SIMS

Lesson Monitor Reports Specification

applicable to 7.144 onwards

Revision History

Version	Change Description	Date
7.144 - 1.0	Reports updated in this release: *Official Register Report* on page *16* *Persistent Absence Report* on page *24* *History of changes Report* on page *85*	02/02/2012
7.144 – 2.0	Additional information added to the description of the *New Absentees Report* on page *54*.	29/03/2012
7.144 - 3.0	Additional information added to the description of the *Persistent Absence Reports* on page *24* and the *Group Analysis by Vulnerability Report* on page *79*.	05/07/2012

Capita Doc Ref: LMRepSec7144/HBK/050712/AW

Providing Feedback on Documentation

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

publications@capita.co.uk

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

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**

Each report has been designed to start on a new page.

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

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

Additional Information

For more information regarding the running and printing of Lesson Monitor reports, please refer to the *Producing Lesson Monitor Reports* handbook. All handbooks can be accessed from the **Documentation Centre**, which is launched by clicking the **Documentation** button on the **Home Page** in SIMS. Once open, click the **Handbooks** button, select the required category then click the required handbook from the **Handbooks** page.

A *Producing Attendance Reports* Quick Reference Sheet is available on SupportNet. Enter `14179` in the **Site search** field then click the **GO** button.

For information regarding all other functionality available within Lesson Monitor, please refer to the *Monitoring Session and Lesson Attendance* handbook.

NOTE for Attendance Users: A separate document (Attendance Reports Specification) is available on the SupportNet website (http://support.capitaes.co.uk).

02/Individual Student Reports

Registration Certificate Report

Menu Route

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

Description

Th*e* 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, name of parents, home address and telephone number.

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

More Information:
Broken Weeks Report on page *49*
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 - Abbot, Claire   7A

2008-2009	
w/b	
01/09/2008	## /\ /\ II
08/09/2008	/\ /\ /\ /\ /\
15/09/2008	/\ /\ /\ /\ /\
22/09/2008	/\ /\ /\ /\ /\
29/09/2008	/\ /\ /\ /\ /\
06/10/2008	/\ /\ /\ /\ /\
13/10/2008	/\ /\ /\ /\ /\
20/10/2008	/\ /\ /\ /\ /\
27/10/2008	## ## ## ## ##
03/11/2008	/\ /\ /\ /\ /\
10/11/2008	/\ /\ /\ /\ /\
17/11/2008	/\ /\ /\ /\ /\
24/11/2008	/\ /\ /\ /\ /\
01/12/2008	/\ /\ /\ YY /\
08/12/2008	/\ /\ /\ /\ /\
15/12/2008	/\ /\ /\ /\ ##
22/12/2008	## ## ## ## ##
29/12/2008	## ## ## ## ##
05/01/2009	## /\ /\ /\ /\
12/01/2009	/\ /\ /\ /\ /\
19/01/2009	/\ /\ /\ /\ /\
26/01/2009	/\ /\ /\ /\ /\
02/02/2009	/\ /\ /\ /\ /\
09/02/2009	/\ /\ /\ /\ /\
16/02/2009	## ## ## ## ##
23/02/2009	/\ /\ /\ /\ /\
02/03/2009	/\ /\ /\ /\ /\
09/03/2009	/\ /\ /\ /\ /\
16/03/2009	/\ /\ /\ /\ /\
23/03/2009	/\ /\ /\ /\ /\
30/03/2009	/\ /\ /\ /\ ##
06/04/2009	## ## ## ## ##
13/04/2009	## ## ## ## ##
20/04/2009	-- -- -- -- --
27/04/2009	-- -- -- -- --
04/05/2009	## -- -- -- --
11/05/2009	-- -- -- -- --
18/05/2009	-- -- -- -- --
25/05/2009	## ## ## ## ##
01/06/2009	-- -- -- -- --
08/06/2009	-- -- -- -- --
15/06/2009	-- -- -- -- --
22/06/2009	-- -- -- -- --
29/06/2009	-- -- -- -- --
06/07/2009	-- -- -- -- --
13/07/2009	-- -- -- -- --
20/07/2009	-- -- ## ## ##
27/07/2009	## ## ## ## ##
03/08/2009	## ## ## ## ##
10/08/2009	## ## ## ## ##
17/08/2009	## ## ## ## ##
24/08/2009	## ## ## ## ##
31/08/2009	##

Summary 02/09/2008 AM - 14/06/2009 PM	Sessions	%
Attendances	256	78.5
Authorised absences	2	0.6
Unauthorised absences	0	0.0
Possible Attendances	326	
Including		
Approved Ed. Activity	0	0.0
Lates before reg closed	0	0.0
Lates after reg closed	0	0.0
Unexplained absences	0	0.0

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

Personal Details	
Surname	Abbot
Forename	Claire
Middle Name	
Chosen Name	Claire
Date of Birth	22/04/1997
Travel	Car Share (with child/children)
Route	
Medical Practice	
Telephone	
Tutor	Mr B. Kinross
Parents	
Address	22 , West View,
	Rainham,
	EAST TOWN,
	Eastshire,
	SI5 9LR
Telephone	

Missing marks have been ignored

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%)

Mark Category	Value	Percentage
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

Abbot, Claire - 7A

Summary 02/09/2008 AM - 14/06/2009 PM	Sessions	%
Attendances	256	78.5
Authorised absences	2	0.6
Unauthorised absences	0	0.0
Possible Attendances	326	
Including		
Approved Ed. Activity	0	0.0
Lates before reg closed	0	0.0
Lates after reg closed	0	0.0
Unexplained absences	0	0.0

Missing marks have been ignored

Individual Session Summary

Allen, Megan - 7A

Summary 02/09/2008 AM - 14/06/2009 PM	Sessions	%
Attendances	198	60.7
Authorised absences	56	17.2
Unauthorised absences	4	1.2
Possible Attendances	326	
Including		
Approved Ed. Activity	0	0.0
Lates before reg closed	0	0.0
Lates after reg closed	0	0.0
Unexplained absences	4	1.2

Missing marks have been ignored

Individual Session Summary

Barker, Katie - 7A

Summary 02/09/2008 AM - 14/06/2009 PM	Sessions	%
Attendances	258	79.1
Authorised absences	0	0.0

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 - Abbot, Claire 7A

Date Range: 14/05/2009 to 14/06/2009

Scope: Reg Group

Week Beginning	Mon							Tue							Wed							Thu							Fri						
11/05/2009																						/	/	/	/	\	/	/	/	/	/	/	\	/
18/05/2009	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	\	/	/	/	/	/	/	\	/
25/05/2009																																		
01/06/2009								/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	\	/	/	/	/	/	/	\	/
08/06/2009	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	\	/	/	/	/	/	\	/	M	M	M	M	\	/

Analysis	Teacher	Possible	Attends	Authorised	Unauthorised	%Att
7A/Ar	Miss K. Burrows	2	2	0	0	100.0
7A/En	Mr S. Green	14	13	1	0	92.9
7A/Fr	Mr A. Gray	6	6	0	0	100.0
7A/Ge	Mrs B. Pearson	3	3	0	0	100.0
7A/Gg	Mr A. Blacker	4	3	1	0	75.0
7A/Hi	Miss B. Patel	2	2	0	0	100.0
7A/Mu	Mr R. Williams	4	3	1	0	75.0
7A/Ps	Mr R. Tufnell	4	4	0	0	100.0
7A/Re	Mr A. Pinkney	3	3	0	0	100.0
7A/Sc	Mrs S. Andrews	7	7	0	0	100.0
7x/Ma1	Mrs L. Vernon	14	14	0	0	100.0
7x/Pe1	Ms W. Harris	7	7	0	0	100.0
7x/Te2	Mr R. Tufnell	10	9	1	0	90.0
All lessons		80	76	4	0	95.0
Sessions		34	31	1	0	91.2

Key to codes					
/	Present (AM)	I	Illness (not med/dental appoints)	T	Traveller absence
\	Present (PM)	J	Interview	U	Late (after registers closed)
B	Educated off site (not dual reg)	L	Late (before reg closed)	V	Educational visit
C	Other authorised circumstances	M	Medical/Dental appointments	W	Work experience
D	Dual Registration (Attending other site)	N	No reason yet provided for absence	X	Non-compulsory school age absence
E	Excluded (No alt prov made)	O	Unauthorised circumstances	-	All should attend / No mark recorded
F	Extended family holiday (agreed)	P	Approved sporting activity	+	More than one mark
G	Family holiday (Not agreed)	R	Religious observance	□	No lesson timetabled
H	Annual family holiday (agreed)	S	Study leave		

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 - Alexia Barnetti

Periods attended during 14/05/2009 - 14/06/2009

Subject	Possible	Present	Percentage	Lates
Art	2	0	0%	0
English	14	0	0%	0
French	6	0	0%	0
Geography	4	0	0%	0
German	3	0	0%	0
History	2	0	0%	0
Mathematics	14	0	0%	0
Music	4	0	0%	0
Physical Ed	7	0	0%	0
PSE	4	0	0%	0
Religious Ed	3	0	0%	0
Science	7	0	0%	0
Technology	10	0	0%	0

Overall lesson attendance 0%

Session Attendance - Alexia Barnetti

Sessions (half-days) attended during 14/05/2009 - 14/06/2009

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

Overall session attendance 0%

*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.

The right-hand column shows the possible number of sessions to which each student could have attended.

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

Examples

Values shown as numbers:

Pupil Analysis By Attendance Code

Period: 02/09/2008 to 14/06/2009
Scope: Reg Group 7A
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
Abbot, Claire	7A	145	147								6			1	4						1			22	326
Allen, Megan	7A	99	99		8						48				4									68	326
Barker, Katie	7A	129	129																					68	326
Barnetti, Alexia	7A	129	129																					68	326
Bull, James	7A	129	129																					68	326
Byrne, David	7A	129	129																					68	326
Byrne, Paul	7A	99	100		7						44			4	4									68	326
Chan, Yuri	7A	129	129																					68	326
Clayton, Emma	7A	129	129																					68	326
Clerkson, James	7A	129	129																					68	326
De Freitas, Katie	7A	129	129																					68	326
Delaney, Angela	7A	129	129																					68	326
Elphick, Jason	7A	129	129																					68	326
Ely, Paul	7A	129	129																					68	326
Foster, Ross	7A	129	129																					68	326
Fowles, Tracey	7A	129	129																					68	326
Gill, Ben	7A	129	129																					68	326
Handley, David	7A	129	129																					68	326
Harlin, Louise	7A	129	129																					68	326
Ikari, Seiko	7A	129	129																					68	326
Iqbal, Sara	7A	129	129																					68	326
Kumar, Sangeeta	7A	129	129																					68	326
Liddel, Peter	7A	129	129																					68	326
Owen, Michael	7A	129	129																					68	326
Pryor, Jamie	7A	129	129																					68	326
Wallis, Anthony	7A	129	129																					68	326
Watson, Tress	7A	129	129																					68	326
Totals		3439	3442		15						98			5	12						1			1790	8802

Key to codes

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

Missing marks have been ignored

Values shown as percentages:

Pupil Analysis By Attendance Code

Period: 02/09/2008 to 30/03/2009
Scope: Reg Group 7A
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
Abbot, Claire	7A	49.6	49.6								0.8															100.0
Allen, Megan	7A	38.5	38.9		3.2						19.0				0.4											100.0
Barker, Katie	7A	50.0	50.0																							100.0
Barnetti, Alexia	7A	50.0	50.0																							100.0
Bull, James	7A	50.0	50.0																							100.0
Byrne, David	7A	48.4	48.0								3.6															100.0
Byrne, Paul	7A	38.5	38.9		2.8						17.5			1.6	0.8											100.0
Chan, Yuri	7A	50.0	50.0																							100.0
Clayton, Emma	7A	50.0	50.0																							100.0
Clerkson, James	7A	50.0	50.0																							100.0
De Freitas, Katie	7A	50.0	50.0																							100.0
Delaney, Angela	7A	50.0	50.0																							100.0
Elphick, Jason	7A	50.0	50.0																							100.0
Ely, Paul	7A	50.0	50.0																							100.0
Foster, Ross	7A	50.0	50.0																							100.0
Fowles, Tracey	7A	50.0	50.0																							100.0
Gill, Ben	7A	50.0	50.0																							100.0
Handley, David	7A	48.8	48.4								2.8															100.0
Harlin, Louise	7A	50.0	50.0																							100.0
Ikari, Seiko	7A	50.0	50.0																							100.0
Iqbal, Sara	7A	50.0	50.0																							100.0
Kumar, Sangeeta	7A	50.0	50.0																							100.0
Liddel, Peter	7A	50.0	50.0																							100.0
Owen, Michael	7A	50.0	50.0																							100.0
Pryor, Jamie	7A	50.0	50.0																							100.0
Wallis, Anthony	7A	50.0	50.0																							100.0
Watson, Tress	7A	50.0	50.0																							100.0
Totals		49.0	49.0		0.2						1.6			0.1												100.0

Key to codes

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

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 - Monday 15/06/2009

Reg Group 7B   Miss J. Young

	AM	1	2	3	4	PM	5
Abbot, Claire	/	H	H	□	□	–	□
Allen, Megan	/	+	/	–	–	–	–
Barker, Katie	/	+	/	–	–	–	–
Barnetti, Alexia	/	/	/	–	–	–	–
Bull, James	/	/	/	–	–	–	–
Byrne, David	/	/	/	–	–	–	–
Byrne, Paul	/	/	/	–	–	–	–
Chan, Yuri	/	/	/	–	–	–	–
Clayton, Emma	/	+	/	–	–	–	–
Clerkson, James	/	/	/	–	–	–	–
De Freitas, Katie	/	/	/	–	–	–	–
Delaney, Angela	/	/	/	–	–	–	–
Elphick, Jason	/	/	/	–	–	–	–
Ely, Paul	/	/	/	–	–	–	–
Foster, Ross	/	+	/	–	–	–	–
Fowles, Tracey	/	/	/	–	–	–	–
Gill, Ben	/	/	/	–	–	–	–
Handley, David	/	+	/	–	–	–	–
Harlin, Louise	/	/	/	–	–	–	–
Ikari, Seiko	/	+	/	–	–	–	–
Iqbal, Sara	/	+	/	–	–	–	–
Kumar, Sangeeta	/	/	/	–	–	–	–
Liddel, Peter	/	+	/	–	–	–	–
Owen, Michael	/	/	/	–	–	–	–
Pryor, Jamie	/	/	/	–	–	–	–
Wallis, Anthony	/	+	/	–	–	–	–
Watson, Tress	/	+	/	–	–	–	–

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 students 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: 01/07/2009
Scope: Reg Group ELM
Number of Sessions

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

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

Official Register Report

Menu Route

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

Description

Regulations require that the Official Register be printed out at least once a month and kept for at least three years. This report is also useful for registration tutors, enabling them to see their group's attendance over the last few weeks.

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

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

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

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

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

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 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 student 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 student in the PM sessions on a particular date in the selected date range with statistical meaning of Present.

Mark Category	Value
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: 01/09/2011 to 10/01/2012   Includes History of Changes
Scope: Reg Group 7A
Include changes from 'N': Yes

```
                        Sep                                                                              Oct
                        01  02      05  06  07  08  09      12  13  14  15  16      19  20  21  22  23      26  27  28  29  30      03  04  05
Abbot, Benjamin         ##  ZZ      ZZ  ZZ  ZZ  ZZ  ZZ      ZZ  ZZ  ZZ  ZZ  ZZ      ZZ  ZZ  ZZ  ZZ  ZZ      ZZ  ZZ  ZZ  ZZ  ZZ      ZZ  ZZ  ZZ
Ackton, William         ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Boman, Chloe            ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Candy, Mandy            ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Candy, Milly            ##  /\      I\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Dahl, Sandra            ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Davies, Sasha           ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Etten, Lucy             ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  II      /\  /\  /\
Gasman, Lionel          ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Greet, Janet            ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /M  /\  /\      /\  /\  /\
Hamburgler, Louise      ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Henderson, Trevor       ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Higgs, Cara             ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Jackson, Terrence       ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Katz, Darren            ##  /\      /\  /\  /\  /\  UU      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /L  /\  /\  /\      /\  /\  /\
Kim, Mark               ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Kristoff, Pauline       ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Lee, Brian              ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Linderman, Josiah       ##  /\      /\  /\  /\  /\  II      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Lotterman, Daniel       ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Malik, Naseem           ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Nicholas, Nick          ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Roberts, Perry          ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Robson, Rhian           ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Rogerson, Liam          ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Russell, Caroline       ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Singh, Satnam           ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Truman, Harriet         ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Van der Keep, Freya     ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Young, Roberta          ##  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      /\  /\  /\
Present AM              0   29      28  29  29  29  27      29  29  29  29  29      29  29  29  29  29      29  29  29  29  28      29  29  29
Present PM              0   29      29  29  29  29  27      29  29  29  29  29      29  29  29  29  29      29  29  28  29  28      29  29  29
```

Official Register

Period: 01/09/2011 to 10/01/2012   Includes History of Changes
Scope: Reg Group 7A
Include changes from 'N': Yes

```
                        Oct                                                                              Nov
                        06  07      10  11  12  13  14      17  18  19  20  21      24  25  26  27  28      31  01  02  03  04      07  08  09
Abbot, Benjamin         /\  /\      /\  /\  II  II  II      /\  /\  /\  /\  /\      ##  ##  ##  ##  ##      ##  /\  /\  /\  /\      /\  /\  /\
Ackton, William         /\  /\      /\  /\  /\  /\  /\      /\  /\  /\  /\  /\      ##  ##  ##  ##  ##      ##  /\  /\  /\  /\      /\  /\  /\
```

Total Number of Present Marks for Period 3084

Missing marks have been ignored

History of Changes

Candy, Milly	mark for 05/09/2011 PM changed from I to \ on 05/09/2012 by Mrs G. Grosvenor	Lesson Mark	Entered in error
Dahl, Sandra	mark for 05/01/2012 AM changed from N to \ on 11/01/2012 by Mrs G. Grosvenor	Lesson Mark	Entered in error
Davies, Sasha	mark for 05/01/2012 AM changed from / to I on 11/01/2012 by Mrs G. Grosvenor	Lesson Mark	Entered in error

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

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: 02/09/2008 to 31/03/2009
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
Abbot, Claire	7A	99.2	99.2	0.0	0.0	0.8	0.8	0.0	0.0	100.0	100.0	99.2	99.2
Allen, Megan	7A	77.2	78.0	0.0	0.0	22.0	22.0	0.8	0.0	100.0	100.0	77.2	78.0
Barker, Katie	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
Barnetti, Alexia	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
Bull, James	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
Byrne, David	7A	96.9	96.1	0.0	0.0	3.1	3.9	0.0	0.0	100.0	100.0	96.9	96.1
Byrne, Paul	7A	77.2	78.0	0.0	0.0	22.0	21.3	0.8	0.8	100.0	100.0	77.2	78.0
Chan, Yuri	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
Clayton, Emma	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
Clerkson, James	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
De Freitas, Katie	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
Delaney, Angela	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
Elphick, Jason	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
Ely, Paul	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
Foster, Ross	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
Fowles, Tracey	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
Gill, Ben	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
Handley, David	7A	97.6	96.9	0.0	0.0	2.4	3.1	0.0	0.0	100.0	100.0	97.6	96.9
Harlin, Louise	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
Ikari, Seiko	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
Iqbal, Sara	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
Kumar, Sangeeta	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
Liddel, Peter	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
Owen, Michael	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
Pryor, Jamie	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
Wallis, Anthony	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
Watson, Tress	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
Totals		98.1	98.1	0.0	0.0	1.9	1.9	0.1	0.0	100.0	100.0	98.1	98.1

%Attend includes both Present and Approved Educational Activity

Values shown as percentages:

Pupil Analysis by AM/PM

Period: 02/09/2008 to 15/06/2009
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
Abbot, Claire	7A	146	148	0	0	4	3	3	2	164	164	89.0	90.2
Allen, Megan	7A	119	119	0	0	28	28	2	2	164	164	72.6	72.6
Barker, Katie	7A	149	149	0	0	0	0	0	0	164	164	90.9	90.9
Barnetti, Alexia	7A	149	149	0	0	0	0	0	0	164	164	90.9	90.9
Bull, James	7A	149	149	0	0	0	0	0	0	164	164	90.9	90.9
Byrne, David	7A	144	144	0	0	5	5	0	0	164	164	87.8	87.8
Byrne, Paul	7A	119	120	0	0	28	27	2	2	164	164	72.6	73.2
Chan, Yuri	7A	148	149	0	0	0	0	1	0	164	164	90.2	90.9
Clayton, Emma	7A	148	149	0	0	0	0	1	0	164	164	90.2	90.9
Clerkson, James	7A	148	149	0	0	1	0	0	0	164	164	90.2	90.9
De Freitas, Katie	7A	149	149	0	0	0	0	0	0	164	164	90.9	90.9
Delaney, Angela	7A	149	149	0	0	0	0	0	0	164	164	90.9	90.9
Elphick, Jason	7A	148	148	0	0	0	0	1	1	164	164	90.2	90.2
Ely, Paul	7A	144	144	0	0	5	5	0	0	164	164	87.8	87.8
Foster, Ross	7A	147	148	0	0	1	1	1	0	164	164	89.6	90.2
Fowles, Tracey	7A	149	147	0	0	0	0	0	2	164	164	90.9	89.6
Gill, Ben	7A	149	148	0	0	0	0	0	1	164	164	90.9	90.2
Handley, David	7A	149	147	0	0	0	0	0	2	164	164	90.9	89.6
Harlin, Louise	7A	149	149	0	0	0	0	0	0	164	164	90.9	90.9
Ikari, Seiko	7A	149	148	0	0	0	0	0	1	164	164	90.9	90.2
Iqbal, Sara	7A	149	149	0	0	0	0	0	0	164	164	90.9	90.9
Kumar, Sangeeta	7A	148	149	0	0	0	0	1	0	164	164	90.2	90.9
Liddel, Peter	7A	148	147	0	0	0	1	1	1	164	164	90.2	89.6
Owen, Michael	7A	149	149	0	0	0	0	0	0	164	164	90.9	90.9
Pryor, Jamie	7A	149	149	0	0	0	0	0	0	164	164	90.9	90.9
Wallis, Anthony	7A	149	149	0	0	0	0	0	0	164	164	90.9	90.9
Watson, Tress	7A	149	149	0	0	0	0	0	0	164	164	90.9	90.9
Totals		3942	3943	0	0	72	70	13	14	4428	4428	89.0	89.0

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

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 years 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: 16/06/2009
Scope: Reg Group 7A
Number of Sessions

Name	DOB	Year	Attendances	Authorised Absences	Unauthorised Absences	Max Possible	% Attend
Abbot, Claire	22/04/1997	08/09	294	7	5	328	89.63
Allen, Megan	05/04/1997	08/09	238	56	4	328	72.56
Barker, Katie	10/04/1997	08/09	298	0	0	328	90.85
Barnetti, Alexia	08/05/1997	08/09	298	0	0	328	90.85
Bull, James	16/03/1997	08/09	298	0	0	328	90.85
Byrne, David	17/02/1997	08/09	288	10	0	328	87.8
Byrne, Paul	17/08/1997	08/09	239	55	4	328	72.87
Chan, Yuri	02/08/1997	08/09	297	0	1	328	90.55
Clayton, Emma	10/08/1997	08/09	297	0	1	328	90.55
Clerkson, James	07/08/1997	08/09	297	1	0	328	90.55
De Freitas, Katie	10/01/1997	08/09	298	0	0	328	90.85
Delaney, Angela	04/11/1996	08/09	298	0	0	328	90.85
Elphick, Jason	04/07/1997	08/09	296	0	2	328	90.24
Ely, Paul	07/06/1997	08/09	288	10	0	328	87.8
Foster, Ross	29/03/1997	08/09	295	2	1	328	89.94
Fowles, Tracey	30/06/1997	08/09	296	0	2	328	90.24
Gill, Ben	11/04/1997	08/09	297	0	1	328	90.55
Handley, David	05/07/1997	08/09	296	0	2	328	90.24
Harlin, Louise	03/06/1997	08/09	298	0	0	328	90.85
Ikari, Seiko	02/06/1997	08/09	297	0	1	328	90.55
Iqbal, Sara	10/07/1997	08/09	298	0	0	328	90.85
Kumar, Sangeeta	05/04/1997	08/09	297	0	1	328	90.55
Liddel, Peter	06/04/1997	08/09	295	1	2	328	89.94
Owen, Michael	05/04/1997	08/09	298	0	0	328	90.85
Pryor, Jamie	05/11/1996	08/09	298	0	0	328	90.85
Wallis, Anthony	10/04/1997	08/09	298	0	0	328	90.85
Watson, Tress	15/12/1996	08/09	298	0	0	328	90.85

Attendances and %Attend include both Present and Approved Educational Activity

Missing marks have been ignored

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 <u>not</u> include the AEA marks

Examples

Values shown as numbers:

Pupil Analysis By Session In Week

Period: 02/09/2008 to 15/06/2009
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		32	32	33	33	34	34	34	34	32	32	165	165
Abbot, Claire	7A	27	28	30	30	31	31	31	31	27	28	146	148
Allen, Megan	7A	24	24	25	25	26	26	23	23	21	21	119	119
Barker, Katie	7A	29	29	30	30	31	31	30	30	29	29	149	149
Barnetti, Alexia	7A	29	29	30	30	31	31	30	30	29	29	149	149
Bull, James	7A	29	29	30	30	31	31	30	30	29	29	149	149
Byrne, David	7A	28	28	29	29	30	30	29	29	28	28	144	144
Byrne, Paul	7A	20	20	23	23	27	28	25	25	24	24	119	120
Chan, Yuri	7A	29	29	29	30	31	31	30	30	29	29	148	149
Clayton, Emma	7A	29	29	30	30	30	31	30	30	29	29	148	149
Clerkson, James	7A	29	29	30	30	31	31	30	30	28	29	148	149
De Freitas, Katie	7A	29	29	30	30	31	31	30	30	29	29	149	149
Delaney, Angela	7A	29	29	30	30	31	31	30	30	29	29	149	149
Elphick, Jason	7A	28	29	30	29	31	31	30	30	29	29	148	148
Ely, Paul	7A	28	28	29	29	30	30	29	29	28	28	144	144
Foster, Ross	7A	29	29	29	29	30	31	30	30	29	29	147	148
Fowles, Tracey	7A	29	28	30	30	31	31	30	30	29	28	149	147
Gill, Ben	7A	29	28	30	30	31	31	30	30	29	29	149	148
Handley, David	7A	29	28	30	30	31	31	30	30	29	28	149	147
Harlin, Louise	7A	29	29	30	30	31	31	30	30	29	29	149	149
Ikari, Seiko	7A	29	29	30	30	31	30	30	30	29	29	149	148
Iqbal, Sara	7A	29	29	30	30	31	31	30	30	29	29	149	149
Kumar, Sangeeta	7A	29	29	30	30	31	31	29	30	29	29	148	149
Liddel, Peter	7A	29	28	30	30	31	31	30	29	28	29	148	147
Owen, Michael	7A	29	29	30	30	31	31	30	30	29	29	149	149
Pryor, Jamie	7A	29	29	30	30	31	31	30	30	29	29	149	149
Wallis, Anthony	7A	29	29	30	30	31	31	30	30	29	29	149	149
Watson, Tress	7A	29	29	30	30	31	31	30	30	29	29	149	149
7A		764	762	794	794	824	826	796	796	764	765	3942	3943

Missing marks have been ignored

Values shown as Percentages:

Pupil Analysis By Session In Week

Period: 02/09/2008 to 31/03/2009
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
Abbot, Claire	7A	100	100	100	100	100	100	100	100	96	96	99.2	99.2
Allen, Megan	7A	80	84	84.6	84.6	80.8	80.8	72	72	68	68	77.2	78
Barker, Katie	7A	100	100	100	100	100	100	100	100	100	100	100	100
Barnetti, Alexia	7A	100	100	100	100	100	100	100	100	100	100	100	100
Bull, James	7A	100	100	100	100	100	100	100	100	100	100	100	100
Byrne, David	7A	100	96	96.2	96.2	96.2	96.2	96	96	96	96	96.9	96.1
Byrne, Paul	7A	64	64	73.1	73.1	84.6	88.5	84	84	80	80	77.2	78
Chan, Yuri	7A	100	100	100	100	100	100	100	100	100	100	100	100
Clayton, Emma	7A	100	100	100	100	100	100	100	100	100	100	100	100
Clerkson, James	7A	100	100	100	100	100	100	100	100	100	100	100	100
De Freitas, Katie	7A	100	100	100	100	100	100	100	100	100	100	100	100
Delaney, Angela	7A	100	100	100	100	100	100	100	100	100	100	100	100
Elphick, Jason	7A	100	100	100	100	100	100	100	100	100	100	100	100
Ely, Paul	7A	100	100	100	100	100	100	100	100	100	100	100	100
Foster, Ross	7A	100	100	100	100	100	100	100	100	100	100	100	100
Fowles, Tracey	7A	100	100	100	100	100	100	100	100	100	100	100	100
Gill, Ben	7A	100	100	100	100	100	100	100	100	100	100	100	100
Handley, David	7A	100	100	100	96.2	96.2	96.2	96	96	96	96	97.6	96.9
Harlin, Louise	7A	100	100	100	100	100	100	100	100	100	100	100	100
Ikari, Seiko	7A	100	100	100	100	100	100	100	100	100	100	100	100
Iqbal, Sara	7A	100	100	100	100	100	100	100	100	100	100	100	100
Kumar, Sangeeta	7A	100	100	100	100	100	100	100	100	100	100	100	100
Liddel, Peter	7A	100	100	100	100	100	100	100	100	100	100	100	100
Owen, Michael	7A	100	100	100	100	100	100	100	100	100	100	100	100
Pryor, Jamie	7A	100	100	100	100	100	100	100	100	100	100	100	100
Wallis, Anthony	7A	100	100	100	100	100	100	100	100	100	100	100	100
Watson, Tress	7A	100	100	100	100	100	100	100	100	100	100	100	100
7A		97.9	97.9	98.3	98.1	98.4	98.6	98.1	98.1	97.6	97.6	98.1	98.1

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

There are two types of persistent absence reports:

- **Summary Report** – Provides an analysis of the number of pupil/students who are persistently absent from school. By default, the report displays the numbers of pupil/students who were persistently absent from school for more than 15% and more than 20% of sessions. These **Threshold**s can be changed, if required.

- **Persistent Absence Detailed Report** – Provides a detailed analysis of the pupil/students who have been recorded as persistently absent from school. The whole year and year group trends can be examined to enable decisions to be made about the main areas of concern. By default, the report is based on a 20% **Threshold** but can be changed, if required.

The following attendance codes are <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 Details** 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 date 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	Description
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 date 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 date 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 date 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 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 2011 - 2012									
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:	Date Range for Term 2:	Date Range for Term 3:	Date Range for Term 4:	Date Range for Term 5:	Date Range for Term 6:
From: 01/09/2011	From: 29/10/2011	From: 04/01/2012	From: 25/02/2012	From: 30/04/2012	From: 02/06/2012
To: 23/10/2011	To: 17/12/2011	To: 19/02/2012	To: 13/04/2012	To: 27/05/2012	To: 20/07/2012

Report for 20 % absence									
No of pupils/students with 14+ absence for term	No of pupils/students with 61+ absence for term	No of pupils/students with 28+ absence for terms	No of pupils/students with 61+ absence for terms	No of pupils/students with 41+ absence for terms	No of pupils/students with 61+ absence for terms	No of pupils/students with 54+ absence for terms	No of pupils/students with 61+ absence for terms	No of pupils/students with 61+ absence for terms	No of pupils/students with 74+ absence for terms
1	1	1-2	1-2	1-3	1-3	1-4	1-4	1-5	1-6
8	0	0	0	0	0	0	0	0	0

Report for 15 % absence									
No of pupils/students with 11+ absence for term	No of pupils/students with 46+ absence for term	No of pupils/students with 21+ absence for terms	No of pupils/students with 46+ absence for terms	No of pupils/students with 31+ absence for terms	No of pupils/students with 46+ absence for terms	No of pupils/students with 40+ absence for terms	No of pupils/students with 46+ absence for terms	No of pupils/students with 46+ absence for terms	No of pupils/students with 56+ absence for terms
1	1	1-2	1-2	1-3	1-3	1-4	1-4	1-5	1-6
11	0	0	0	0	0	0	0	0	0

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 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	Description
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 2011 - 2012	
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: 01/09/2011	To: 23/10/2011	Date Range for Term 2:		From: 29/10/2011	To: 17/12/2011
Name	Gender	Year Group	Absence Sessions (14+) 1	Name	Gender	Year Group	Absence Sessions (28+) 1-2
Abbot, Clarissa	F	12	16				
Allcroft, Catherine	F	12	20				
Amis, Joshua	M	11	18				
Clayton, Anna	F	12	16				
Clouter, Thomas	M	10	14				
Ely, Paul	M	10	18				
Fletcher, Tristan	M	11	16				
Hooley, Sharon	F	12	20				

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: 14/05/2009 to 14/06/2009   Teacher: Miss K Burrows

AEA counts as Present

Student	Reg	May 18	Jun 08	Present	Possible
Abbot, Claire	7A	/	/	2	2
Allen, Megan	7A	/	/	2	2
Barker, Katie	7A	/	/	2	2
Barnetti, Alexia	7A	/	/	2	2
Bull, James	7A	/	/	2	2
Byrne, David	7A	/	H	1	2
Byrne, Paul	7A	/	/	2	2
Chan, Yuri	7A	/	/	2	2
Clayton, Emma	7A	/	L	2	2
Clerkson, James	7A	/	/	2	2
De Freitas, Katie	7A	/	/	2	2
Delaney, Angela	7A	/	/	2	2
Elphick, Jason	7A	/	/	2	2
Ely, Paul	7A	M	/	1	2
Foster, Ross	7A	/	/	2	2
Fowles, Tracey	7A	/	/	2	2
Gill, Ben	7A	/	/	2	2
Handley, David	7A	/	/	2	2
Harlin, Louise	7A	/	/	2	2
Ikari, Seiko	7A	/	/	2	2
Iqbal, Sara	7A	/	/	2	2
Kumar, Sangeeta	7A	/	/	2	2
Liddel, Peter	7A	/	/	2	2
Owen, Michael	7A	/	/	2	2
Pryor, Jamie	7A	/	/	2	2
Wallis, Anthony	7A	/	/	2	2
Watson, Tress	7A	/	/	2	2
Present		26	26		

Key to codes					
/	Present (AM)	I	Illness (not med/dental appoints)	T	Traveller absence
\	Present (PM)	J	Interview	U	Late (after registers closed)
B	Educated off site (not dual reg)	L	Late (before reg closed)	V	Educational visit
C	Other authorised circumstances	M	Medical/Dental appointments	W	Work experience
D	Dual Registration (Attending other site)	N	No reason yet provided for absence	X	Non-compulsory school age absence
E	Excluded (No alt prov made)	O	Unauthorised circumstances	-	All should attend / No mark recorded
F	Extended family holiday (agreed)	P	Approved sporting activity	+	More than one mark
G	Family holiday (Not agreed)	R	Religious observance	□	No lesson timetabled
H	Annual family holiday (agreed)	S	Study leave		

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: 15/05/2009 to 15/06/2009

Scope: Reg Group

7A

Student	Reg Group	Friday 15/05							Monday 18/05							Tuesday 19/05							Wednesday 20/05							Thursday 21/05						
		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
Abbot, Claire	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Allen, Megan	7A	/	U	/	/	/	\	U	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Barker, Katie	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Barnetti, Alexia	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Bull, James	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Byrne, David	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Byrne, Paul	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Chan, Yuri	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Clayton, Emma	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	U	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Clerkson, James	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
De Freitas, Katie	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Delaney, Angela	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Elphick, Jason	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Ely, Paul	7A	/	/	/	/	/	\	/	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Foster, Ross	7A	/	/	/	/	/	\	/	L	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Fowles, Tracey	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	U	/	/	/	/	/	\	U	/	/	/	/	/	\	U
Gill, Ben	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Handley, David	7A	/	/	/	/	/	\	/	L	/	/	/	/	\	L	/	/	/	/	/	\	/	L	/	/	/	/	\	/	/	/	/	/	/	\	/
Harlin, Louise	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Ikari, Seiko	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Iqbal, Sara	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	L
Kumar, Sangeeta	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	L	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Liddel, Peter	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Owen, Michael	7A	/	L	/	/	/	\	/	/	/	/	/	/	\	L	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Pryor, Jamie	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Wallis, Anthony	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/
Watson, Tress	7A	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/	/	/	/	/	/	\	/

Key to codes		
/ Present (AM)	I Illness (not med/dental appoints)	T Traveller absence
\ Present (PM)	J Interview	U Late (after registers closed)
B Educated off site (not dual reg)	L Late (before reg closed)	V Educational visit
C Other authorised circumstances	M Medical/Dental appointments	W Work experience
D Dual Registration (Attending other site)	N No reason yet provided for absence	X Non-compulsory school age absence
E Excluded (No alt prov made)	O Unauthorised circumstances	- All should attend / No mark recorded
F Extended family holiday (agreed)	P Approved sporting activity	+ More than one mark
G Family holiday (Not agreed)	R Religious observance	□ No lesson timetabled
H Annual family holiday (agreed)	S Study leave	

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: 15/05/2009 to 15/06/2009 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
Abbot, Claire	7A	100	92	100	100	75	100	100	75	100	100	100	100	90	95
Allen, Megan	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Barker, Katie	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Barnetti, Alexia	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Bull, James	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Byrne, David	7A	67	69	67	67	75	67	69	75	67	67	67	67	70	69
Byrne, Paul	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Chan, Yuri	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Clayton, Emma	7A	100	100	100	100	100	100	92	100	100	100	100	100	100	99
Clerkson, James	7A	100	92	100	67	75	100	100	75	100	100	100	100	90	94
De Freitas, Katie	7A	100	100	100	100	100	100	100	100	83	100	100	100	100	99
Delaney, Angela	7A	100	100	100	100	100	100	100	100	100	100	67	100	90	98
Elphick, Jason	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Ely, Paul	7A	67	62	67	67	75	67	69	75	67	67	67	67	70	68
Foster, Ross	7A	100	92	100	67	100	100	92	100	83	100	67	100	100	94
Fowles, Tracey	7A	100	100	100	100	100	100	92	100	100	100	100	100	90	98
Gill, Ben	7A	100	100	100	100	100	100	100	100	100	100	100	100	90	99
Handley, David	7A	100	100	100	100	100	100	85	100	100	100	100	100	100	98
Harlin, Louise	7A	100	85	100	100	100	100	100	100	100	100	100	100	100	98
Ikari, Seiko	7A	100	100	100	100	100	100	100	100	100	100	100	100	90	99
Iqbal, Sara	7A	100	100	100	100	75	100	100	100	100	100	89	100	100	98
Kumar, Sangeeta	7A	100	100	100	67	100	100	100	75	100	100	100	100	100	98
Liddel, Peter	7A	100	92	83	100	100	100	92	100	83	67	100	100	100	94
Owen, Michael	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Pryor, Jamie	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Wallis, Anthony	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Watson, Tress	7A	100	100	100	100	100	100	100	100	100	100	100	100	100	100
27 students		97.5	95.7	96.9	93.8	95.4	97.5	96	95.4	95.7	96.3	95.1	97.1	95.6	96

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%)
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: 15/05/2009 to 15/06/2009
Scope: Reg Group 7A
Number of Sessions

Name	Reg	Present	AEA	Authorised	Unauthorised	Possible	% Attend
Abbot, Claire	7A	31	0	1	0	34	91.2
Allen, Megan	7A	32	0	0	0	34	94.1
Barker, Katie	7A	32	0	0	0	34	94.1
Barnetti, Alexia	7A	32	0	0	0	34	94.1
Bull, James	7A	32	0	0	0	34	94.1
Byrne, David	7A	22	0	10	0	34	64.7
Byrne, Paul	7A	32	0	0	0	34	94.1
Chan, Yuri	7A	31	0	0	1	34	91.2
Clayton, Emma	7A	31	0	0	1	34	91.2
Clerkson, James	7A	31	0	1	0	34	91.2
De Freitas, Katie	7A	32	0	0	0	34	94.1
Delaney, Angela	7A	32	0	0	0	34	94.1
Elphick, Jason	7A	30	0	0	2	34	88.2
Ely, Paul	7A	22	0	10	0	34	64.7
Foster, Ross	7A	29	0	2	1	34	85.3
Fowles, Tracey	7A	30	0	0	2	34	88.2
Gill, Ben	7A	31	0	0	1	34	91.2
Handley, David	7A	30	0	0	2	34	88.2
Harlin, Louise	7A	32	0	0	0	34	94.1
Ikari, Seiko	7A	31	0	0	1	34	91.2
Iqbal, Sara	7A	32	0	0	0	34	94.1
Kumar, Sangeeta	7A	31	0	0	1	34	91.2
Liddel, Peter	7A	29	0	1	2	34	85.3
Owen, Michael	7A	32	0	0	0	34	94.1
Pryor, Jamie	7A	32	0	0	0	34	94.1
Wallis, Anthony	7A	32	0	0	0	34	94.1
Watson, Tress	7A	32	0	0	0	34	94.1
		825	0	25	14	918	89.9

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

Lesson data shown as numbers:

Pupil Analysis By Attendance Category

Date Range: 02/03/2009 to 02/04/2009

Scope: Reg Group 7A

AEA counts as Present   Numbers of periods

Name	Reg	Present	AEA	Authorised	Unauthorised	Possible	% Attend	Late
Abbot, Claire	7A	109	0	11	0	125	87.20	2
Allen, Megan	7A	120	0	0	0	144	83.33	0
Barker, Katie	7A	120	0	0	0	144	83.33	0
Barnetti, Alexia	7A	115	0	5	0	125	92.00	0
Bull, James	7A	117	0	0	3	125	93.60	3
Byrne, David	7A	95	0	25	0	125	76.00	0
Byrne, Paul	7A	119	0	1	0	125	95.20	0
Chan, Yuri	7A	120	0	0	0	125	96.00	0
Clayton, Emma	7A	120	0	0	0	144	83.33	0
Clerkson, James	7A	119	0	0	1	125	95.20	0
De Freitas, Katie	7A	120	0	0	0	125	96.00	1
Delaney, Angela	7A	119	0	0	1	125	95.20	0
Elphick, Jason	7A	120	0	0	0	125	96.00	0
Ely, Paul	7A	116	0	3	1	125	92.80	0
Foster, Ross	7A	120	0	0	0	144	83.33	0
Fowles, Tracey	7A	120	0	0	0	125	96.00	0
Gill, Ben	7A	118	0	2	0	125	94.40	0
Handley, David	7A	100	0	20	0	144	69.44	0
Harlin, Louise	7A	120	0	0	0	125	96.00	0
Ikari, Seiko	7A	120	0	0	0	144	83.33	0
Iqbal, Sara	7A	120	0	0	0	144	83.33	0
Kumar, Sangeeta	7A	120	0	0	0	125	96.00	0
Liddel, Peter	7A	120	0	0	0	144	83.33	1
Owen, Michael	7A	120	0	0	0	125	96.00	0
Pryor, Jamie	7A	120	0	0	0	125	96.00	0
Wallis, Anthony	7A	120	0	0	0	144	83.33	0
Watson, Tress	7A	120	0	0	0	144	83.33	0
27 students		3167	0	67	6	3565	88.84	7

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: 15/05/2009 to 15/06/2009

Scope: Reg Group 7A

AEA count as Present   ValueRange : Any

Name	Reg	Overall lesson attendance	Class	Periods	Percent
Abbot, Claire	7A	95% (76/80)			
			7A/Ar	3/3	100
			7A/En	12/13	92.3
			7A/Fr	6/6	100
			7A/Ge	3/3	100
			7A/Gg	3/4	75
			7A/Hi	3/3	100
			7A/Mu	3/4	75
			7A/Ps	3/3	100
			7A/Re	3/3	100
			7A/Sc	9/9	100
			7x/Ma1	13/13	100
			7x/Pe1	6/6	100
			7x/Te2	9/10	90
Allen, Megan	7A	100% (80/80)			
			7A/Ar	3/3	100
			7A/En	13/13	100
			7A/Fr	6/6	100
			7A/Ge	3/3	100
			7A/Gg	4/4	100
			7A/Hi	3/3	100
			7A/Mu	4/4	100
			7A/Ps	3/3	100
			7A/Re	3/3	100
			7A/Sc	9/9	100
			7x/Ma3	13/13	100
			7x/Pe1	6/6	100
			7x/Te1	10/10	100
Barker, Katie	7A	100% (80/80)			
			7A/Ar	3/3	100
				13/13	100
					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 11/05/2009 to w/b 15/06/2009   **AEA counts as Present**

Scope: Reg Group 7A   **Lesson Attendance as Numbers**

Name	Reg	11/05/09	18/05/09	01/06/09	08/06/09	15/06/09
Abbot, Claire	7A	25/26	25/26	20/21	21/26	25/26
Allen, Megan	7A	25/30	25/30	20/25	25/30	25/30
Barker, Katie	7A	25/30	25/30	20/25	25/30	25/30
Barnetti, Alexia	7A	25/26	25/26	20/21	25/26	25/26
Bull, James	7A	25/26	25/26	20/21	25/26	25/26
Byrne, David	7A	25/26	25/26	20/21	0/26	25/26
Byrne, Paul	7A	25/26	25/26	20/21	25/26	25/26
Chan, Yuri	7A	25/26	25/26	20/21	25/26	25/26
Clayton, Emma	7A	25/30	25/30	20/25	24/30	25/30
Clerkson, James	7A	25/26	25/26	16/21	24/26	25/26
De Freitas, Katie	7A	25/26	25/26	20/21	24/26	25/26
Delaney, Angela	7A	25/26	25/26	20/21	23/26	25/26
Elphick, Jason	7A	25/26	25/26	20/21	25/26	25/26
Ely, Paul	7A	25/26	0/26	20/21	24/26	25/26
Foster, Ross	7A	25/30	25/30	15/25	25/30	25/30
Fowles, Tracey	7A	25/26	25/26	20/21	23/26	25/26
Gill, Ben	7A	25/26	25/26	20/21	24/26	25/26
Handley, David	7A	25/30	25/30	20/25	23/30	25/30
Harlin, Louise	7A	25/26	25/26	20/21	23/26	25/26
Ikari, Seiko	7A	25/30	25/30	20/25	24/30	25/30
Iqbal, Sara	7A	25/30	25/30	20/25	23/30	25/30
Kumar, Sangeeta	7A	25/26	25/26	20/21	23/26	25/26
Liddel, Peter	7A	25/30	25/30	20/25	20/30	25/30
Owen, Michael	7A	25/26	25/26	20/21	25/26	25/26
Pryor, Jamie	7A	25/26	25/26	20/21	25/26	25/26
Wallis, Anthony	7A	25/30	25/30	20/25	25/30	25/30
Watson, Tress	7A	25/30	25/30	20/25	25/30	25/30
Group		675/742	650/742	531/607	623/742	675/742

Totals shown as percentages:

Student Weekly Lesson Attendance

Date Range: w/b 23/02/2009 to w/b 30/03/2009   **AEA counts as Present**

Scope: Reg Group 7A   **Lesson Attendance as Percentages**

Name	Reg	23/02/09	02/03/09	09/03/09	16/03/09	23/03/09	30/03/09
Abbot, Claire	7A	96.2	96.2	96.2	96.2	76.9	66.7
Allen, Megan	7A	83.3	83.3	83.3	83.3	83.3	83.3
Barker, Katie	7A	83.3	83.3	83.3	83.3	83.3	83.3
Barnetti, Alexia	7A	96.2	96.2	96.2	96.2	96.2	71.4
Bull, James	7A	96.2	96.2	96.2	96.2	84.6	95.2
Byrne, David	7A	96.2	96.2	00.0	96.2	96.2	95.2
Byrne, Paul	7A	96.2	96.2	96.2	96.2	96.2	90.5
Chan, Yuri	7A	96.2	96.2	96.2	96.2	96.2	95.2
Clayton, Emma	7A	83.3	83.3	83.3	83.3	83.3	83.3
Clerkson, James	7A	96.2	96.2	96.2	96.2	96.2	90.5
De Freitas, Katie	7A	96.2	96.2	96.2	96.2	96.2	95.2
Delaney, Angela	7A	96.2	96.2	96.2	96.2	96.2	90.5
Elphick, Jason	7A	96.2	96.2	96.2	96.2	96.2	95.2
Ely, Paul	7A	96.2	96.2	96.2	96.2	84.6	90.5
Foster, Ross	7A	83.3	83.3	83.3	83.3	83.3	83.3
Fowles, Tracey	7A	96.2	96.2	96.2	96.2	96.2	95.2
Gill, Ben	7A	96.2	96.2	92.3	96.2	96.2	90.5
Handley, David	7A	83.3	83.3	16.7	83.3	83.3	83.3
Harlin, Louise	7A	96.2	96.2	96.2	96.2	96.2	95.2
Ikari, Seiko	7A	83.3	83.3	83.3	83.3	83.3	83.3
Iqbal, Sara	7A	83.3	83.3	83.3	83.3	83.3	83.3
Kumar, Sangeeta	7A	96.2	96.2	96.2	96.2	96.2	95.2
Liddel, Peter	7A	83.3	83.3	83.3	83.3	83.3	83.3
Owen, Michael	7A	96.2	96.2	96.2	96.2	96.2	95.2
Pryor, Jamie	7A	96.2	96.2	96.2	96.2	96.2	95.2
Wallis, Anthony	7A	83.3	83.3	83.3	83.3	83.3	83.3
Watson, Tress	7A	83.3	83.3	83.3	83.3	83.3	83.3
Group		91.0	91.0	84.8	91.0	89.5	87.8

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: 05/03/2009 to 05/04/2009
Scope: Reg Group 7A   Value Range : Any percent

Name	Reg	% Attend
Abbot, Claire	7A	100
Allen, Megan	7A	69
Barker, Katie	7A	100
Barnetti, Alexia	7A	100
Bull, James	7A	100
Byrne, David	7A	78.6
Byrne, Paul	7A	71.4
Chan, Yuri	7A	100
Clayton, Emma	7A	100
Clerkson, James	7A	100
De Freitas, Katie	7A	100
Delaney, Angela	7A	100
Elphick, Jason	7A	100
Ely, Paul	7A	100
Foster, Ross	7A	100
Fowles, Tracey	7A	100
Gill, Ben	7A	100
Handley, David	7A	83.3
Harlin, Louise	7A	100
Ikari, Seiko	7A	100
Iqbal, Sara	7A	100
Kumar, Sangeeta	7A	100
Liddel, Peter	7A	100
Owen, Michael	7A	100
Pryor, Jamie	7A	100
Wallis, Anthony	7A	100
Watson, Tress	7A	100
27 pupils		

Lesson data ordered by percentages:

Percentage Attendance

Date Range: 05/03/2009 to 05/04/2009

Scope: Reg Group 7A

Value Range: Any percent

AEA counts as Present

Name	Reg	%Attendance
Byrne, David	7A	76.2
Handley, David	7A	81.0
Abbot, Claire	7A	89.5
Barnetti, Alexia	7A	95.2
Ely, Paul	7A	96.2
Bull, James	7A	97.1
Gill, Ben	7A	98.1
Clerkson, James	7A	99.0
Byrne, Paul	7A	99.0
Delaney, Angela	7A	99.0
Elphick, Jason	7A	100.0
Wallis, Anthony	7A	100.0
Kumar, Sangeeta	7A	100.0
Clayton, Emma	7A	100.0
Pryor, Jamie	7A	100.0
Harlin, Louise	7A	100.0
Chan, Yuri	7A	100.0
Foster, Ross	7A	100.0
De Freitas, Katie	7A	100.0
Iqbal, Sara	7A	100.0
Liddel, Peter	7A	100.0
Barker, Katie	7A	100.0
Ikari, Seiko	7A	100.0
Watson, Tress	7A	100.0
Owen, Michael	7A	100.0
Fowles, Tracey	7A	100.0
Allen, Megan	7A	100.0
27 students		97.4

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: 01/09/2010 AM to 19/05/2011 PM
Scope: Whole School
Value Range: Any missing marks

Name	Reg	Total	Session
Abbot, James	8C	2	13/03/2009 AM 13/03/2009 PM
Abbroy, Marc	8F	2	13/03/2009 AM 13/03/2009 PM
Ackroyd, Marcus	8B	2	13/03/2009 AM 13/03/2009 PM
Addison, Millie	8D	2	13/03/2009 AM 13/03/2009 PM
Andrews, Peter	8A	2	13/03/2009 AM 13/03/2009 PM
Armbruster, Abbie	8E	2	13/03/2009 AM 13/03/2009 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 then the sum of "-" mark for all the students is considered.

Example

| Continuous Absence			
Period	:	02/09/2008 to 01/06/2009	
Scope	:	**Whole School**	
Value Range	:	**At least 20 sessions of continuous absences**	

Name	Reg	Sessions	Address
Bellini, James	6KH	20	14 West Way Waysford Wayshire XX1 WW4
Cairns, Katy	6KH	20	14 The Street Waysford Wayshire XX1 WW3
~~	3CP		Waysford Wayshire XX1 WW2
Trunley, Wendy	6KH	20	22 The Road Waysford Wayshire XX1 WW3
Total		160	

Missing marks have been ignored

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:	01/09/2010 AM to 19/05/2011 PM
Scope:	Whole School
Value Range: Any Absences	

Name	Reg	Total	Session	Mark
Abbot, Claire	9A	2	04/10/2010 AM	N
			04/10/2010 PM	N
Abbot, Clarissa	11A	4	06/09/2010 AM	M
			06/09/2010 PM	M
			04/10/2010 AM	N
			04/10/2010 PM	N
Abbot, James	10C	2	04/10/2010 AM	N
			04/10/2010 PM	N
Abbot, Susan	8B	1	19/11/2010 PM	I
Able, Benjamin	11A	2	04/10/2010 AM	N
			04/10/2010 PM	N
Abu-Koash, Frederik	11C	11	13/09/2010 AM	I
			13/09/2010 PM	I
			14/09/2010 AM	I
			14/09/2010 PM	I
			20/09/2010 AM	U
Ziglio, Emily	11E	10	10/09/2010 AM	N
			10/09/2010 PM	N
			22/09/2010 AM	I
			22/09/2010 PM	I
			14/10/2010 AM	M
			14/10/2010 PM	M
			05/11/2010 AM	N
			05/11/2010 PM	N
			06/12/2010 AM	M
			06/12/2010 PM	M
355 pupils		930		

Missing marks have been ignored

Totals for Whole School

C	Other authorised circumstances	18
E	Excluded (No alt prov made)	58
G	Family holiday (Not agreed)	10
H	Annual family holiday (agreed)	120
I	Illness (not med/dental appoints)	321
M	Medical/Dental appointments	154
N	No reason yet provided for absence	206
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: 02/06/2009
Scope: Whole School

Name	Reg	Home Phone	Address
Agathocleous, Stelios	2GH	0043400013091	91 Long Way Lesstown Waysford Wayshire XX1 WW2
Estrada, Eric	2GH		22 Short Way Lesstown Waysford Wayshire XX1 WW2
2 pupils			

4 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:	02/09/2008 AM to 05/04/2009 PM
Scope:	Whole School
Value Range:	Any absences

Name	Reg	Total	Session
Abbot, Benjamin	11A	2	15/10/2008 AM 15/10/2008 PM
Keates, John	11F	4	06/10/2008 AM 06/10/2008 PM 07/10/2008 AM 07/10/2008 PM
Knight, Jordan	M	4	27/03/2009 AM 27/03/2009 PM 02/04/2009 AM 02/04/2009 PM
			...10/10/2008... ...2008 PM
Pope, Alexander	11F	4	09/10/2008 AM 09/10/2008 PM 10/10/2008 AM 10/10/2008 PM
Skinner, Nathalie	11F	1	06/10/2008 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 : 03/09/2008 AM 21/04/2009 PM

Value Range : Any number of sessions

Scope : "Leaders" group Individual Students   "Followers" group 3

Including Authorised and Unauthorised Absences

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

Joint Absence Detection Stage 2 report:

Joint Absence Detection

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

Period : 03/09/2008 AM 21/04/2009 PM

Value Range : Any number of sessions

Scope : "Leaders" group Individual Students   "Followers" group 3

Including Authorised and Unauthorised Absences

Bland, Rodney   3TO   75 Absences

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

Report detailing session information:

"Leader"   Bland, Rodney   3TO   75 Absences

Name	Reg	No. of sessions in common		Mark	Leader's Mark
Burlison, Angus	3CB	61	Tue AM 04/09/2008	I	I
			Tue PM 04/09/2008	I	I
			Wed AM 05/09/2008	I	I
			Wed PM 05/09/2008	I	I
			Thu AM 13/09/2008	I	I
			Thu PM 13/09/2008	I	I
			Fri AM 14/09/2008	I	I
			Fri PM 14/09/2008	I	I
			Wed AM 26/09/2008	I	I

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 names of "siblings".

Period : 03/09/2008 AM 21/04/2009 PM

Value Range : Any number of sessions

Including Authorised and Unauthorised Absences

Candy, Molly	3TO	94 Absences

Name	Reg	No. of sessions in common
Candy, Milly	3CB	94
Candy, Mandy	3CB	62

Sibling Absence Detection

Selected "leaders" with names of "siblings".

Period : 03/09/2008 AM 21/04/2009 PM

Value Range : Any number of sessions

Including Authorised and Unauthorised Absences

Harvey, Emma	4ES	12 Absences

Name	Reg	No. of sessions in common
Harris, John	4ES	4

Report detailing session information:

"Leader"	Candy, Mandy	3CB		62 Absences		
Name	**Reg**	**No. of sessions in common**			**Mark**	**Leader's Mark**
Candy, Milly	3CB		62	Tue AM 04/09/2008	G	G
				Tue PM 04/09/2008	G	G
				Wed AM 05/09/2008	G	G
				Wed PM 05/09/2008	G	G
				Thu AM 06/09/2008	G	G
				Thu PM 06/09/2008	G	G
				Fri AM 07/09/2008	G	G
				Fri PM 07/09/2008	G	G
				Mon AM 10/09/2008	I	I
				Mon PM 10/09/2008	I	I
				Tue AM 11/09/2008	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 30/08/2010 to w/b 16/05/2011 (38 weeks)

Scope: Whole School   Value Range: Any broken weeks

Name	Reg	Broken Weeks
Abbot, Claire	9A	1
Abbot, Clarissa	11A	2
Abbot, James	10C	1
Abbot, Susan	8B	1
Able, Benjamin	11A	1
Abu-Koash, Frederik	11C	4
Ackroyd, Marcus	10B	2
Ackroyd, Mary	10B	1
Adair, Geoffrey	11B	3
Adams, Kathryn	9B	1
Adams, Melanie	7D	1
Addison, Graham	11E	4
Adey, Marc	10C	1
Agathocleous, Sulvina	11F	2
Ahlman, Victor	N	1
Ahmed, Mohan	11F	3
Ainsworth, Alison	7C	1
Ainsworth, Zoe	8C	2

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: 01/09/2010 to 19/05/2011
Scope: Whole School   **Value Range : Any sessions**

Name	Reg	Session				
Abbot, Claire	9A	Mo 04/10/2010 AM	Te CH	Te CH	Ma LV	
		Mo 04/10/2010 PM	Ge RM	Hi KJ		
Abbot, Clarissa	11A	Mo 06/09/2010 AM	Pe JD	Ma DM	En JS	
		Mo 06/09/2010 PM	Hi KJ	De PM		
		Mo 04/10/2010 AM	Pe JD	Ma DM	En JS	
		Mo 04/10/2010 PM	Hi KJ	De PM		
Abbot, James	10C	Mo 04/10/2010 AM	Ge AZ	Te RT	Sc LC	
		Mo 04/10/2010 PM	Ma DM	En JS		
Abbot, Susan	8B	Fr 19/11/2010 PM	Dr RW	Gg AL		
Able, Benjamin	11A	Mo 04/10/2010 AM	Pe RD	Ma LV	En ML	
		Mo 04/10/2010 PM	Hi EP	He PB		
Abu-Koash, Frederik	11C	Mo 13/09/2010 AM	Pe BK	Ma DM	En ML	
		Mo 13/09/2010 PM	Hi EP	He GR		
		Tu 14/09/2010 AM	Re BPA	Hi EP	Ma DM	
		Tu 14/09/2010 PM	Fr MK	Sc JF		
		Mo 20/09/2010 AM	Pe BK	Ma DM	En ML	
		Fr 24/09/2010 AM	He GR	He GR	Ma DM	
		Fr 24/09/2010 PM	En ML	Fr MK		
		Fr 01/10/2010 AM	He GR	He GR	Ma DM	
		Fr 01/10/2010 PM	En ML	Fr MK		
		We 13/10/2010 AM	Re BPA	Re BPA	Sc JF	
		We 13/10/2010 PM	Sc JF	Hi EP		
Ackroyd, Marcus	10B	Mo 04/10/2010 AM	Fr RM	He GR	Sc SA	

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: 01/09/2010 to 19/05/2011
Scope: Whole School   Value Range: Any sessions

Name	Reg	Sessions
Abbey, Jimmy	8A	70
Abbot, Benjamin	N	71
Abbot, Claire	9A	70
Abbot, Clarissa	11A	69
Abbot, Hannah	7B	71
Abbot, James	10C	70
Abbot, Susan	8B	71
Abdelkoder, Mohamed	P	71
Able, Benjamin	11A	70
Abu-Koash, Frederik	11C	65
Ackroyd, Marcus	10B	70
Ackroyd, Mary	10B	69
Adair, Geoffrey	11B	68
Adam, Briony	J	71
Adams, James	N	71
Adams, Kathryn	9B	70
Adams, Louise	11C	70
Adams, Melanie	7D	71

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 <u>not</u> 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 <u>not</u> 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: 19/02/2012 to 19/03/2012

Scope: Whole School Selected

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

AdNo	Name	Reg	Start of Absence	Class	Marks
004161	Abbot, Benjamin	7A	09/03/2012 p1	7A/Mu	I
003943	Candy, Milly	7A	05/03/2012 p2	7A/Sc	N
003948	Christian, Laura	7A	12/03/2012 p3	7y/Ma2	U
			16/03/2012 p3	7E/Fr	I
003958	Dewling, Rebecca	7A	05/03/2012 p3	7A/Hi	I
003964	Etten, Lucy	7A	05/03/2012 p2	7E/Sc	U
003971	Franks, Douglas	7A	06/03/2012 p5	7F/Ar	I
			13/03/2012 p1	7y/Pe2	N
003987	Hamburgler, Louise	7A	12/03/2012 p3	7y/Ma3	M
			15/03/2012 p4	7F/Hi	N
004022	Kristoff, Pauline	7A	07/03/2012 p1	7F/Gg	U
004032	Lotterman, Daniel	7A	12/03/2012 p1	7D/Re	H
			13/03/2012 p5	7D/Mu	N
004072	Singh, Satnam	7A	05/03/2012 p2	7A/Sc	N
			08/03/2012 p1	7x/Ma1	H

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: 06/03/2009 to 06/04/2009

Scope: Whole School Selected

Value Range: Any periods

AEA counts as Present   Include Authorised and Unauthorised Absences

Name	Reg	Total	Period	Class	Mark
Abbot, Claire	7A	5	25/03/2009 p1	7x/Te2	I
			25/03/2009 p2	7x/Te2	I
			25/03/2009 p3	7x/Ma1	I
			25/03/2009 p4	7A/En	I
			25/03/2009 p5	7A/Sc	I
Barnetti, Alexia	7A	5	30/03/2009 p1	7A/Sc	H
			30/03/2009 p2	7A/Sc	H
			30/03/2009 p3	7A/Hi	H
			30/03/2009 p4	7A/Ar	H
			30/03/2009 p5	7A/Fr	H
Bull, James	7A	3	23/03/2009 p5	7A/Fr	U
			25/03/2009 p5	7A/Sc	U
			27/03/2009 p5	7x/Ma1	
Johnson, James	7A				N
Delaney, Angela	7A	1	31/03/2009 p3	7x/Pe1	N
Ely, Paul	7A	4	24/03/2009 p1	7x/Ma2	M
			24/03/2009 p2	7A/Ge	M
			27/03/2009 p5	7x/Ma2	M
			02/04/2009 p2	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: 06/03/2009 to 06/04/2009   **Sessions and Lessons**

Scope:Whole School Selected

Subjects : All

Name	Reg	Total	Date		Description	Mins
Barnetti, Alexia	7A	5	16/03/2009	p5	7A/Fr	5
Byrne, David	7A	2	23/03/2009	PM	Registration	2
De Freitas, Katie	7A	7	10/03/2009	p1	7x/Ma1	5
			12/03/2009	p1	7x/Ma1	2
Delaney, Angela	7A	10	17/03/2009	AM	Registration	10
Handley, David	7A	22	20/03/2009	AM	Registration	10
			27/03/2009	AM	Registration	5
			27/03/2009	p1	7A/Mu	5
			27/03/2009	p3	7x/Te3	2
Harlin, Louise	7A	15	27/03/2009	p1	7A/Mu	15
Owen, Michael	7A	20	06/03/2009	PM	Registration	10
			10/03/2009	AM	Registration	5
			13/03/2009	PM	Registration	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: 11/07/2011 to 11/08/2011   **Sessions and Lessons**

Scope: Reg Group 7A   **Comments by: All Staff**

Name	Reg	Period	Class	Teacher	Comment
Bond, Craig	7A	20/07/2011 p3	7x/Ma2	Miss F. Burton	Craig has lost his homework on the way to school.
Green, Arnold	7A	11/07/2011 AM		Mrs L. Chase	School bus was late.
Manson, Mary	7A	11/07/2011 AM		Ms A. Little	School bus was late.
		22/07/2011 PM		Miss F. Burton	May was ill this morning. Her mother collected her at lunchtime.
Martin, Sandra	7A	11/07/2011 AM		Miss F. Burton	School bus was late.
Peters, Andrew	7A	11/07/2011 p1	7B/Sc	Mrs L. Chase	Andrew forgot his homework.
		15/07/2011 p1	7B/Gg	Ms A. Little	Andrew forgot his home work again.
Tweek, Hannah	7A	11/07/2011 AM		Miss F. Burton	School bus was late.

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: 04/06/2009

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: 07/03/2009 to 07/04/2009

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

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 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%)
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: 01/09/2009 to 30/09/2009

Pupils DOB Range: 01/09/1993 - 31/08/2004

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

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
7A	1081	0	10	1	1092	99.0
Totals	1081	0	10	1	1092	99.0

Lesson data shown as percentages:

Group Analysis by Attendance Category

Period: 01/09/2009 to 23/09/2009

Pupils DOB Range: 01/09/1992 - 31/08/2003

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

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
7A	99.2	0.0	0.7	0.1	100.0	99.2
Totals	99.2	0.0	0.7	0.1	100.0	99.2

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   :   01/09/2009 to 30/09/2009
Reg Group - 7A

Pupils in DOB Range   01/09/1993 - 31/08/2004

Group	Total No of Pupils	Authorised Absences			Unauthorised Absences		
		No of Pupils	% of Pupils	% of Sessions	No of Pupils	% of Pupils	% of Sessions
7A	26	1	3.8	0.9	1	3.8	0.1
Totals	26	1	3.8	0.9	1	3.8	0.1

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. The following codes are counted: **/ \ @ B C D E G H I L M N O P R S T V W Z**.

The data contained in the report can be restricted by specifying a date of birth range. Girls and boys can be shown in separate tables, and a key to codes can be shown at the end of the report.

The right-hand column shows the amount of sessions (in either numbers or percentages) to which a student could have attended within the selected date range.

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.

Examples

Values shown as number:

Group Analysis by Code
Period : 01/09/2009 to 30/09/2009
Pupils DOB Range: 01/09/1993 - 31/08/2004
Reg Group 7A   **Number of Sessions**

Group	/	\	B	C	D	E	F	G	H	I	J	L	M	N	O	P	R	S	T	U	V	W	X	-	Poss
7A	535	541								10		5								1					1092
Totals	535	541								10		5								1					1092

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

Values shown as percentage:

Group Analysis by Code
Period : 02/09/2008 to 07/04/2009
Reg Group 7A   **Percentage of Sessions**

Group	/	\	B	C	D	E	F	G	H	I	J	L	M	N	O	P	R	S	T	U	V	W	X	-	Poss
7A	48.8	48.9		0.2						1.6		0.2	0.1	0.1						0.1					100.0
Totals	48.8	48.9		0.2						1.6		0.2	0.1	0.1						0.1					100.0

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

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: 03/09/2008 to 07/04/2009

Name	Reg	Authorised	Unauthorised
Abbot, Benjamin	10A	122	15
Abbot, Clarissa	8A	106	6
Abbot, James	7C	0	0
Abdelkoder, Mohamed	9C	0	0
Able, Benjamin	8A	96	6
Ablett, Michael	11E	97	26
Abu-Koash, Frederik	8C	0	0
Ackroyd, Marcus	7B	105	2
Ackroyd, Mary	7B	105	2
Adair, Geoffrey	8B	111	2
Adam, Briony	10C	47	1
Adams, James	9A	0	0
Adams, Louise	8C	105	2
Adams, Owen	9C	107	2
Addison, Avril	8D	0	0
Young, Ben	7F	0	41
Young, Carl	10E	0	0
Yusefi, Yeshua	10B	0	0
Zainol, 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: 02/09/2008 AM to 19/04/2009 PM
Scope: Reg Group 7A

	Sessions	%
Attendances	6824	98.0
Authorised absences	129	1.9
Unauthorised absences	13	0.2
Possible Attendance	6966	
Including		
Approved Educational Activity	0	0.0
Lates before reg closed	15	0.2
Lates after reg closed	8	0.1
Unexplained absences	5	0.1

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 pupil/students within a specified date range. There is also the option to restrict the report to only include those pupils 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 31/08/2009 to w/b 28/09/2009

Pupils DOB Range: 01/09/1993 - 31/08/2004

Reg Group 7A Percentages

w/b	Attendances	Authorised Absences	Unauthorised Absences
31/08/2009	99.4	0.0	0.6
07/09/2009	99.2	0.8	0.0
14/09/2009	98.5	1.5	0.0
21/09/2009	99.2	0.8	0.0
28/09/2009	99.2	0.8	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 percentages.

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 : 02/09/2008 to 19/04/2009

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	3412	3412	0	0	64	65	7	6	3483	3483	98.0	98.0
Totals	3412	3412	0	0	64	65	7	6	3483	3483	98.0	98.0

Value shown as percentages:

Group Analysis by AM/PM

Period : 02/09/2008 to 19/04/2009

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	98.0	98.0	0.0	0.0	1.8	1.9	0.2	0.2	100.0	100.0	98.0	98.0
Totals	98.0	98.0	0.0	0.0	1.8	1.9	0.2	0.2	100.0	100.0	98.0	98.0

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 groups 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 week days 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%.

Category	Value
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%.
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: 02/09/2008 to 19/04/2009
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	25	25	26	26	27	27	27	27	25	25	130	130
7A	661	659	688	689	718	719	688	688	657	657	3412	3412
Totals	661	659	688	689	718	719	688	688	657	657	3412	3412

Data shown as percentages:

Group Analysis by Session in Week

Period: 02/09/2008 to 19/04/2009
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	97.9	97.6	98.0	98.1	98.5	98.6	98.0	98.0	97.3	97.3	98.0	98.0
Totals	97.9	97.6	98.0	98.1	98.5	98.6	98.0	98.0	97.3	97.3	98.0	98.0

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, pupil/students' attendance by category according to the values in a chosen field in STAR.

For example, you may wish to produce a report based on **Ethnicity**. The number of pupil/students in each group, and the percentage of **Attendances**, **Authorised Absences**, **Unauthorised Absences**, **Late Before** registration closed 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 pupils in the STAR field groupings. In the other columns, percentages refer to the proportion of possible sessions for each of the STAR field groupings.*

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

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%)

Mark Category	Value	Percentage
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 STAR Field

Period: 01/09/2010 AM to 20/04/2011 PM

Reg Group 7A   Percentages

Ethnic	Pupils in group	Attendances	Authorised Absences	Unauthorised Absences	Late Before	Late After
White - English	2	53.2	0.2	0.0	1.5	0.0
White Other	22	53.3	0.1	0.0	0.0	0.0
White - Welsh	1	53.4	0.0	0.0	0.0	0.0
Totals	25	53.3	0.1	0.0	0.1	0.0

Missing marks have been ignored

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

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

        _____Date Range_____

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

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

        _____Date Range_____

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

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

_____Date Range_____

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

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*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**.

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

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%)

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%)

Example

Group Analysis by Vulnerability

Period: 01/09/2011 AM to 03/07/2012 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

Missing marks have been ignored

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**), 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: 19/03/2009 to 19/04/2009

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

Missing marks have been ignored

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 16/03/2009 to w/b 13/04/2009

AEA counts as Present   **Percentage of Periods**

Group	16/03/09	23/03/09	30/03/09
7A	90.8	89.1	87.8
Total	90.8	89.1	87.8

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, for sessions, the initial mark is recorded and then a missing mark. For lessons, the entry is not recorded because where the mark is deleted the history is lost.

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

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

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

Examples

Display of Sessions and Lessons:

History of Changes

Date Range: 03/12/2011 to 03/01/2012

Scope:Whole School Selected

Sessions and Lessons

Include changes from 'N' mark: Yes

Name	Reg	Register Date	Class	Recorded by	Previous Mark	New Mark	Changed by	Date & time of change	Method	Reason for change
Addison, Millie	11D	05/12/2011 AM	Reg	Mrs A. Abell	N	L	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
			Reg	Mrs A. Abell	L	I	Mr A. Blacker	13/12/2011 15:36	Lesson Mark	Entered in error
		05/12/2011 PM	Reg	Mrs A. Abell	N	L	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
			Reg	Mrs A. Abell	L	I	Mr A. Blacker	13/12/2011 15:36	Lesson Mark	Entered in error
		05/12/2011 p1	11y/Ge1	Mr M. Konchalski	/	I	Mr A. Blacker	13/12/2011 15:36	Manual Entry	Entered in error
		05/12/2011 p2	11C/Te1	Mr R. Tufnell	/	I	Mr A. Blacker	13/12/2011 15:36	Manual Entry	Entered in error
		05/12/2011 p3	11y/En1	Mr S. Green	/	I	Mr A. Blacker	13/12/2011 15:36	Manual Entry	Entered in error
		05/12/2011 p4	11y/St1	Miss R. Hatchett	/	I	Mr A. Blacker	13/12/2011 15:36	Manual Entry	Entered in error
		05/12/2011 p5	11y/Re3	Mr A. Blacker	/	I	Mr A. Blacker	13/12/2011 15:36	Manual Entry	Entered in error
		06/12/2011 AM	Reg	Mrs A. Abell	/	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		06/12/2011 PM	Reg	Mrs A. Abell	\	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		07/12/2011 AM	Reg	Mrs A. Abell	/	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
			Reg	Mrs A. Abell	M	L	Mr A. Blacker	13/12/2011 15:35	Lesson Mark	Entered in error
		07/12/2011 PM	Reg	Mrs A. Abell	\	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		08/12/2011 AM	Reg	Mrs A. Abell	/	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		08/12/2011 PM	Reg	Mrs A. Abell	\	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		09/12/2011 AM	Reg	Mrs A. Abell	/	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		09/12/2011 PM	Reg	Mrs A. Abell	N	L	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
Andreassen, Nick	11D	05/12/2011 AM	Reg	Mrs A. Abell	/	L	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		05/12/2011 PM	Reg	Mrs A. Abell	/	L	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		06/12/2011 AM	Reg	Mrs A. Abell	N	I	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		06/12/2011 PM	Reg	Mrs A. Abell	N	I	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error

Display of Sessions:

History of Changes

Date Range: 03/12/2011 to 03/01/2012

Scope:Whole School Selected

Sessions

Include changes from 'N' mark: Yes

Name	Reg	Register Date	Class	Recorded by	Previous Mark	New Mark	Changed by	Date & time of change	Method	Reason for change
Addison, Millie	11D	05/12/2011 AM	Reg	Mrs A. Abell	C	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
			Reg	Mrs A. Abell	M	V	Mr A. Blacker	13/12/2011 15:36	Lesson Mark	Entered in error
		05/12/2011 PM	Reg	Mrs A. Abell	C	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
			Reg	Mrs A. Abell	M	L	Mr A. Blacker	13/12/2011 15:36	Lesson Mark	Entered in error
		06/12/2011 AM	Reg	Mrs A. Abell	C	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		06/12/2011 PM	Reg	Mrs A. Abell	C	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		07/12/2011 AM	Reg	Mrs A. Abell	C	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
			Reg	Mrs A. Abell	M	I	Mr A. Blacker	13/12/2011 15:35	Lesson Mark	Entered in error
		07/12/2011 PM	Reg	Mrs A. Abell	C	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		08/12/2011 AM	Reg	Mrs A. Abell	C	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		08/12/2011 PM	Reg	Mrs A. Abell	C	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		09/12/2011 AM	Reg	Mrs A. Abell	C	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		09/12/2011 PM	Reg	Mrs A. Abell	/	L	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		12/12/2011 AM	Reg	Mrs A. Abell	N	L	Mr A. Blacker	28/07/2011 11:46	Lesson Mark	Entered in error
		12/12/2011 PM	Reg	Mrs A. Abell	/	L	Mr A. Blacker	28/07/2011 11:46	Lesson Mark	Entered in error
		13/12/2011 AM	Reg	Mrs A. Abell	/	L	Mr A. Blacker	28/07/2011 11:46	Lesson Mark	Entered in error
Andreassen, Nick	11D	05/12/2011 AM	Reg	Mrs A. Abell	C	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		05/12/2011 PM	Reg	Mrs A. Abell	C	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		06/12/2011 AM	Reg	Mrs A. Abell	C	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error
		06/12/2011 PM	Reg	Mrs A. Abell	C	M	Mr A. Blacker	28/07/2011 11:45	Lesson Mark	Entered in error

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: 06/01/2012 p1 to 06/01/2012 p5

Scope: All Years

Value Range: At Least 15 marks

Date	Period	Class	Teacher	Room	Missing Marks
06/01/2012	4	7A/En	Mr S. Green	English Room 3	30