8y/Ma1	5
			04/11/2014	3	8E/Sc	5
Smiles, Jack	8C	28	06/11/2014	PM	Registration	18
			10/11/2014	2	8x/Ar1	5
			10/11/2014	3	8C/Gg	5

Comments Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Comments Report

Description

This report lists comments recorded in the attendance register for a group of students over a date range. Comments for sessions and lessons, or for sessions only can be included.

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 tutor/teachers can use the report to view the comments entered in all session and lesson registers for students in their group.

- Any member of staff, who has appropriate permissions, can use the report to view comments for all classes and sessions entered by a particular registration tutor/teacher.
- Any member of staff, who has appropriate permissions, can use the report to view comments for all sessions and lessons for an individual student.

Example

Comments Report

Date Range: 11/10/2014 to 11/11/2014   Sessions and Lessons

Scope: Reg Group 7A   Comments by: All Staff

Name	Reg	Period	Class	Teacher	Comment
Bond, Craig	7A	20/10/2014 p3	7x/Ma2	Miss F. Burton	Craig has lost his homework on the way to school.
Green, Arnold	7A	11/10/2014 AM		Mrs L. Chase	School bus was late.
Manson, Mary	7A	11/10/2014 AM		Ms A. Little	School bus was late.
		22/10/2014 PM		Miss F. Burton	May was ill this morning. Her mother collected her at lunchtime.
Martin, Sandra	7A	11/10/2014 AM		Miss F. Burton	School bus was late.
Peters, Andrew	7A	11/10/2014 p1	7B/Sc	Mrs L. Chase	Andrew forgot his homework.
		15/10/2014 p1	7B/Gg	Ms A. Little	Andrew forgot his home work again.
Tweek, Hannah	7A	11/11/2014 AM		Miss F. Burton	School bus was late.

Subcode Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Subcode Report

Description

Applicable to schools England only (except Nursery schools)

The Subcode report enables schools in England to report on the COVID-19-related information.

Key to Attendance subcodes:

- I01-Illness I02-Confirmed case of Covid-19
- X01-Non compulsory school age
- X02-Self-isolating - Covid-19 symptoms
- X05-Quarantine Self-isolating
- X06-Clinical Advise not to attend
- X07-Government advice not to attend
- X08-Director of Public Health advice not to attend
- X09-Self-isolating – specific group required by NHS test and trace.

Example

Subcode Report

Date Range: 18/09/2021 to 18/10/2021

Scope:Whole School Selected

Name	Reg	Total Sessions	Date		Description	Subcode
Abhra, Abjit	7A	4	20/09/2021	AM	Registration	I02 - Illness- Confirmed case COVID-19
			20/09/2021	PM	Registration	I02 - Illness- Confirmed case COVID-19
			21/09/2021	AM	Registration	I02 - Illness- Confirmed case COVID-19
			21/09/2021	PM	Registration	I02 - Illness- Confirmed case COVID-19
Lewis, Hannah	8E	2	27/09/2021	AM	Registration	X01 - Non compulsory school age
			27/09/2021	PM	Registration	X01 - Non compulsory school age
Maverick, Kristian	8E	4	27/09/2021	AM	Registration	I01 - Illness
			27/09/2021	PM	Registration	I01 - Illness
			28/09/2021	AM	Registration	I01 - Illness
			28/09/2021	PM	Registration	I01 - Illness
Middleton, Lacey	10E	4	11/10/2021	AM	Registration	X06 - Clinical advice not to attend
			11/10/2021	PM	Registration	X06 - Clinical advice not to attend
			12/10/2021	AM	Registration	X06 - Clinical advice not to attend
			12/10/2021	PM	Registration	X06 - Clinical advice not to attend
Millson, Grace	7D	14	30/09/2021	AM	Registration	X05 - Quarantine - self-isolating
			30/09/2021	PM	Registration	X05 - Quarantine - self-isolating
			01/10/2021	AM	Registration	X05 - Quarantine - self-isolating

Compare Marks by Column Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Compare Marks by Column Report

Description

This report lists students whose marks are different in the two sessions/periods being compared, e.g. AM registration at which the student was present and period 1 at which the student was absent.

The report can be used to:

- highlight post-registration absence.
- highlight students who arrive at school too late for registration, e.g. **N** (no reason yet provided for absence) followed by / (present AM) or by **L** (late before reg closed).
- highlight where the reason for absence at session registration is known but the reason is not being copied to lessons, e.g. **C** (other authorised circumstances) followed by **N**.
- compare the last period before lunch with the first period after lunch, or with PM registration.

Analysis of Marks

Category	Value
Present Marks	For this report **/** and **** count as the same mark.
Missing Marks	Missing marks/no mark recorded for a timetabled lesson. The report shows if there is a missing mark in one column and a mark in the other column.

Example

Compare Marks by Column

Date: 13/11/2014

Scope: Whole School Selected

Name	Reg	Thursday AM	Thursday PM
Arkan, Baksho	10C	/	C
Auden, Harry	9D	/	L
Basra, Pamela	11B	/	L
Begley, Tina	10E	N	/
Black, Suzzanne	10A	N	/
Blundell, Jules	9F	/	L
Bobrowski, Toni	11B	N	/
Botticelli, Alessandra	9C	/	L
Cooke, Rachael	9C	/	L
Copperwheat, Brian	10C	L	/
Crisp, Adrian	10A	/	C
Croft, Laura	11C	C	/
Cruise, Penelope	9A	M	/
Currie, Edie	9B	/	N
Darling, Wendy	9F	L	/
Davies, Michelle	11F	C	/
Kaur, Narinder	9D	/	L
King, Ross	11B	/	L
Krane, Frank	11E	N	/
Lambert, Roy	11E	L	/
Lawrence, Mark	11E	M	/
Matthews, Andrew	9B	/	N
Sallehuddin, Uday	9F	L	/
Strang, Emily	9D	/	C
Varney, Sara	10A	/	N

Periods with Chosen Code Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Periods with Chosen Code Report

Description

This report lists all the students who have been given a lesson mark with a particular code between the specified dates. The report could, for example, be used to find students with late marks or those who have missed a large number of periods due to family holidays.

More than one code can be selected. For example, both **L** (late before registration closed) and **U** (late after registration closed) can be included in the same report.

Example

Periods with Chosen Code

Code: H   Annual family holiday (agreed)
       I   Illness (not med/dental appoints)

Date Range: 11/10/2014 to 11/11/2014

Scope: Whole School Selected

Value Range: Any

Name	Reg	Total
Abbot, Claire	7A	10
Barnetti, Alexia	7A	5
Byrne, David	7A	25
Gill, Ben	7A	1
Handley, David	7A	20
5 students		**61**

Missing marks have been ignored

Meal List Report

Menu Route

Reports | Lesson Monitor | Selected Student Reports | Meal List Report

Description

This report deals with the different types of meal expected to be taken by students with an attendance mark of **/ ** or **L** on the specified date.

Listed in the report is the:

- meal code and description for each type of meal, e.g. SM = School Meal.
- number of students expected to take each type of meal.
- number of free school meals of each type (where applicable) that are expected to be taken by students who are eligible for free school meals.

Example

Meal List Report

Session: 12/11/2014   AM
Scope: Whole School
Number of Pupils/Students with / \ L

Meal Code	Meal Description	Present	Free School Meal
	No Meal Code	157	37
SM	School Meal	695	89
PL	Packed Lunch	62	7
HO	Home	11	1
AB	Absent	0	0
OS	Other School	0	0
CC	Cash Cafeteria	16	0

27 Missing marks have been ignored

05| Group Reports

Group Analysis by Attendance Category Report

Menu Route

Reports | Lesson Monitor | Group Reports | Group Analysis by Attendance Category Report

Description

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

Analysis of Marks

Mark Category	Value	Percentage
Present	Count of all the sessions with marks having the statistical meaning of Present.	(Count of Present / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)

Mark Category	Value	Percentage
Approved Educational Activity (AEA)	Count of all the sessions with marks having the statistical meaning of Approved Educational Activity.	(Count of AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Authorised Absence	Count of all the sessions with marks having the statistical meaning of Authorised.	(Count of Authorised absence marks/ Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Unauthorised Absence	Count of all the sessions with marks having the statistical meaning of Unauthorised.	(Count of Unauthorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Possible Attendances	Total count of the sessions which the student is required to attend (also includes missing marks).	Sums of all the count of attendances
Unexplained Absences	Count of all the sessions with marks having a code equal to **N**.	(Count of Unexplained absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)

NOTE: The present marks also include the AEA marks.

Examples

Session data shown as numbers:

Group Analysis by Attendance Category

Period: 03/09/2014 to 11/11/2014

Pupils DOB Range: 01/09/1998 - 31/08/2009

Scope: Reg Group 7A   **Number of Sessions**

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
7A	2072	19	177	20	2288	91.4
Totals	2072	19	177	20	2288	91.4

Lesson data shown as percentages:

Group Analysis by Attendance Category

Date Range: 03/09/2014 to 11/11/2014

AEA counts as Present   **Percentage of periods**

Group	Present	AEActivity	Authorised	Unauthorised	Possible	% Attend	Late
7A	80.1	0.6	3.4	0.3	100.0	80.7	0.1
Total	80.1	0.6	3.4	0.3	100.0	80.7	0.1

Missing marks have been ignored

School Prospectus Analysis Report

Menu Route

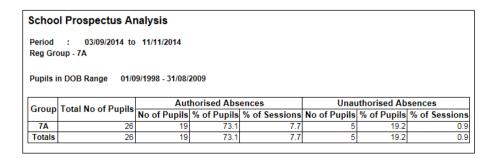**Reports | Lesson Monitor | Group Reports | School Prospectus Analysis Report**

Description

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

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

Analysis of Marks

Mark Category	Value	Percentage
Present	Counts of all the sessions with marks having the statistical meaning of Present and Approved Educational Activity.	(Count of Present marks + AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Authorised Absence	Counts of all the sessions with marks having the statistical meaning of Authorised.	(Count of Authorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Unauthorised Absence	Counts of all the sessions with marks having the statistical meaning of Unauthorised.	(Count of Unauthorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Possible Attendances	Total count of the sessions which the student is required to attend (also includes missing marks).	Not applicable
Percentage Attend	Not applicable	(Count of Present marks + count of AEA marks) / Possible Attendances*100 (rounded up to the nearest 0.1%)

Example

School Prospectus Analysis

Period   :   03/09/2014 to 11/11/2014
Reg Group - 7A

Pupils in DOB Range   01/09/1998 - 31/08/2009

Group	Total No of Pupils	Authorised Absences			Unauthorised Absences		
		No of Pupils	% of Pupils	% of Sessions	No of Pupils	% of Pupils	% of Sessions
7A	26	19	73.1	7.7	5	19.2	0.9
Totals	26	19	73.1	7.7	5	19.2	0.9

Group Analysis by Code Report

Menu Route

Reports | Lesson Monitor | Group Reports | Group Analysis by Code Report

Description

This report shows the number of times each code has been recorded within the specified date range enabling the reasons for absence, at either school or group level, to be monitored.

Report options include:

- Restricting the data by specifying a date of birth range.
- Displaying girls and boys in separate tables.
- Including a key to codes at the end of the report.
- Displaying the values as numbers or percentages.

Analysis of Codes

Mark Category	Value
Session Code	Count the number of occurrences of marks for each student where the recorded mark is equal to the code for which the calculation is being done. Count of Totals for the group = Sum of the count for every student who is a member of the group in the given date range.
Possible Attendances	Possible attendance accounts for all the scheduled sessions in the date range i.e. all marks between the date ranges excluding codes whose statistical meaning is "Attendance Not Required". Count of Possible Attendances for the group = Sum of the possible attendance for all students who are members of the selected group in the specified date range.
Missing Marks	Sum of missing marks for all the selected groups in the specified date range.

Applicable to schools in England only:

- **NRA** column (Not Required to Attend) - the total number of session codes D, X and Y only.
- **Poss** column (Possible Sessions) - the total number of possible sessions required to attend excluding codes D, X and Y.
- **Total** column - the total sessions displayed in the **NRA** column plus the **Poss** column, i.e. all session codes.

---

*NOTE: The **NRA** and **Poss** columns are not included in a percentage report.*

Examples for Schools in England

Values shown as number:

Group Analysis by Code

Period : 02/09/2021 to 09/02/2022
Pupils DOB Range: 01/09/2005 - 31/08/2016
Reg Group 7D — Number of Sessions

Group	/	\	B	C	D	E	F	G	H	I	J	L	M	N	O	P	R	S	T	U	V	W	Y	X	-	NRA	Poss	Total
7D	2344	2344								117		3	74	2	3					1	104					10	4992	4992
Totals	2344	2344								117		3	74	2	3					1	104					10	4992	4992

Note: NRA = Not Required to Attend (D,X,Y sessions only)
Poss = Possible Sessions required to attend (all sessions excluding D,X,Y)

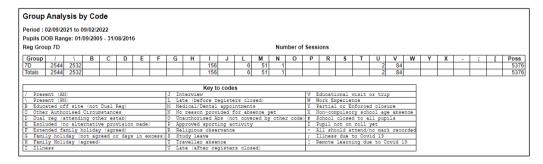| Key to codes		
/ Present (AM)	L Late (before registers closed)	W Work experience
\ Present (PM)	M Medical/Dental appointments	# Planned whole or partial school closure
B Educated off site (not Dual reg.)	N No reason yet provided for absence	Y Unable to attend due to exceptional circumstances
C Other authorised circumstances	O Unauthorised Abs	X Non-compulsory school age or COVID-19 related
D Dual registration	P Approved sporting activity	Z Pupil not on roll
E Excluded	R Religious observance	- All should attend / No mark recorded
G Family holiday (Not agreed)	S Study leave	
H Family holiday (agreed)	T Traveller absence	
I Illness	U Late (after registers closed)	
J Interview	V Educational visit or trip	

Values shown as percentage (**Show Key to Codes** deselected):

Group Analysis by Code

Period : 02/09/2021 to 09/02/2022
Pupils DOB Range: 01/09/2005 - 31/08/2016
Reg Group 7D — Percentage of Sessions

Group	/	\	B	C	D	E	F	G	H	I	J	L	M	N	O	P	R	S	T	U	V	W	Y	X	-	7	8	9	Total
7D	46.955	46.955								2.344		0.060	1.482	0.040	0.060					0.020	2.083								100.0
Totals	46.955	46.955								2.344		0.060	1.482	0.040	0.060					0.020	2.083								100.0

Examples for Schools in Wales

Values shown as number:

Group Analysis by Code

Period : 02/09/2021 to 09/02/2022
Pupils DOB Range: 01/09/2005 - 31/08/2016
Reg Group 7D — Number of Sessions

Group	/	\	B	C	D	E	F	G	H	I	J	L	M	N	O	P	R	S	T	U	V	W	Y	X	-	;	[	Poss
7D	2544	2532								156		6	51	1						2	84							5376
Totals	2544	2532								156		6	51	1						2	84							5376

Key to codes		
/ Present (AM)	J Interview	V Educational visit or trip
\ Present (PM)	L Late (before registers closed)	W Work Experience
B Educated off site (not Dual Reg)	M Medical/Dental appointments	Y Partial or Enforced closure
C Other Authorised Circumstances	N No reason provided for absence yet	X Non-compulsory school age absence
D Dual reg (attending other estab)	O Unauthorised Abs (not covered by other code)	# School closed to all pupils
E Excluded (no alternative provision made)	P Approved sporting activity	Z Pupil not on roll yet
F Extended family holiday (agreed)	R Religious observance	- All should attend/no mark recorded
G Family holiday (not agreed or days in excess)	S Study leave	; Illness due to Covid 19
H Family Holiday (agreed)	T Traveller absence	[Remote learning due to Covid 19
I Illness	U Late (after registers closed)	

Values shown as percentage (**Show Key to Codes** deselected):

Group Analysis by Code

Period : 02/09/2021 to 09/02/2022
Pupils DOB Range: 01/09/2005 - 31/08/2016
Reg Group 7D — Percentage of Sessions

Group	/	\	B	C	D	E	F	G	H	I	J	L	M	N	O	P	R	S	T	U	V	W	Y	X	-	;	[	Poss
7D	47.321	47.098								2.902		0.112	0.949	0.019						0.037	1.563							100.0
Totals	47.321	47.098								2.902		0.112	0.949	0.019						0.037	1.563							100.0

Welsh School Performance Information Report

Applicable to Welsh secondary schools only

Menu Route

Reports | Lesson Monitor | Group Reports | Welsh School Performance Information Report

Description

This report (specified by the Welsh Government) applies to secondary school students who were aged 11 to 15 on the previous 31st 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
  - LA Number
  - Possible sessions
    The number of session that 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 report was produced.
  - Name
    The names of all students included in the report are listed individually.
  - Registration Group
  - Number of authorised absences
    The number of authorised absences recorded for the individual student during the specified date range.
  - Number of unauthorised absences
    The number of unauthorised absences recorded for the individual student during the specified date range.
  - Total number of students included in the report.

Analysis of Marks

Mark Category	Value
Authorised Absences	Count all the sessions with marks having the statistical meaning of Authorised.
Unauthorised Absences	Count all the sessions with marks having the statistical meaning of Unauthorised.
Possible Attendances	Total count of the sessions which the student is required to attend (also includes missing marks).
Total Absences	Count all the sessions with marks having the statistical meaning of Authorised + count all the sessions with marks having the statistical meaning of Unauthorised.

Example

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: 01/09/2014 to 07/04/2015

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, Ottilie	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

Menu Route

Reports | Lesson Monitor | Group Reports | Group Session Summary Report

Description

This 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.

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.

Analysis of Marks

Mark Category	Value	Percentage
Attendances	Count all the sessions with marks having the statistical meaning of Present.	(Count of Present marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Authorised Absences	Count all the sessions with marks having the statistical meaning of Authorised.	(Count of Authorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Unauthorised Absences	Count all the sessions with marks having the statistical meaning of Unauthorised.	(Count of Unauthorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Possible Attendances	Total count of the sessions which the student is required to attend (also includes missing marks).	Not applicable
AEA (Approved Educational Activity)	Count all the sessions with marks having the statistical meaning of Approved Educational Activity.	(Count of AEA marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Lates Before Registration Closed	Count of all the sessions with marks having their set up meaning as "codes before registration closed".	(Count of all the sessions with marks having their set up meaning as "codes before registration closed") / Possible Attendances*100 (rounded up to the nearest 0.1%)

Mark Category	Value	Percentage
Lates After Registration Closed	Count of all the sessions with marks having their set up meaning as "codes after registration closed".	(Count of all the sessions with marks having their set up meaning as "codes after registration closed") / Possible Attendances*100 (rounded up to the nearest 0.1%)
Unexplained Absences	Count of all the absences with marks having the statistical meaning of "No reason yet provided for absence".	(Count of all of all the absences with marks having the statistical meaning of "No reason yet provided for absence") / Possible Attendances*100 (rounded up to the nearest 0.1%)

Example

Group Session Summary

Period: 03/09/2014 AM to 11/11/2014 PM
Scope: Reg Group 7A

	Sessions	%
Attendances	2091	91.39
Authorised absences	177	7.74
Unauthorised absences	20	0.87
Possible Attendance	2288	
Including		
Approved Educational Activity	19	0.83
Lates before reg closed	0	0.00
Lates after reg closed	0	0.00
Unexplained absences	14	0.61

Group Weekly Analysis Report

Menu Route

Reports | Lesson Monitor | Group Reports | Group Weekly Analysis Report

Description

This report shows the attendance figures for a chosen group for each week in the date range. It can be used to monitor the attendance of a group (e.g. Year Group, or Registration Group, or the whole school) week by week, comparing one week with another as the year proceeds.

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

Analysis of Marks

Mark Category	Value
Authorised Absences	Count of Authorised Absences for the group = Sum of the Authorised absences for all students who are members of the selected group in the specified date range.
Unauthorised Absences	Count of Unauthorised Absences for the group = Sum of the unauthorised absences for all students who are members of the selected group in the specified date range.
Attendances	Count of Possible Attendances for the group = Sum of the possible attendance for all students who are members of the selected group in the specified date range.

Example

Group Weekly Analysis

Period: w/b 01/09/2014 to w/b 10/11/2014

Pupils DOB Range: 01/09/1998 - 31/08/2009

Reg Group 7A   Percentages

w/b	Attendances	Authorised Absences	Unauthorised Absences
01/09/2014	100.0	0.0	0.0
08/09/2014	88.5	10.0	1.5
15/09/2014	90.0	10.0	0.0
22/09/2014	87.7	11.5	0.8
29/09/2014	93.8	3.8	2.3
06/10/2014	98.5	1.5	0.0
13/10/2014	86.9	10.8	2.3
20/10/2014	90.8	9.2	0.0
27/10/2014	0.0	0.0	0.0
03/11/2014	90.0	9.2	0.8
10/11/2014	97.3	2.7	0.0

Group Analysis by AM/PM Report

Menu Route

Reports | Lesson Monitor | Group Reports | Group Analysis by AM/PM Report

Description

This report enables staff 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 percentage.

Analysis of Codes for a Group

Category	Value
Present (AM/PM)	Count the number of occurrences of marks for AM/PM for each student where the recorded mark has the statistical meaning that is equal to the category for which the calculation is being done. Count of Totals AM/PM for the group = Sum of the count for every student who is a member of the group in the given date range.
Possible Attendance (AM/PM)	Count the number of possible attendances during the AM/PM session for each student in the selected group. Count of Total Possible attendances for the group **=** Sum of the count for every student who is a member of the group.
Percentage Attendances (AM/PM)	Total count of Present marks for the group in AM/PM session * 100 Total count of Possible marks for the group in the AM/PM session The above value is rounded to the nearest 0.1%.
Missing Marks	Sum of missing marks for all the selected groups in the specified date range.

Examples

Values shown as numbers:

Group Analysis by AM/PM

Period : 03/09/2014 to 11/11/2014
Reg Group 7A   **Number of Sessions**

Group	Present		AEA		Authorised		Unauthorised		Possible		%Attend	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
7A	1035	1037	10	9	89	88	10	10	1144	1144	91.3	91.4
Totals	1035	1037	10	9	89	88	10	10	1144	1144	91.3	91.4

Value shown as percentages:

Group Analysis by AM/PM

Period : 03/09/2014 to 11/11/2014
Reg Group 7A   **Percentage of Sessions**

Group	Present		AEA		Authorised		Unauthorised		Possible		%Attend	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
7A	90.5	90.6	0.9	0.8	7.8	7.7	0.9	0.9	100.0	100.0	91.3	91.4
Totals	90.5	90.6	0.9	0.8	7.8	7.7	0.9	0.9	100.0	100.0	91.3	91.4

Group Analysis by Session in Week Report

Menu Route

Reports | Lesson Monitor | Group Reports | Group Analysis by Session in Week Report

Description

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.

Analysis of Codes

Category	Value
Columns to be displayed	All the weekdays for which are in use as indicated by the registration pattern need to be displayed. For each of the weekdays; display the sessions in use. e.g. Mon AM, Tue AM, Wed PM, etc
Count of occurrences for each session in use	Count the number of occurrences of the specified weekday + session (e.g. Mon AM) in the database. Occurrences are counted only for the sessions where the registration status of the session is not equal to **X**, **Y**, **#**, **!** or **N**. This check is done on the statistical mapping of the mark, not the character.
Count of table values for each selected group for every weekday + Session	Count the number of occurrences of all the marks that lie in the selected categories for all the students in the selected group for the specified weekday + Session.
Count of values for All Week	Sum of count of marks for the weekdays in the specified session for the selected group.
Percentage age values for each selected group for every weekday + session	Count the number of occurrences of all the marks that lie in the selected categories for all the students in the selected group for the specified weekday + Session. * 100. Count the possible marks for all the students in the selected group for the specified weekday + Session. The above value is rounded to the nearest 0.1%.
Percentage values for All week	Sum of count of marks for the weekdays in the specified session for the selected group. * 100. Sum of possible marks for the weekdays in the specified session for the selected group. The above value is rounded to the nearest 0.1%.

Category	Value
Missing Marks	Sum of missing marks for all the selected groups in the specified date range.

Examples

Data shown as numbers:

Group Analysis by Session in Week

Period: 03/09/2014 to 11/11/2014
Reg Group 7A
Number of sessions in category : Present + AEA

Group	Mon		Tue		Wed		Thu		Fri		All Week	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Weeks	9	9	9	9	8	8	9	9	9	9	44	44
7A	219	220	212	212	190	190	212	212	212	212	1045	1046
Totals	219	220	212	212	190	190	212	212	212	212	1045	1046

Data shown as percentages:

Group Analysis by Session in Week

Period: 03/09/2014 to 11/11/2014
Reg Group 7A
Number of sessions in category : Present + AEA

Group	Mon		Tue		Wed		Thu		Fri		All Week	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Weeks	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0	100.0
7A	93.6	94.0	90.6	90.6	91.3	91.3	90.6	90.6	90.6	90.6	91.3	91.4
Totals	93.6	94.0	90.6	90.6	91.3	91.3	90.6	90.6	90.6	90.6	91.3	91.4

Group Analysis by STAR Field Report

Menu Route

Reports | Lesson Monitor | Group Reports | Group Analysis by STAR Field Report

Description

This report shows for each selected group within a particular group type, 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 students in each group, and the percentage of **Attendances**, **Authorised Absences**, **Unauthorised Absences**, **Late Before** registration closed codes and **Late After** registration closed codes are reported for each ethnic group.

Up to two extra attendance codes can be selected and used for comparison with the other data shown on the report. The extra codes data is shown in the report's right-hand columns.

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 students 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.

Analysis of Marks

Mark Category	Value	Percentage
Attendances	Count of all the sessions with marks having the statistical meaning of Present.	(Count of Present marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Authorised Absences	Count of all the sessions with marks having the statistical meaning of Authorised.	(Count of Authorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Unauthorised Absences	Count of all the sessions with marks having the statistical meaning of Unauthorised.	(Count of Unauthorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Possible Attendances	Total count of the sessions which a student is required to attend (also includes missing marks).	Not applicable
Lates Before Registration Closed	Count of all the sessions with marks having their set up meaning as 'codes before registration closed'.	(Count of all the sessions with marks having their set up meaning as "codes before registration closed") / Possible Attendances*100 (rounded up to the nearest 0.1%)
Lates After Registration Closed	Count of all the sessions with marks having their set up meaning as 'codes after registration closed'.	(Count of all the sessions with marks having their set up meaning as "codes after registration closed") / Possible Attendances*100 (rounded up to the nearest 0.1%)

Example

Data shown as percentages:

Group Analysis by STAR Field

Period: 03/09/2014 AM to 11/11/2014 PM

Reg Group 7A   Percentages

Ethnic	Pupils in group	Attendances	Authorised Absences	Unauthorised Absences	Late Before	Late After
Chinese + any other ethnic group	1	86.4	13.6	0.0	0.0	0.0
Information Not Yet Obtained	1	77.3	15.9	6.8	0.0	0.0
White Eastern European	1	86.4	13.6	0.0	0.0	0.0
White - English	16	91.6	8.3	0.1	0.0	0.0
White - Irish	2	90.9	4.6	4.6	0.0	0.0
Italian	1	100.0	0.0	0.0	0.0	0.0
White Other	1	95.5	4.6	0.0	0.0	0.0
White - Scottish	1	88.6	11.4	0.0	0.0	0.0
White - Welsh	2	97.7	0.0	2.3	0.0	0.0
Totals	26	91.4	7.7	0.9	0.0	0.0

Data shown as numbers:

Group Analysis by STAR Field

Period: 03/09/2014 AM to 11/11/2014 PM

Reg Group 7A   Numbers

Ethnic	Pupils in group	Attendances	Authorised Absences	Unauthorised Absences	Late Before	Late After
Chinese + any other ethnic group	1	76	12	0	0	0
Information Not Yet Obtained	1	68	14	6	0	0
White Eastern European	1	76	12	0	0	0
White - English	16	1289	117	2	0	0
White - Irish	2	160	8	8	0	0
Italian	1	88	0	0	0	0
White Other	1	84	4	0	0	0
White - Scottish	1	78	10	0	0	0
White - Welsh	2	172	0	4	0	0
Totals	26	2091	177	20	0	0

Group Analysis by Vulnerability Report

Menu Route

Reports | Lesson Monitor | Group Reports | Group Analysis by Vulnerability Report

Description

This report produces an analysis of lesson attendance for students 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 | Student | Student 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 students in the STAR field groupings. In the other columns, percentages refer to the proportion of possible sessions for each of the STAR field groupings.*

Analysis of Marks

Mark Category	Value	Percentage
Attendances	Count of all the sessions with marks having the statistical meaning of Present.	(Count of Present marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Authorised Absences	Count of all the sessions with marks having the statistical meaning of Authorised.	(Count of Authorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Unauthorised Absences	Count of all the sessions with marks having the statistical meaning of Unauthorised.	(Count of Unauthorised absence marks / Count of Possible attendances) * 100 (rounded up to the nearest 0.1%)
Possible Attendances	Total count of the sessions which a student is required to attend (also includes missing marks).	Not applicable
Lates Before Registration Closed	Count of all the sessions with marks having their set up meaning as 'codes before registration closed'.	(Count of all the sessions with marks having their set up meaning as "codes before registration closed") / Possible Attendances*100 (rounded up to the nearest 0.1%)
Lates After Registration Closed	Count of all the sessions with marks having their set up meaning as 'codes after registration closed'.	(Count of all the sessions with marks having their set up meaning as "codes after registration closed") / Possible Attendances*100 (rounded up to the nearest 0.1%)

Example

Group Analysis by Vulnerability

Period: 03/09/2014 AM to 11/11/2014 PM

Reg Group 7C   Percentages

	Pupils in group	Attendances	Authorised Absences	Unauthorised Absences	Late Before	Late After
No	25	66.0	0.6	0.1	0.1	0.0
Yes	2	66.1	0.2	0.4	0.2	0.0
No English Additional Language	2	65.5	1.2	0.0	0.0	0.0

Post Registration Absence Report

Menu Route

Reports | Lesson Monitor | Group Reports | Post Registration Absence Report
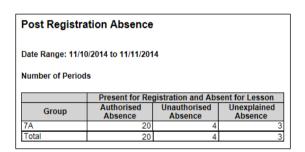
Description

This report deals with students who were marked present for registration but were marked absent from a lesson during that session (half day). The absences are shown in separate columns, according to whether they are an authorised reason for absence, unauthorised reason for absence or unexplained absence.

Examples for schools using the English maintained set of codes are: authorised (e.g. **C**, **I**, **M**), unauthorised (e.g. **O**, **U**) and unexplained (e.g. **N**).

Analysis of Marks for a Group

Mark Category	Value
Authorised Absence	Count of all post-registration absences where the lesson mark has the statistical meaning of Authorised.
Unauthorised Absence	Count of all post-registration absences where the lesson mark has the statistical meaning of Unauthorised.
Unexplained Absence	Count of all post-registration absences where the lesson mark has the statistical meaning of Unexplained.

Example

Post Registration Absence

Date Range: 11/10/2014 to 11/11/2014

Number of Periods

Group	Present for Registration and Absent for Lesson		
	Authorised Absence	Unauthorised Absence	Unexplained Absence
7A	20	4	3
Total	20	4	3

Group Weekly Lesson Attendance Report

Menu Route

Reports | Lesson Monitor | Group Reports | Group Weekly Lesson Attendance Report

Description

This report has been designed primarily for pastoral managers who are monitoring overall lesson attendance, week by week and group by group.

The total percentage attendance for each group selected, for each week within the date range selected, is displayed. By default, Approved Educational Activity (AEA) is counted as present.

> *NOTE: When used for academic class analysis, the report counts lesson marks for that class only.*

Analysis of Marks

Mark Category	Value
Timetabled Lessons	Included in the report.
Exclusions	Not included in the report.
Extra Names	Included in the report.
Attendance	Count marks with statistical meaning of Present, plus Approved Educational Activity (if selected at run-time).

Example

Group Weekly Lesson Attendance

Date Range: w/b 06/10/2014 to w/b 10/11/2014

AEA counts as Present   Percentage of Periods

Group	06/10/14	13/10/14	20/10/14	03/11/14	10/11/14
7A	96.7	88.7	100.0	95.0	95.3
Total	96.7	88.7	100.0	95.0	95.3

Missing marks have been ignored.

06│**Module Reports**

History of Changes Report

Menu Route

Reports | Lesson Monitor | Module Reports | History of Changes Report

Description

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 student has a medical appointment, so she changes the mark to **M**. However, when the 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 sessions mark is recorded and after the mark is deleted, a missing mark is recorded. However, for lessons the entry is not recorded because where the mark is deleted the history is lost.

Any registers marked during the date range specified in the **History of Changes Report** browser are reported on when the History of changes report is run.
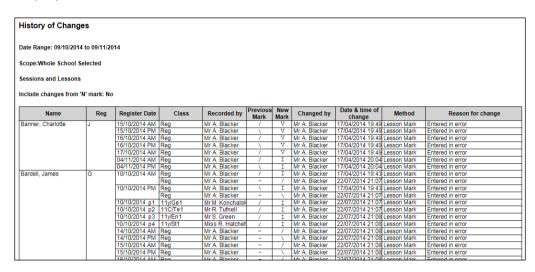
The report also displays the student's name and registration group, the register date, the class, the name of the person who recorded the mark, the previous mark, the new mark, the name of the person who changed the mark, the date and time of the change, the method of change, e.g. Lesson Mark, and the 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.
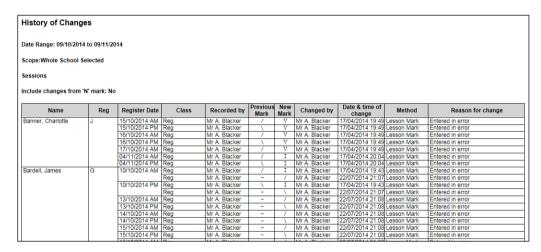
> NOTE: Changes to the **N** mark, e.g. **/** to **N**, are automatically included in the report.

Examples

Display of Sessions and Lessons:

Display of Sessions:

Registers with Missing Marks Report

Menu Route

Reports | Lesson Monitor | Module Reports | Registers with Missing Marks Report

Description

The purpose of this report is to enable school managers to check if registers have been taken or not.

The report browser enables you to specify the number of missing marks you are looking for, e.g. **At Least** 15.

The report shows the **Date**, **Period**, **Class**, **Teacher**, **Room** and how many **Missing Marks** there are on each register that is found to have missing marks.

Example

Registers with Missing Marks

Date Range: 11/11/2014 1 to 11/11/2014 5

Scope: All Years

Value Range: At Least 15 marks

Date	Period	Class	Teacher	Room	Missing Marks
11/11/2014	Tue:5	7A/En	Mr S. Green	English Room 1	30
	Tue:5	7A/En	Mr S. Green	English Room 3	30