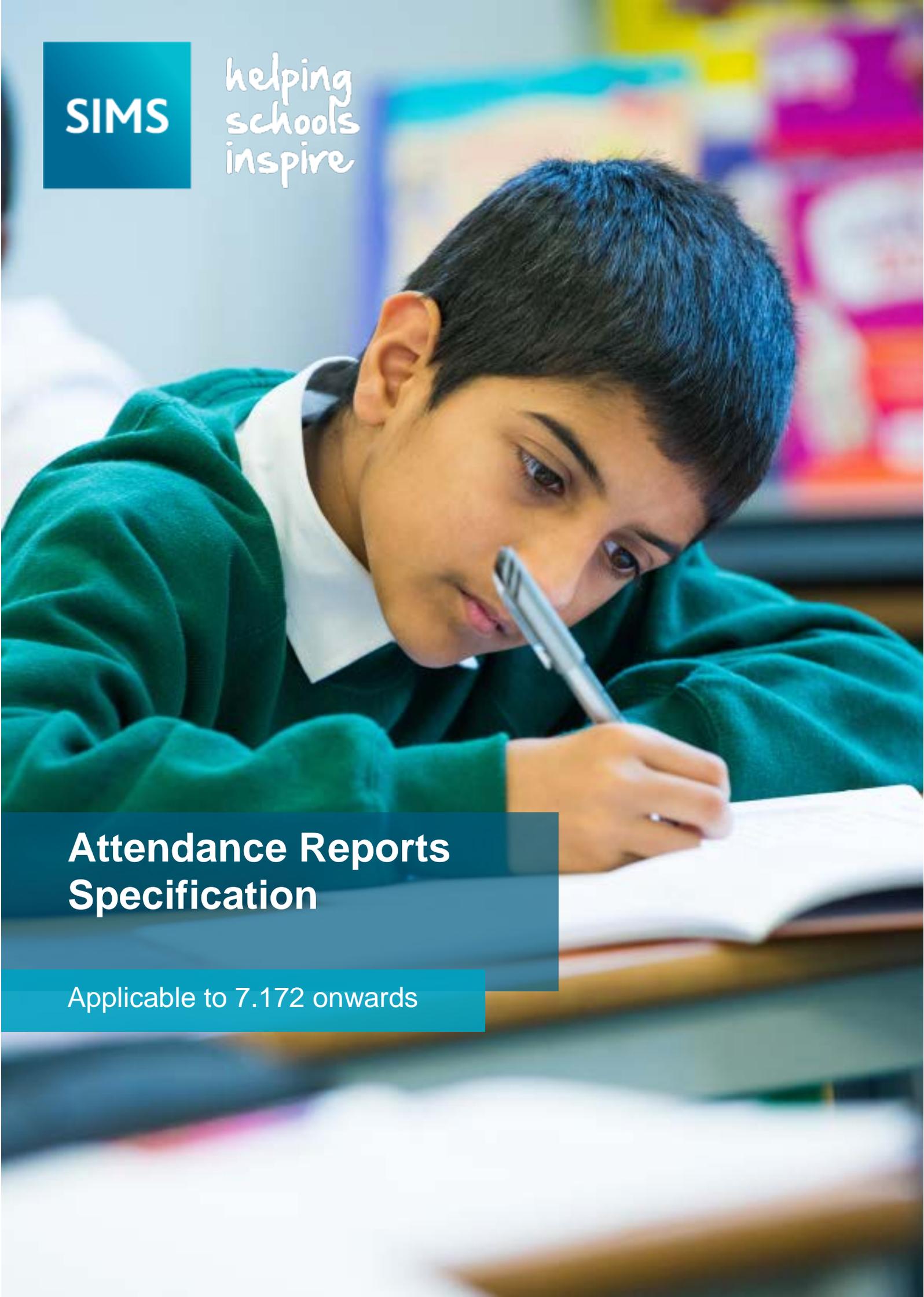# SIMS

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Attendance Reports Specification

Applicable to 7.172 onwards

Revision History

Version	Change Description	Date
7.172 – 1.0	Initial release.	16/11/2016
7.172 – 1.1	Update to the introduction for Official Register on page *13*.	08/09/2017

Capita Doc Ref: AT RepSpec7172/HBK/080917/AW

Providing Feedback on Documentation

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

publications@capita.co.uk

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

C/Contents

*01/*Introduction

Purpose of this Document

This document has been produced to provide an overview of each Attendance 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 Attendance reports can be produced. This document has therefore been separated into chapters, each associated with the Attendance reports sub menu displayed in SIMS:

- **Individual Pupil/Student Reports**

- **Whole Group Pupil/Student Reports**

- **Selected Pupil/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.

Where to Find More Information

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

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

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

1. Enter the required text in the Search field to display a list of documents that match the search criteria.

2. To refine the search further, click **Documents** and then select the required **Document type**, **File type** and/or **Date** range (click **Show more** to view additional options, if required).

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

   The search results are displayed automatically.

Tips for using the My Account Search Facility

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

- The search results can be refined further by using the advanced filters, e.g. **Sort by relevance** or **Sort by last modified**.

- The following rules can be applied to your search terms:

  - Surround a word or phrase with "double quotes" to return results containing that exact phrase.

  - Prefix a words or phrases with **+** to make them essential.

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

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

Additional Resources:

Producing Attendance Reports handbook
Producing Attendance Reports quick reference sheet
Managing Pupil/Student Attendance handbook
Recording Attendance using an Optical Mark Reader mini guide

*02|*Individual Pupil/Student Reports

Registration Certificate Report

Menu Route

Reports | Attendance | Individual Pupil (or **Student**) **Reports | Registration Certificate Report**

Description

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

It is an extremely useful report for the Education Welfare Officer, as they can see the absenteeism trend for individuals and also make a comparison with other pupil/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 pupil/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 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 applicable radio button.

More Information:

Analysis of Session Marks for a Pupil/Student

Mark Category	Value	Percentage
Attendances	Count of all the sessions with marks having their statistical meaning as 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 their statistical meaning as 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 their statistical meaning as 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 pupil/student is required to attend (also includes missing marks).	Not applicable
Approved Educational Activity (AEA)	Count of all the sessions with marks having their statistical meaning as 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 - Cox, Toby   ELM

2008-2009	
w/b	
03/09/2008	XX /! /! I! /!
10/09/2008	I! I! I! /! /!
17/09/2008	I! I! I! /! /!
24/09/2008	/! /! /! /! I!
01/10/2008	/! /! I! /! /!
08/10/2008	/! /! I! /! /!
15/10/2008	/! /! I! /! XX
22/10/2008	## ## ## ## ##
29/10/2008	/! /! /! I! I!
05/11/2008	/! /! /! /! I!
12/11/2008	/! /! I! I! /!
19/11/2008	/! I! /! /! XX
26/11/2008	/! /! /! I! /!
03/12/2008	/! /! I! /! /!
10/12/2008	/! /! /! /! /!
17/12/2008	/! /! /! ## ##
24/12/2008	## ## ## ## ##
31/12/2008	## ## ## II /\
07/01/2009	II II /\ /\ /\
14/01/2009	/\ /\ /\ II I\
21/01/2009	XX /\ /\ II II
28/01/2009	/\ /\ II II /\
04/02/2008	/\ /\ II II II
11/02/2009	/\ /\ /\ II II
18/02/2009	## ## ## ## ##
25/02/2009	/\ II /\ /\ /\
03/03/2009	/\ /\ /\ /\ II
10/03/2009	/\ /\ /\ II II
17/03/2009	/\ /\ II II ##
24/03/2009	## /\ /\ II II
31/03/2009	II /\ /\ /\ /\
07/04/2009	## ## ## ## ##
14/04/2009	## ## ## ## ##
21/04/2009	-- -- -- -- --
28/04/2009	-- -- -- -- --
05/05/2009	## -- -- -- --
12/05/2009	-- -- -- -- --
19/05/2009	-- -- -- -- --
26/05/2009	## ## ## ## ##
02/06/2009	-- -- -- -- --
09/06/2009	-- -- -- -- --
16/06/2009	-- -- -- -- --
23/06/2009	-- -- -- -- --
30/06/2009	-- -- -- -- --
07/07/2009	-- -- -- -- XX
14/07/2009	-- -- -- -- --
21/07/2009	-- -- -- ## ##
28/07/2009	## ## ## ## ##
04/08/2009	## ## ## ## ##
11/08/2009	## ## ## ## ##
18/08/2009	## ## ## ## ##
25/08/2009	## ## ## ## ##
01/09/2009	##

Summary 03/09/2008 AM - 02/04/2009 PM	Sessions	%
Attendances	120	65.2
Authorised absences	64	34.8
Unauthorised absences	0	0.0
Possible Attendances	184	
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 Reg (attending other estab.)
E	Excluded (no alt provision made)
F	Extended family holiday (agreed)
G	Family Holiday (not agreed)
H	Annual family holiday (agreed)
I	Illness (not med/dental appoints.)
J	Interview
L	Late (before reg closed)
M	Medical/Dental appointments
N	No reason yet provided for absence
O	Unauthorised circumstances
P	Approved sporting activity
R	Religious observance
S	Do not use (Primary)
T	Traveller absence
U	Late (after registers closed)
V	Educational visit
W	Do not use (Primary)
X	DfES #: School closed to pupils
Y	Enforced closure
Z	Do not use
!	DfES X: Non-compulsory school age absence
#	School closed to pupils & staff
*	DfES Z: Pupil not on roll
–	All should attend / No mark recorded
@	Do Not Use

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

Individual Session Summary Report

Menu Route

Reports | Attendance | Individual Pupil (or **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:

Managing Pupil/Student Attendance handbook

Analysis of Session Marks for a Pupil/Student

Mark Category	Value	Percentage
Attendances	Count of all the sessions with marks having their statistical meaning as 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 their statistical meaning as 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 their statistical meaning as 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 pupil/student is required to attend (also includes missing marks).	Not applicable
Approved Educational Activity (AEA)	Count of all the sessions with marks having their statistical meaning as 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%)

Mark Category	Value	Percentage
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

Abraham, Jane - PM

Summary 02/09/2008 AM - 04/06/2009 PM	Sessions	%
Attendances	130	82.8
Authorised absences	0	0.0
Unauthorised absences	0	0.0
Possible Attendances	157	
Including		
Approved Ed. Activity	0	0.0
Lates before reg closed	0	0.0
Lates after reg closed	0	0.0
Unexplained absences	0	0.0

Missing marks have been ignored

Individual Session Summary

Anderson, Neo - PM

Summary 02/09/2008 AM - 04/06/2009 PM	Sessions	%
Attendances	130	82.8
Authorised absences	0	0.0
Unauthorised absences	0	0.0
Possible Attendances	157	
Including		
Approved Ed. Activity	0	0.0
Lates before reg closed	0	0.0
Lates after reg closed	0	0.0
Unexplained absences	0	0.0

Missing marks have been ignored

*03|*Whole Group Pupil/Student Reports

Pupil/Student Analysis by Attendance Code Report

Menu Route

Reports | Attendance | Whole Group Pupil (or **Student**) **Reports | Pupil** (or **Student**) **Analysis by Attendance Code Report**

Description

This report deals with the number of times each code has been recorded for each pupil/student in the selected group, for the chosen date range. Totals for each code 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 pupil/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: 03/09/2008 to 18/08/2009
Scope: Reg Group PM
Number of sessions

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

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

Missing marks have been ignored

Values shown as percentages:

Pupil Analysis By Attendance Code

Period: 03/09/2008 to 18/08/2009
Scope: Reg Group PM
Percentage of sessions

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

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

Missing marks have been ignored

Today's Register Report

Menu Route

Reports | Attendance | Whole Group Pupil (or **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 pupil/student.

Analysis of Session Marks for a Pupil/Student

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

Example

Today's Register

Date : 01/07/2009

Reg Group: OAK   Miss S. Fortune

Name	AM	PM
Acton, Samantha	/	E
Bradbury, Christina	/	E
Bradshaw, Jonn	/	E
Cox, Toby	/	E
Flowers, Lilly	/	E
Freeman, Paul	M	M
Goulden, Joseph	/	E
Graham, George	/	E
Karim, Jasmin	/	E
Kavanagh, Emma	/	\
Lawley, Alexander	/	E
Murray, Amber	/	E
Patel, Hansa	/	E
Phillips, Bethany	/	E
Teal, Ryan	/	E
Thompson, Flora	/	E
Umbridge, Dolores	/	\
Ventour, Paris	/	E
Warner-Ewers, Janet	/	E
Winsepear, Devon	/	E
Wise, Jake	/	E
Xavier, Francis	/	E

Pupil/Students School Career Attendance Report

Menu Route

Reports | Attendance | Whole Group Pupil (or **Student**) **Reports | Pupil** (or **Student**) **School Career Attendance Report**

Description

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

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

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

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

Analysis of Pupil/Student Marks for Analysis

Mark Category	Value	Percentage
Attendances	Count of all the sessions with marks having their statistical meaning as 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 their statistical meaning as 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 their statistical meaning as 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 pupil/student is required to attend (also includes missing marks).	Not applicable
Approved Educational Activity (AEA)	Count of all the sessions with marks having their statistical meaning as 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 | Attendance | Whole Group Pupil (or **Student**) **Reports | Official Register Report**

Description

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

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

If selected, these options are shown at the end of the report, which displays approximately three weeks on one page.

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

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

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

Calculating the Total of the Session Marks for a Pupil/Student

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

NOTE: Present marks do not include AEA marks.

Example

Official Register

Period: 01/09/2011 to 11/01/2012   Includes History of Changes
Scope: Reg Group ELM
Include changes from 'N': Yes

	Sep																				Oct		
	01 02	05 06 07 08 09	12 13 14 15 16	19 20 21 22 23	26 27 28 29 30	03 04 05
Ackton, Stephen	## /\	/\ NN /\ /\ /\	/\ NN /\ /\ /\	/\ NN /\ /\ /\	/\ NN /\ /\ /\	/\ NN /\
Adams, Laura	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Amnar, Tarak	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Astwick, Gwenneth	## /\	/\ L\ NN /\ /\	L\ NN /\ /\ /\	/\ L\ /\ /\ /N	/\ /\ /\ NN L\	/\ NN /\
Barnes, Tommy	## /\	/\ L\ NN /\ /\	L\ NN /\ /\ /\	/\ L\ /\ /\ /N	/\ /\ /\ NN L\	L\ NN NN
Birch, Paige	## /\	/\ /\ NN /\ /\	/\ NN /\ /\ /\	/\ /\ /\ /\ /N	/\ /\ /\ NN /\	/\ /\ NN
Bond, Steve	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Carter, Hannah	## /\	/\ /L /\ /\ /\	/L /\ /\ /\ /\	/\ /\ LL /\ /\	/\ L\ /\ L\ /\	L\ /\ /\
Chappling, Martin	## /\	/\ /\ /\ /\ NN	/\ /\ /\ NN /\	/\ NN /\ /\ /\	/\ /\ /\ NN /\	/\ /\ /\
Churchill, Martin	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Cookson, Harry	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Cosenza, Isabella	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Defeo, Lorenzo	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Dickinson, Sally	## /\	/\ L\ /\ /\ NN	L\ /\ NN /\ /\	/\ L\ NN /\ /\	/\ /\ /\ NN L\	/\ L\ NN
Dixon, Stephanie	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Eagle, Ruby	## /\	/\ /\ /\ /\ NN	/\ /\ NN /\ /\	/\ /\ NN /\ /\	/\ /\ /\ NN /\	/\ /\ NN
Elija, Denise	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Harris, Emily	## /\	/\ /\ /\ NN /\	/\ /\ NN /\ /\	/\ NN /\ /\ /\	/\ /\ /\ /\ NN	/\ N\ /\
Jacob, Tristan	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Jump, Frederick	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Long, Gemma	## /\	/\ NN /\ /\ /\	/\ /\ /\ NN /\	/\ /\ /\ NN /\	/\ /\ /\ NN /\	/\ /\ NN
Mario, Luigi	## /\	/\ NN /\ /\ /\	/\ /\ /\ NN /\	/\ /\ /\ NN /\	/\ /\ /\ NN /\	/\ /\ NN
Mayowickz, Tamara	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Morgan, Ryan	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Nichols, Robert	## /\	/\ NN /\ /\ /\	/\ /\ /\ NN /\	/\ NN /\ /\ /\	/\ /\ /\ NN /\	/\ /\ NN
Ostark, Zhivka	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Rowe-Jones, Selina	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Singh, Sunita	## /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	/\ /\ /\
Stock, Peter	## /\	/\ /\ /\ NN /\	/\ /\ /\ NN /\	/\ /\ /\ NN /\	/\ NN /\ /\ /\	/\ /\ /\

Official Register

Period: 01/09/2011 to 11/01/2012   Includes History of Changes
Scope: Reg Group ELM
Include changes from 'N': Yes

	Oct				Nov	
	06 07	10 11 12 13 14	17 18 19 20 21	24 25 26 27 28	31 01 02 03 04	07 08 09
Ackton, Stephen	/\ /\	/\ /\ NN /\ /\	/\ /\ /\ /\ NN	## ## ## ## ##	## /\ NN /\ /\	/\ NN /\
Adams, Laura	/\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	## ## ## ## ##	## /\ /\ /\ /\	/\ /\ /\
Amnar, Tarak	/\ /\	/\ /\ /\ /\ /\	/\ /\ /\ /\ /\	## ## ## ## ##	## /\ /\ /\ /\	/\ /\ /\

Total Number of Present Marks for Period 4203

History of Changes

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

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

Pupil/Student Analysis by AM/PM Report

Menu Route

Reports | Attendance | Whole Group Pupil (or **Student**) **Reports | Pupil** (or **Student**) **Analysis by AM/PM Report**

Description

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

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

Analysis of Session Marks for a Pupil/Student

Mark Category	Value	Percentage
Present (AM/PM)	Count of all the sessions with marks having their statistical meaning as 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 their statistical meaning as 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 their statistical meaning as 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 their statistical meaning as 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 pupil/student is required to attend (also includes missing marks).	Not applicable
Percentage Attendance (AM/PM)	Not applicable	(Count of Present marks + count of AEA marks)/ Possible Attendances*100 (rounded up to the nearest 0.1%)

Examples

Values shown as numbers:

Pupil Analysis by AM/PM

Period: 03/09/2008 to 19/08/2009
Scope: Reg Group PM
Number of sessions

Name	Reg	Present		AEA		Authorised		Unauthorised		Possible		% Attend	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Baker, Jake	PM	140	143	0	0	0	0	3	0	190	190	73.7	75.3
Connor, Joy	PM	143	143	0	0	0	0	0	0	190	190	75.3	75.3
Dolby, Peter	PM	104	105	0	0	37	36	2	2	190	190	54.7	55.3
Franklin, Christopher	PM	143	143	0	0	0	0	0	0	190	190	75.3	75.3
hawkins, Chris	PM	143	143	0	0	0	0	0	0	190	190	75.3	75.3
James, Sonny	PM	143	143	0	0	0	0	0	0	190	190	75.3	75.3
Jamieson, Cherrie	PM	142	143	0	0	0	0	1	0	190	190	74.7	75.3
Kenwright, Aimee	PM	133	133	0	0	10	10	0	0	190	190	70.0	70.0
King, Simon	PM	142	142	0	0	1	1	0	0	190	190	74.7	74.7
Lamont, Kirsty	PM	141	141	0	0	2	2	0	0	190	190	74.2	74.2
Lawrence, Tommy	PM	141	141	0	0	2	2	0	0	190	190	74.2	74.2
Llyod, Shaun	PM	141	141	0	0	2	2	0	0	190	190	74.2	74.2
Mugarisanwa, Sylvia	PM	142	140	0	0	1	1	0	2	190	190	74.7	73.7
Pan, Peter	PM	142	142	0	0	1	1	0	0	190	190	74.7	74.7
Sungail, Skaiste	PM	142	143	0	0	0	0	1	0	190	190	74.7	75.3
Woods, Jodi	PM	142	143	0	0	0	0	1	0	190	190	74.7	75.3
Totals		2224	2229	0	0	56	55	8	4	3040	3040	73.2	73.3

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

Values shown as percentages:

Pupil Analysis by AM/PM

Period: 02/09/2008 to 30/06/2009
Scope: Reg Group ELM
Number of sessions

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

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

Pupil/Students' Yearly Attendance Report

Menu Route

Reports | Attendance | Whole Group Pupil (or **Student**) **Reports | Pupil** (or **Student**) **Yearly Attendance Report**

Description

This report provides information about individual pupil/students attendance for each year that they have been in the school.

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

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

Calculating the Total of the Session Marks for a Pupil/Student

Mark Category	Value	Percentage
Attendances	Count of all the sessions with marks having their statistical meaning as 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 their statistical meaning as 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 their statistical meaning as 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 pupil/student is required to attend (also includes missing marks).	Not applicable
Approved Educational Activity (AEA)	Count of all the sessions with marks having their statistical meaning as 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: 14/04/2008
Scope: Reg Group ELM
Number of Sessions

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

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

Pupil/Student Analysis by Session in Week Report

Menu Route

Reports | Attendance | Whole Group Pupil (or **Student**) **Reports | Pupil** (or **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 pupil/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 Pupil/Student

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

Data shown as numbers:

Pupil Analysis By Session In Week

Period: 03/09/2008 to 19/08/2009
Scope: Reg Group PM
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		36	36	40	40	40	40	39	39	35	35	190	190
Baker, Jake	PM	25	26	30	30	30	30	30	30	25	27	140	143
Connor, Joy	PM	26	26	30	30	30	30	30	30	27	27	143	143
Dolby, Peter	PM	21	21	23	24	20	20	22	22	18	18	104	105
Franklin, Christopher	PM	26	26	30	30	30	30	30	30	27	27	143	143
hawkins, Chris	PM	26	26	30	30	30	30	30	30	27	27	143	143
James, Sonny	PM	26	26	30	30	30	30	30	30	27	27	143	143
Jamieson, Cherrie	PM	26	26	30	30	30	30	30	30	26	27	142	143
Kenwright, Aimee	PM	24	24	28	28	28	28	28	28	25	25	133	133
King, Simon	PM	26	26	30	30	30	30	29	29	27	27	142	142
Lamont, Kirsty	PM	25	25	30	30	30	30	29	29	27	27	141	141
Lawrence, Tommy	PM	25	25	30	30	30	30	29	29	27	27	141	141
Llyod, Shaun	PM	25	25	30	30	29	29	30	30	27	27	141	141
Mugarisanwa, Sylvia	PM	25	25	30	30	30	30	30	29	27	26	142	140
Pan, Peter	PM	25	25	30	30	30	30	30	30	27	27	142	142
Sungail, Skaiste	PM	25	26	30	30	30	30	30	30	27	27	142	143
Woods, Jodi	PM	26	26	30	30	30	30	30	30	26	27	142	143
PM		402	404	471	472	467	467	467	466	417	420	2224	2229

Missing marks have been ignored

Data shown as Percentages:

Pupil Analysis By Session In Week

Period: 03/09/2008 to 19/08/2009
Scope: Reg Group PM
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
Baker, Jake	PM	69.4	72.2	75	75	75	75	76.9	76.9	71.4	77.1	73.7	75.3
Connor, Joy	PM	72.2	72.2	75	75	75	75	76.9	76.9	77.1	77.1	75.3	75.3
Dolby, Peter	PM	58.3	58.3	57.5	60	50	50	56.4	56.4	51.4	51.4	54.7	55.3
Franklin, Christopher	PM	72.2	72.2	75	75	75	75	76.9	76.9	77.1	77.1	75.3	75.3
hawkins, Chris	PM	72.2	72.2	75	75	75	75	76.9	76.9	77.1	77.1	75.3	75.3
James, Sonny	PM	72.2	72.2	75	75	75	75	76.9	76.9	77.1	77.1	75.3	75.3
Jamieson, Cherrie	PM	72.2	72.2	75	75	75	75	76.9	76.9	74.3	77.1	74.7	75.3
Kenwright, Aimee	PM	66.7	66.7	70	70	70	70	71.8	71.8	71.4	71.4	70	70
King, Simon	PM	72.2	72.2	75	75	75	75	74.4	74.4	77.1	77.1	74.7	74.7
Lamont, Kirsty	PM	69.4	69.4	75	75	75	75	74.4	74.4	77.1	77.1	74.2	74.2
Lawrence, Tommy	PM	69.4	69.4	75	75	75	75	74.4	74.4	77.1	77.1	74.2	74.2
Llyod, Shaun	PM	69.4	69.4	75	75	72.5	72.5	76.9	76.9	77.1	77.1	74.2	74.2
Mugarisanwa, Sylivia	PM	69.4	69.4	75	75	75	75	76.9	74.4	77.1	74.3	74.7	73.7
Pan, Peter	PM	69.4	69.4	75	75	75	75	76.9	76.9	77.1	77.1	74.7	74.7
Sungail, Skaiste	PM	69.4	72.2	75	75	75	75	76.9	76.9	77.1	77.1	74.7	75.3
Woods, Jodi	PM	72.2	72.2	75	75	75	75	76.9	76.9	74.3	77.1	74.7	75.3
PM		69.8	70.1	73.6	73.8	73	73	74.8	74.7	74.5	75	73.2	73.3

Missing marks have been ignored

Persistent Absence Reports

Menu Route

Reports | Attendance | Whole Group Pupil (or **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 **Thresholds** can be changed, if required.

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

The following attendance codes are <u>not</u> collected for the report:

- **L** Late (before registers closed) marked as present
- **B** Approved Education Activity as pupil/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 pupil/student is attending an interview
- **P** Approved Educational Activity as pupil/student is attending an approved educational activity
- **V** Approved Educational Activity as pupil/student is away on an educational visit or trip
- **W** Approved Educational Activity as pupil/student is attending work experience
- **X** Non-compulsory school age absence - <u>not</u> counted in possible attendances
- **Y** Unable to attend due to exceptional circumstances
- **Z** Student not yet on-roll - <u>not</u> counted in possible attendances
- **#** Planned whole or partial school closure - <u>not</u> counted in possible attendances.

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

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

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

Persistent Absence Summary Report

Analysis

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

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

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

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

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

Example

Persistent Absence Report
Whole School

Persistent Absence Data Collection for 2015 - 2016	
Scope:	Whole School
School DCSF Number:	2999
School Name:	WATERS EDGE PRIMARY SCHOOL
Name of Headteacher:	Mrs Gillian Grosvenor
Telephone:	852015
Email:	school@we.com

Date Range for Term 1: From: 01/09/2015 To: 25/10/2015	Date Range for Term 2: From: 31/10/2015 To: 18/12/2015	Date Range for Term 3: From: 04/01/2016 To: 14/02/2016	Date Range for Term 4: From: 20/02/2016 To: 24/03/2016	Date Range for Term 5: From: 11/04/2016 To: 30/05/2016	Date Range for Term 6: From: 04/06/2016 To: 22/07/2016

Report for 20 % absence

No of pupils/students with 15+ absence for term 1	No of pupils/students with 63+ absence for term 1	No of pupils/students with 29+ absence for terms 1-2	No of pupils/students with 63+ absence for terms 1-2	No of pupils/students with 40+ absence for terms 1-3	No of pupils/students with 63+ absence for terms 1-3	No of pupils/students with 50+ absence for terms 1-4	No of pupils/students with 63+ absence for terms 1-4	No of pupils/students with 63+ absence for terms 1-5	No of pupils/students with 77+ absence for terms 1-6
7	0	6	0	6	0	6	2	6	6

Report for 15 % absence

No of pupils/students with 11+ absence for term 1	No of pupils/students with 47+ absence for term 1	No of pupils/students with 22+ absence for terms 1-2	No of pupils/students with 47+ absence for terms 1-2	No of pupils/students with 30+ absence for terms 1-3	No of pupils/students with 47+ absence for terms 1-3	No of pupils/students with 38+ absence for terms 1-4	No of pupils/students with 47+ absence for terms 1-4	No of pupils/students with 47+ absence for terms 1-5	No of pupils/students with 58+ absence for terms 1-6
7	0	7	0	6	4	6	6	6	6

Persistent Absence Detailed Report

Analysis

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

- **Forename** – the Legal Forename of the pupil/student.
- **Surname** – the Legal Surname of the pupil/student.
- **Gender xx**
- **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+

Example

Persistent Absence Report

Whole School

Persistent Absence Data Collection for 2015 - 2016	
Scope:	Whole School
School DCSF Number:	2999
School Name:	WATERS EDGE PRIMARY SCHOOL
Name of Headteacher:	Mrs Gillian Grosvenor
Telephone:	852015
Email:	school@we.com

Report for 20 % absence							
Date Range for Term 1:		**From:** 01/09/2015	**To:** 25/10/2015	**Date Range for Term 2:**		**From:** 31/10/2015	**To:** 18/12/2015
Name	**Gender**	**Year Group**	**Absence Sessions (15+) 1**	**Name**	**Gender**	**Year Group**	**Absence Sessions (29+) 1-2**
Cedric-Smith, Lucie	F	2	24	Clover, Frederick	M	3	35
Clover, Frederick	M	3	16	Haddon, Connor	M	3	31
Haddon, Connor	M	3	16	McGormick, Joseph	M	2	31
McGormick, Joseph	M	2	16	McKenzie, Joshua	M	1	37
McKenzie, Joshua	M	1	20	McKenzie, Lily	F	R	38
McKenzie, Lily	F	R	20	Smythe, Vincent	M	4	33
Smythye, Vincent	M	4	18				

Persistent Absence Data Collection for 2015 - 2016	
Scope:	Whole School
School DCSF Number:	2999
School Name:	WATERS EDGE PRIMARY SCHOOL
Name of Headteacher:	Mrs Gillian Grosvenor
Telephone:	852015
Email:	school@we.com

Report for 20 % absence							
Date Range for Term 3:		**From:** 04/01/2016	**To:** 14/02/2016	**Date Range for Term 4:**		**From:** 20/02/2016	**To:** 24/03/2016
Name	**Gender**	**Year Group**	**Absence Sessions (40+) 1-3**	**Name**	**Gender**	**Year Group**	**Absence Sessions (50+) 1-4**
Clover, Frederick	M	3	47	Clover, Frederick	M	3	61
Haddon, Connor	M	3	43	Haddon, Connor	M	3	57
McGormick, Joseph	M	2	43	McGormick, Joseph	M	2	57
McKenzie, Joshua	M	1	49	McKenzie, Joshua	M	1	64

Persistent Absence Report – Student Threshold

Menu Route

Reports | Attendance | Whole Group Pupil (or **Student**) **Reports | Persistent Absence Report – Student Threshold**

Description

The Persistent Absence Report - Student Threshold enables schools to understand persistent absences, so that their figures can be compared with national figures and benchmarks. The report is primarily aimed at maintained schools in England and it enables them to keep up with the latest DfE calculations. However, other schools might also find the report useful.

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

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

Analysis

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

Category	Description
Threshold	Threshold refers to the number of sessions missed, based on the absence percentage threshold selected. This means that the pupil/student is persistently absent. Threshold sessions are rounded up to the nearest whole session. For example, if the total number of possible sessions for a pupil/student in a term is 64 and the percentage threshold selected is 10%, the threshold number is displayed as seven sessions.
Possible sessions	Number of possible sessions that the pupil/student could attend.

Example

Persistent Absence Report - Student Threshold

School Name	WATERS EDGE PRIMARY SCHOOL
Group(s)	Whole School
Exclude last half term for Year 11 students?	No
Exclude all students who first enrolled during last half term?	Yes
Report Type	Summary
Absence Threshold	10%
Reporting Period	01/09/2015 - 23/08/2016

Summary figures for Whole School

% of students who met absence threshold	No. of students who met absence threshold	No. of students in cohort
1.36	6	440

List of Students

Threshold* refers to the number of sessions missed that would mean the student is 'persistently absent', based on the absence percentage threshold selected. Threshold sessions have all been rounded up to the nearest whole session.

For example: if the total number of possible sessions for a student in a term is 64, and the percentage threshold selected is 10%, the threshold number will show as 7 sessions.

Name	Gender	Current Year group	Current Reg group	% sessions missed	Sessions missed	Threshold*	Possible sessions
Clover, Frederick	M	3	3CB	21.50	83	39	386
Haddon, Connor	M	3	3CB	20.47	79	39	386
McGormick, Joseph	M	2	2GH	20.47	79	39	386
McKenzie, Joshua	M	1	OAK	22.28	86	39	386
McKenzie, Lily	F	R	ASH	22.54	87	39	386
Smythe, Vincent	M	4	4SL	21.50	83	39	386

Pupil/Student Analysis by Attendance Category Report

Menu Route

Reports | Attendance | Whole Group Pupil (or **Student**) **Reports | Pupil** (or **Student**) **Analysis by Attendance Category Report**

Description

This report shows the number of marks in each category that have been recorded for each pupil/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 Session Marks for a Pupil/Student

Mark Category	Value	Percentage
Present	Count of all the sessions with marks having their statistical meaning as 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 their statistical meaning as 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 their statistical meaning as 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 their statistical meaning as 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 pupil/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%)

Example

Data shown as numbers:

Pupil Analysis By Attendance Category

Period: 13/03/2008 to 13/04/2008
Scope: Reg Group PM
Number of Sessions

Name	Reg	Present	AEA	Authorised	Unauthorised	Possible	% Attend
Baker, Jake	PM	30	0	0	0	30	100.0
Connor, Joy	PM	30	0	0	0	30	100.0
Dolby, Peter	PM	21	0	9	0	30	70.0
Franklin, Christopher	PM	30	0	0	0	30	100.0
hawkins, Chris	PM	30	0	0	0	30	100.0
James, Sonny	PM	30	0	0	0	30	100.0
Jamieson, Cherrie	PM	30	0	0	0	30	100.0
Kenwright, Aimee	PM	30	0	0	0	30	100.0
King, Simon	PM	30	0	0	0	30	100.0
Lamont, Kirsty	PM	30	0	0	0	30	100.0
Lawrence, Tommy	PM	30	0	0	0	30	100.0
Llyod, Shaun	PM	30	0	0	0	30	100.0
Mugarisanwa, Sylivia	PM	30	0	0	0	30	100.0
Pan, Peter	PM	30	0	0	0	30	100.0
Sungail, Skaiste	PM	30	0	0	0	30	100.0
Woods, Jodi	PM	30	0	0	0	30	100.0
		471	0	9	0	480	98.1

%Attend includes both Present and Approved Educational Activity

Data shown as percentages:

Pupil Analysis By Attendance Category

Period: 13/03/2008 to 13/04/2008
Scope: Reg Group PM
Percentage of Sessions

Name	Reg	Present	AEA	Authorised	Unauthorised	Possible	% Attend
Baker, Jake	PM	100.0	0.0	0.0	0.0	100.0	100.0
Connor, Joy	PM	100.0	0.0	0.0	0.0	100.0	100.0
Dolby, Peter	PM	70.0	0.0	30.0	0.0	100.0	70.0
Franklin, Christopher	PM	100.0	0.0	0.0	0.0	100.0	100.0
hawkins, Chris	PM	100.0	0.0	0.0	0.0	100.0	100.0
James, Sonny	PM	100.0	0.0	0.0	0.0	100.0	100.0
Jamieson, Cherrie	PM	100.0	0.0	0.0	0.0	100.0	100.0
Kenwright, Aimee	PM	100.0	0.0	0.0	0.0	100.0	100.0
King, Simon	PM	100.0	0.0	0.0	0.0	100.0	100.0
Lamont, Kirsty	PM	100.0	0.0	0.0	0.0	100.0	100.0
Lawrence, Tommy	PM	100.0	0.0	0.0	0.0	100.0	100.0
Llyod, Shaun	PM	100.0	0.0	0.0	0.0	100.0	100.0
Mugarisanwa, Sylivia	PM	100.0	0.0	0.0	0.0	100.0	100.0
Pan, Peter	PM	100.0	0.0	0.0	0.0	100.0	100.0
Sungail, Skaiste	PM	100.0	0.0	0.0	0.0	100.0	100.0
Woods, Jodi	PM	100.0	0.0	0.0	0.0	100.0	100.0
		98.1	0.0	1.9	0.0	100.0	98.1

%Attend includes both Present and Approved Educational Activity

*04/*Selected Pupil/Student Reports

Percentage Attendance Report

Menu Route

Reports | Attendance | Selected Pupil (or **Student**) **Reports | Percentage Attendance Report**

Description

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

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

NOTE: The present marks include the any AEA marks.

Analysis of Session Marks for a Pupil/Student

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

Example

Percentage Attendance

Period: 14/03/2009 to 14/04/2009
Scope: Reg Group ELM   Value Range : Any percent

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

Missing Session Marks Report

Menu Route

Reports | Attendance | Selected Pupil (or **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 Missing Marks for a Pupil/Student

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

Example

Missing Session Marks

Period: 03/09/2008 AM to 13/04/2009 PM
Scope: Whole School
Value Range: Any missing marks

Name	Reg	Total	Session
Araujo, Hitesh	3CB	2	11/01/2009 AM 11/01/2009 PM
Basra, Jilna	3TO	2	11/01/2009 AM 11/01/2009 PM
Littlewood, Jason	3CB	2	11/01/2009 AM 11/01/2009 PM
Lotterman, Daniel	3TO	2	11/01/2009 AM 11/01/2009 PM
Jones, Siân	3TO	2	08/01/2009 AM 08/01/2009 PM
Kim, Mark	3TO	2	11/01/2009 AM
McColl, Kirsten	6VC	4	03/01/2009 AM 03/01/2009 PM 04/01/2009 AM 04/01/2009 PM
44 pupils		3112	

Continuous Absence Report

Menu Route

Reports | Attendance | Selected Pupil (or **Student**) **Reports | Continuous Absence Report**

Description

This report deals with cases of prolonged unauthorised absence. The purpose of the report is to list the full name and address of any pupil/student who has been continuously absent from school for ten days or more. This information is required by the LA but can also be used by your school for its own management purposes. Since the report shows full name and address, it is a document that the Education Welfare Officer may also find useful.

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

Calculating the Continuous Absence Mark for a Pupil/Student

Mark Category	Value
Unauthorised Absence	Selects all unauthorised absence mark for the pupil/student (except Late After Registration Closed mark) in the selected date range.
Attendance Not Required	Selects all the attendance not required mark for the pupil/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 pupil/students in the selected group and the selected date range.
	If the selected scope type is Individual Pupil/Students, then the sum of "-" mark for all the pupil/students is considered.

Example

Continuous Absence

Period	:	01/09/2009 to 01/10/2009
Scope	:	Whole School
Value Range	:	At least 20 sessions of continuous absences

Name	Reg	Sessions	Address
Cairns, Katy	2KC	20	14 The Street Waysford Wayshire XX1 WW3
	ASH		Waysford Wayshire XX1 WW2
Trunley, Wendy	ASH	20	22 The Road Waysford Wayshire XX1 WW3
Total		160	

Missing marks have been ignored

Session Absences Report

Menu Route

Reports | Attendance | Selected Pupil (or **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 sort of reasons being recorded for absence.

It shows pupil/students who have authorised or unauthorised absence marks within the selected date range. If the **Value Range** is set to **Any**, totals for the group (broken down by code) are shown at the end of the report. Phone and address details (telephone and address), and parental contacts (contact name, relationship and telephone number) can also be included.

Calculating the Total of the Session Marks for a Pupil/Student

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

Example

Session Absences

Period: 03/09/2008 AM to 16/04/2009 PM
Scope: Whole School
Value Range: Any Absences

Name	Reg	Total	Session	Mark
Abu-Koash, Frederik	6VC	48	04/09/2007 AM	H
			04/09/2007 PM	H
			05/09/2008 AM	H
			05/09/2008 PM	H
			09/2008 AM	H
			06/09/2007	
Young, Kathryn	6KH	3	30/10/2008 AM	U
			18/12/2008 AM	U
			19/12/2008 AM	U
Ziglio, Emily	4ES	2	30/10/2008 AM	U
			19/12/2008 AM	U
146 pupils		5925		

13 Missing marks have been ignored

Totals for Whole School

C	Other authorised circumstances	160
E	Excluded (no alt provision made)	14
F	Extended family holiday (agreed)	36
G	Family Holiday (not agreed)	144
H	Annual family holiday (agreed)	140
I	Illness (not med/dental appoints.)	4992
M	Medical/Dental appointments	72
N	No reason yet provided for absence	281
O	Unauthorised circumstances	2
R	Religious observance	12
U	Late (after registers closed)	72

First Day of Absence Report

Menu Route

Reports | Attendance | Selected Pupil (or **Student**) **Reports | First Day of Absence Report**

Description

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

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

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

Example

Unexplained Absence Report

Menu Route

Reports | Attendance | Selected Pupil (or **Student**) **Reports | Unexplained Absence Report**

Description

This report shows pupil/students who have unexplained absences (code **N**) within the selected date range. Like the **Session Absences** report, this report can be used by school staff and Education Welfare Officers when following up reasons for absence. It can also 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 Pupil/Student

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

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

Example

Unexplained Absences

Period:	03/09/2008 AM to 16/04/2009 PM		
Scope:	Whole School		
Value Range:	Any absences		

Name	Reg	Total	Session
Ackton, Stanley	ASH	2	07/01/2009 PM 07/01/2009 AM
Affleck, Alexis	PINE	2	07/01/2009 PM 07/01/2009 AM
Aldridge, Courtney	2GH	4	17/01/2009 AM 18/01/2009 AM 17/01/2009 PM 18/01/2009 PM
Wise, Jake	ELM	2	07/01/2009 PM 07/01/2009 AM
Wright, Sharna	ASH	2	07/01/2009 AM 07/01/2009 PM
57 pupils		281	

Joint Absence Detection Report

Menu Route

Reports | Attendance | Selected Pupil (or **Student**) **Reports | Joint Absence Detection Report**

Description

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

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

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

The report is produced in five stages:

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

Calculations

Field	Value
Absences	Counts the number of Authorised Absences and/or Unauthorised absences in the selected date range for each pupil/student who is a leader.
Names in common	This is the total number of pupil/students (i.e. followers) found who have the same absence(s) as that of the leader.
Maximum number of sessions in common	This is 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 | Attendance | Selected Pupil (or **Student**) **Reports | Sibling Absence Detection Report**

Description

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

The report is produced in three stages:

- Select the Leader(s) from a selected **Group Type**. The date range is also selected at this stage.
- Select the report criteria (the value range, the report title (if different to the default) and whether authorised and/or unauthorised absences should be included).
- Run the report. One or more records, with or without session details can be printed.

Calculation

Field	Value
Absences	Counts the number of Authorised Absences and/or Unauthorised absences in the selected date range for each pupil/student who is a leader.
Names in common	The total number of pupil/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 : 03/09/2007 AM 21/04/2008 PM

Value Range : Any number of sessions

Including Authorised and Unauthorised Absences

Candy, Molly   3TO   94 Absences

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

Sibling Absence Detection

Selected "leaders" with names of "siblings".

Period : 03/09/2007 AM 21/04/2008 PM

Value Range : Any number of sessions

Including Authorised and Unauthorised Absences

Harvey, Emma   4ES   12 Absences

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

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 04/09/2007	G	G
			Tue PM 04/09/2007	G	G
			Wed AM 05/09/2007	G	G
			Wed PM 05/09/2007	G	G
			Thu AM 06/09/2007	G	G
			Thu PM 06/09/2007	G	G
			Fri AM 07/09/2007	G	G
			Fri PM 07/09/2007	G	G
			Mon AM 10/09/2007	I	I
			Mon PM 10/09/2007	I	I
			Tue AM 11/09/2007	I	I

Broken Weeks Report

Menu Route

Reports | Attendance | Selected Pupil (or **Student**) **Reports | Broken Weeks Report**

Description

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

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

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

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

More Information:
Registration Certificate Report on page *3*

Calculations

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

1. Retrieves all the pupil/students who are, or were on-roll in the specified date range.
2. Retrieves the session marks for each week for each pupil/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 pupil/student.
5. Filters according to any filter criteria, e.g. if **At least four broken weeks** is selected, SIMS net filters all those pupil/students who have four or more broken weeks.

Missing Mark Calculation

1. If the scope is selected group (**Reg Group**, **Year Group**, **Whole School**), then missing marks are the sum of the number of occurrences of all the '**-**' marks for all pupil/students in the selected group and the selected date range.
2. If the scope is **Individual** pupil/student, then missing marks are equal to the sum of '**-**' marks for all pupil/students.

Example

Broken Weeks

Period: w/b 03/09/2008 to w/b 02/06/2009 (40 weeks)

Scope: Whole School   Value Range: Any broken weeks

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

Missing marks have been ignored

Missed Curriculum Report

Menu Route

Reports | Attendance | Selected Pupil (or **Student**) **Reports | Missed Curriculum Report**

Description

The purpose of this report is to assist staff to monitor lessons missed by pupil/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 pupil/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 pupil/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 pupil/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	

Pupil/Students with Chosen Code Report

Menu Route

Reports | Attendance | Selected Pupil (or **Student**) **Reports | Pupil** (or **Student**) **with Chosen Code Report**

Description

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

Calculating the Total of the Session Marks for a Pupil/Student

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

Example

Pupils with Chosen Code

Code: / Present (AM)
Period: 03/09/2008 to 13/04/2009
Scope: Whole School   Value Range: Any sessions

Name	Reg	Sessions
Abu-Koash, Frederik	6VC	50
Ackton, Stanley	ASH	86
Ackton, William	3TO	128
Acton, Jordan	AM	129
Acton, Samantha	ELM	129
Adedeji, Payal	2JB	87
Affleck, Alexis	PINE	128
Agathocleous, Stelios	2GH	129
Anderson,	6KH	
Winters, Elaine		46
Wise, Jake	ELM	128
Woods, Jodi	PM	129
Wright, Scott	OAK	129
Wright, Sharna	ASH	128
Xavier, Francis	ELM	129
Yates, Paul	OAK	83
Yates, Petra	5BB	84
Yetingcoff, Hetty	ASH	129
Yip, Sang	2GH	84
Yoo, Li Sung	3TO	88
Zabidi, Mohomed	2GH	96
Zabriski, Penny	OAK	129
Ziglio, Emily	4ES	105
439 pupils		50855

Minutes Late Report

Menu Route

Reports | Attendance | Selected Pupil (or **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 pupil/students. The figures for each individual pupil/student are totalled and shown in the third column of the report.

Example

Minutes Late Report

Date Range: 01/05/2008 to 01/06/2008   Sessions

Scope:Whole School Selected

Subjects : All

Name	Reg	Total	Date		Description	Mins
Ackton, William	3TO	22	06/05/2008	PM	Registration	5
			07/05/2008	PM	Registration	5
			08/05/2008	AM	Registration	12
Aldridge, Courtney	2GH	2	12/05/2008	PM	Registration	2
Allim, Farah	2GH	15	02/05/2008	PM	Registration	15
Amos, Silv	OAK	4	12/05/2008	PM	Registration	4
Ansell, Richard	4SL	15	14/05/2008	PM	Registration	10
			16/05/2008	AM	Registration	5

Comments Report

Menu Route

Reports | Attendance | Selected Pupil (or **Student**) **Reports | Comments Report**

Description

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

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

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

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

- Registration tutors can use the report to view all the comments entered in all session registers for pupil/students in their group.

- Any member of staff, who has appropriate permissions, can use the report to view all comments entered for all sessions by a particular registration tutor.

- Any member of staff, who has appropriate permissions, can use the report to view all comments for all sessions for an individual pupil/student.

Example

Comments Report

Date Range: 11/07/2011 to 11/08/2011   Sessions

Scope: Reg Group 2JB   Comments by: All Staff

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

Meal List Report

Menu Route

Reports | Attendance | Selected Pupil (or **Student**) **Reports | Meal List Report**

Description

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

The report is normally based on today's AM attendance marks but can be run for any date or session.

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

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

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

Calculations

The routine counts present marks **/**,**** and **L** (late before registration closed) marks but not **U** (late after registration closed) as this mark is not entered until later.

Examples

Summary report:

Meal List Report

Session: 26/01/2010   AM
Scope: Whole School
Number of Pupils/Students with / \ L

Meal Code	Meal Description	Present	Free School Meal
	No Meal Code	89	27
SM	School Meal	174	43
PL	Packed Lunch	36	12
HO	Home	63	17
AB	Absent	0	0
OS	Other School	0	0
CC	Cash Cafeteria	0	0

28 Missing marks have been ignored

Detailed report:

Meal List Report

Session: 26/01/2010   AM
Scope: Whole School
Number of Pupils/Students with / \ L

Meal Code	Meal Description	Present	Free School Meal
	No Meal Code	89	27
SM	School Meal	174	43
PL	Packed Lunch	36	12
HO	Home	63	17
AB	Absent	0	0
OS	Other School	0	0
CC	Cash Cafeteria	0	0

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

*05|*Group Reports

Group Analysis by Attendance Category Report

Menu Route

Reports | Attendance | 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 Session Marks for a Group

Mark Category	Value	Percentage
Present	Count of all the sessions with marks having their statistical meaning as 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 their statistical meaning as 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 their statistical meaning as 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 their statistical meaning as 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 pupil/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.

Example

Data shown as numbers:

Group Analysis by Attendance Category

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

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

Scope: Reg Group ASH   Number of Sessions

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
ASH	30	0	0	2	32	93.8
Totals	30	0	0	2	32	93.8

School Prospectus Analysis Report

Menu Route

Reports | Attendance | 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 pupil/students of compulsory school age. However, the date of birth range can be edited to include pupil/students of non-school age.

Analysis of Session Marks for a Group

Mark Category	Value	Percentage
Present	Counts of all the sessions with marks having their statistical meaning as 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 their statistical meaning as 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 their statistical meaning as 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 pupil/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%)

Example

School Prospectus Analysis

Period   :   01/09/2009 to 28/09/2009
Reg Group - ELM

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

Group	Total No of Pupils	Authorised Absences			Unauthorised Absences		
		No of Pupils	% of Pupils	% of Sessions	No of Pupils	% of Pupils	% of Sessions
ELM	16	1	6.3	1.6	8	50.0	0.4
Totals	16	1	6.3	1.6	8	50.0	0.4

Group Analysis by Code Report

Menu Route

Reports | Attendance | Group Reports | Group Analysis by Code Report

Description

The number of times each code has been recorded within the specified date range is shown on this report. This enables 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. An option is available that allows girls and boys to be shown in separate tables. Another option allows a key to codes to be shown at the end of the report.

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

Analysis of Codes for a Group

Mark Category	Value
Session Code	Count the number of occurrences of marks for each pupil/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 pupil/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 pupil/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 : 03/09/2008 to 19/08/2009

Reg Group PM   **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
PM	2190	2228		4				4	30	66		35	11							8				1504	6080
Totals	2190	2228		4				4	30	66		35	11							8				1504	6080

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

Missing marks have been ignored

Values shown as percentage:

Group Analysis by Code

Period : 03/09/2008 to 19/08/2009

Reg Group PM   **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
PM	36.0	36.6		0.1				0.1	0.5	1.1		0.6	0.2							0.1				24.7	100.0
Totals	36.0	36.6		0.1				0.1	0.5	1.1		0.6	0.2							0.1				24.7	100.0

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

Missing marks have been ignored

Welsh School Performance Information Report

Menu Route

Reports | Attendance | Group Reports | Welsh School Performance Information Report

Description

Applicable to Welsh Secondary schools only

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

The following data is included in the report:

- School Performance Information
  - School Number
  - LA Number
  - Possible sessions
    The number of session that pupil/students are required to attend school during the specified date range.
  - Number of authorised absences
    The number of authorised absences recorded during the specified date range.
  - Number of unauthorised absences
    The number of unauthorised absences recorded during the specified date range.
  - Total of all absences
    Sum of authorised and unauthorised absences.
- Student Performance Information – Analysis Report
  - Period
    Date range specified when report was produced.
  - Name
    The names of all pupil/students included in the report are listed individually.
  - Registration Group
  - Number of authorised absences
    The number of authorised absences recorded for the individual pupil/student during the specified date range.
  - Number of unauthorised absences
    The number of unauthorised absences recorded for the individual pupil/student during the specified date range.
  - Total number of pupil/students included in the report.

Analysis of Session Marks for a Group

Mark Category	Value
Authorised Absences	Count all the sessions with marks having their statistical meaning as Authorised.
Unauthorised Absences	Count all the sessions with marks having their statistical meaning as Unauthorised.
Possible Attendances	Total count of the sessions which the pupil/student is required to attend (also includes missing marks).
Total Absences	Count all the sessions with marks having their statistical meaning as Authorised + count all the sessions with marks having their statistical meaning as 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 | Attendance | 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 Session Marks for a Group

Mark Category	Value	Percentage
Attendances	Count all the sessions with marks having their statistical meaning as 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 their statistical meaning as 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 their statistical meaning as 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 pupil/student is required to attend (also includes missing marks).	Not applicable
AEA (Approved Educational Activity)	Count all the sessions with marks having their statistical meaning as 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%)
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 their statistical meaning as "No reason yet provided for absence".	(Count of all of all the absences with marks having their statistical meaning as "No reason yet provided for absence") / Possible Attendances*100 (rounded up to the nearest 0.1%)

Example

Group Session Summary

Period:	03/09/2008 AM to 16/04/2009 PM
Scope:	Reg Group PM

	Sessions	%
Attendances	4050	98.1
Authorised absences	73	1.8
Unauthorised absences	5	0.1
Possible Attendance	4128	
Including		
Approved Educational Activity	0	0.0
Lates before reg closed	35	0.8
Lates after reg closed	1	0.0
Unexplained absences	0	0.0

Group Weekly Analysis Report

Menu Route

Reports | Attendance | Group Reports | Group Weekly Analysis Report

Description

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

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

Analysis of Session Marks for a Group

Mark Category	Value
Authorised Absences	Count of Authorised Absences for the group = Sum of the Authorised absences for all pupil/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 pupil/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 pupil/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 ASH   Percentages

w/b	Attendances	Authorised Absences	Unauthorised Absences
31/08/2009	83.3	0.0	16.7
07/09/2009	90.0	0.0	10.0
14/09/2009	100.0	0.0	0.0
21/09/2009	100.0	0.0	0.0
28/09/2009	100.0	0.0	0.0

Group Analysis by AM/PM Report

Menu Route

Reports | Attendance | Group Reports | Group Analysis by AM/PM Report

Description

This report enables staff to analyse attendance data based on 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 pupil/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 pupil/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 pupil/student in the selected group.
	Count of Total Possible attendances for the group = Sum of the count for every pupil/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.

Example

Values shown as numbers:

Group Analysis by AM/PM

Period : 03/09/2008 to 19/08/2009

Reg Group PM   Number of Sessions

Group	Present		AEA		Authorised		Unauthorised		Possible		%Attend	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
PM	2224	2229	0	0	56	55	8	4	3040	3040	73.2	73.3
Totals	2224	2229	0	0	56	55	8	4	3040	3040	73.2	73.3

Missing marks have been ignored

Value shown as percentages:

Group Analysis by AM/PM

Period : 03/09/2008 to 19/08/2009

Reg Group PM   Percentage of Sessions

Group	Present		AEA		Authorised		Unauthorised		Possible		%Attend	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
PM	73.2	73.3	0.0	0.0	1.8	1.8	0.3	0.1	100.0	100.0	73.2	73.3
Totals	73.2	73.3	0.0	0.0	1.8	1.8	0.3	0.1	100.0	100.0	73.2	73.3

Missing marks have been ignored

Group Analysis by Session in Week Report

Menu Route

Reports | Attendance | Group Reports | Group Analysis by Session in Week Report

Description

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

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

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

Analysis of Codes for a Group

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 pupil/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 pupil/students in the selected group for the specified weekday + Session. * 100 Count the possible marks for all the pupil/students in the selected group for the specified weekday + Session. The above value is rounded to the nearest 0.1%.
Percentage values for All week	Sum of count of marks for the weekdays in the specified session for the selected group. * 100. Sum of possible marks for the weekdays in the specified session for the selected group. The above value is rounded to the nearest 0.1%.
Missing Marks	Sum of missing marks for all the selected groups in the specified date range.

Example

Data shown as numbers:

Group Analysis by Session in Week

Period: 03/09/2008 to 19/08/2009
Reg Group PM
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	36	36	40	40	40	40	39	39	35	35	190	190
PM	402	404	471	472	467	467	467	466	417	420	2224	2229
Totals	402	404	471	472	467	467	467	466	417	420	2224	2229

Missing marks have been ignored

Data shown as percentages:

Group Analysis by Session in Week

Period: 03/09/2008 to 19/08/2009
Reg Group PM
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
PM	69.8	70.1	73.6	73.8	73.0	73.0	74.8	74.7	74.5	75.0	73.2	73.3
Totals	69.8	70.1	73.6	73.8	73.0	73.0	74.8	74.7	74.5	75.0	73.2	73.3

Missing marks have been ignored

Group Analysis by STAR Field Report

Menu Route

Reports | Attendance | 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 pupil/students in the STAR field groupings. In the other columns, percentages refer to the proportion of possible sessions for each of the STAR field groupings.

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

Analysis of Session Marks for a Group

Mark Category	Value	Percentage
Attendances	Count of all the sessions with marks having their statistical meaning as 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 their statistical meaning as 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 their statistical meaning as 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 pupil/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 18/04/2011 PM

Reg Group ELM   Percentages

Ethnic	Pupils in group	Attendances	Authorised Absences	Unauthorised Absences	Late Before	Late After
Indian	1	52.9	0.0	0.0	0.0	0.0
Black - Nigerian	1	52.9	0.0	0.0	0.0	0.0
Asian and any other ethnic group	1	52.9	0.0	0.0	0.0	0.0
Japanese	1	43.2	0.0	9.6	1.8	0.0
White Eastern European	1	52.9	0.0	0.0	0.0	0.0
White - English	22	51.1	0.0	1.8	1.0	0.0
White Other	1	52.9	0.0	0.0	0.0	0.0
White - Scottish	1	52.9	0.0	0.0	0.0	0.0
Serbian	1	52.9	0.0	0.0	0.0	0.0
Totals	30	51.2	0.0	1.6	0.8	0.0

Missing marks have been ignored

Group Analysis by Vulnerability Report

Menu Route

Reports | Attendance | Group Reports | Group Analysis by Vulnerability Report

Description

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

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

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

Example:

Using **English Additional Language** (**Focus | Pupil** (or **Student**) | **Pupil** (or **Student**) **Details** - **Ethnic/Cultural** panel) as an example, depending on the content of the STAR field the report displays **Yes**, **No** or **No English Additional Language** (if the field is blank) during the selected date range.

A blank field is recognised as a recorded value in a field only if it has always been blank during the date range. If, for example, a field contained **No** in the past, then the field was blanked, the last recorded value would be **No** because blank is not recognised as a recorded value if it replaces a valid entry.

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

```
                _____Date Range_____
-------- |---------- Yes -------------------------- No-------|
```

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

```
                _____Date Range_____
-------- |------------------------blank------------------------|
```

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

```
                _____Date Range_____
-------- |--------- Yes ------------- No------------blank------|
```

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

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

> *NOTE: If you chose to **Show Values as Percentages**, the first column on the report (**Pupils in group**) is always numbers, i.e. the number of pupil/student 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 Session Marks for a Group

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

Example

Group Analysis by Vulnerability

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

Reg Group ELM   Percentages

	Pupils in group	Attendances	Authorised Absences	Unauthorised Absences	Late Before	Late After
No	14	64.4	0.0	11.1	2.0	0.0
Yes	5	72.1	0.0	3.4	0.0	0.0
No English Additional Language	10	73.9	0.0	1.6	0.7	0.0

Missing marks have been ignored

*06/*Module Reports

History of Changes Report

Menu Route

Reports | Attendance | 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 pupil/student has a medical appointment, so she changes the mark to **M**. However, when the pupil/student returns to school she informs the office that she had joined another class for an educational trip, so Mrs G Grosvenor changes the mark again to **V**.

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

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

An option that enables you to include changes from **N** marks (no reason yet provided) is also available. For example, where **N** is recorded then a parent subsequently informs the school that the pupil/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.*

Example

History of Changes

Date Range: 02/12/2011 to 02/01/2012

Scope:Whole School Selected

Sessions

Include changes from 'N' mark: Yes

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