Attendance Report Pack

Professional Services

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Contents

Revision History

Release	Description	CC/UR
1	Andy Bushman	UR

Introduction

The DFE Guidance states:

Central to raising standards in education and ensuring all pupils can fulfil their potential is an assumption so widely understood that it is insufficiently stated – pupils need to attend school regularly to benefit from their education. Missing out on lessons leaves children vulnerable to falling behind. Children with poor attendance tend to achieve less in both primary and secondary school. The government expects:

Schools and local authorities to:

- Promote good attendance and reduce absence, including persistent absence.

- Ensure every pupil has access to full-time education to which they are entitled.

- Act early to address patterns of absence.

- Parents to perform their legal duty by ensuring their children of compulsory school age who are registered at school attend regularly.

- All pupils to be punctual to their lessons.

The admission and attendance registers

The law requires all schools including independent schools to have an admission register and, with the exception of schools where all pupils are boarders, an attendance register. All pupils (regardless of their age) must be placed on both registers. The proprietor of a school who fails to comply with these regulations is guilty of an offence and can be fined.

MRI Education has developed a comprehensive suite of reports designed to support the effective monitoring of pupil attendance, absences, and discrepancies in attendance marks.

The report pack includes an optimised cached dataset, enabling users to access data on screen quickly without querying the live database for each report run. This approach not only improves performance and response times but also helps to minimise the load on the live database.

Attendance Dataset

A shared dataset is provided to improve report performance by caching data daily. Reports use this cached data instead of querying live tables, significantly speeding up processing times. This shared dataset is reusable across multiple reports, allowing you to build and customise your own reports efficiently while ensuring consistency and up-to-date data. The dataset includes the following fields:

Field Name	Notes
CACHE_DATE	Date the cache was created
UPN	Unique pupil number
STUDENT_NAME	
DOB	Date of birth
SENSTAGE	SEN stage code
SEN_NEED	Student's primary SEN need (if any)
EXCL_DAYS	Total exclusion days
ETHNICITY	Ethnicity description
POSTCODE	Student postcode
NCY	National Curriculum Year (year group)
GENDER	Student gender
START_1	Term 1 start date (Autumn term)
END_1	Term 1 end date (before Autumn half-term)
START_2	Term 2 start date (after Autumn half-term)
END_2	Term 2 end date (Autumn term end)
START_3	Spring term start date
END_3	Spring half-term start date (before break)
START_4	Spring term restart (after half-term)
END_4	Spring term end date
START_5	Summer term start date
END_5	Summer half-term start date (before break)
START_6	Summer term restart (after half-term)
END_6	Summer term end date
SCHOOL	School name

Field Name	Notes
TYPE_ID	School type code
BASE_TYPE	
SCHOOL_START	Student's start date at school
ON_ROLL	On roll status (1 = yes, 0 = no)
SCHOOL_END	Student's end date at school (if any)
REGISTRATION_TYPE	Registration type
STUD_ID	Student ID (from attendance data)
BASE_ID	Base ID (school) from attendance data
ATTENDANCE_LAST_IMPORTED	Date attendance was last imported
START_DATE	Start date for attendance period
MARKS	Attendance marks (compressed string format)

Pupil Attendance - All Marks Summary

This report shows a count of each individual attendance marks at student level along with a summary of Attendances and Absences at School Type level, School and NCY.

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Home > Pupil Attendance - All Marks Summary

start date	01/09/2024 📅	end date	14/04/2025 📅
Select NCY as of Start Date	0,1,2,3,4,5,6,7,8,9,10,11 ✓		
Select School(s)	Abbey Middle School,Burgoyne Midi ✓	On Roll Status	Not on Roll,On Roll
Show Student Level Data?	Yes ▾		
Severely persistent Absence >-50%	Yes,No ✓	Persistent Absence >= 10%	Not PA,PA
At Risk of Persistent Absence >=5% <10%	Yes,No ✓		

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Student Attendance between 01/09/2024 and 14/04/2025
NCY: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
Data as of: 14/04/2025 11:14:46

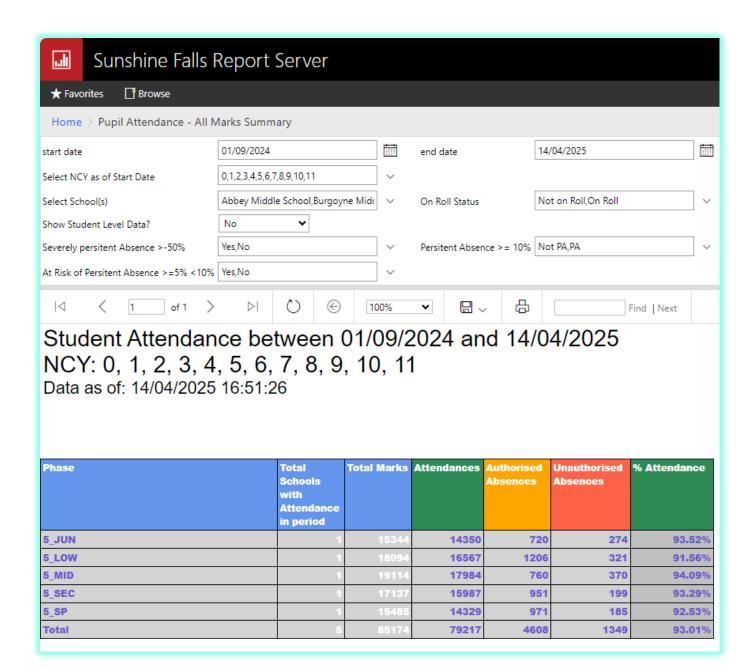| STUD ID	UPN	Attendance Base	Student Name	DOB	Gender	Postcode	NCY at 01/09/2024	Statutory School age	SEN	SEN Primary need	Ethnicity	Excluded Days	School Start
8888901	D820200199175	Abbey Middle School	Amran, Nacera	10-04-2017	F	MK40 2HT	3		N		NOBT - Info not yet obtained		
8888907	H820200199002	Abbey Middle School	Arkle, Robin	23-03-2017	M	MK44 2JO	3		N		NOBT - Info not yet obtained		
8895665	W820892102065	Abbey Middle School	Carlsen, Neville	06-08-2016	M		4				WEUR - White European		01/09/2016
8895609	A820892102139	Abbey Middle School	Fraser, Rebecca	05-05-2016	F		4				MWBC - White & Black Caribbean		01/09/2016
8895857	Z820432103177	Abbey Middle School	North, Colin	03-05-2016	M		4				WENG - White English		01/09/2016
8902169	M820200105001	Abbey Middle School	Ackton, Stanley	18-12-2012	M	NN10 8BL	7		N		WENG - White English		01/09/2013
8902240	P823432113014	Abbey Middle School	Brazil, Alonso	24-04-2013	M	MK40 1AL	7		N		WSCO - White Scottish		01/09/2013
8902250		Abbey Middle School	Buckstone, Diana	04-01-2013	F	MK10 9AZ	7		N		WENG - White English		01/09/2013
8902266	W823432113020	Abbey Middle School	Caroline, Claire	10-12-2012	F	MK12 6LS	7		N		WENG - White English		01/09/2013

At risk of Persistance absence =>5%	Persistant Absence >=10%	Severely Absent >=50%	Attended	Auth Abs.	Unauth abs.	Attended %	Auth Abs. %	Unauth abs. %	Present /\
0	0	0	142			100.00	0.00	0.00	127
0	0	0	142			100.00	0.00	0.00	142
1	1	1	28	24	8	46.67	40.00	13.33	28
0	0	0	260			100.00	0.00	0.00	260
0	0	0	254			100.00	0.00	0.00	221
0	0	0	251	10	3	95.08	3.79	1.14	250
1	0	0	248	14	2	93.94	5.30	0.76	247
1	0	0	248	14	2	93.94	5.30	0.76	244
0	0	0	261	3		98.86	1.14	0.00	260

Educational visit or trip V	Work experience W	Other authorised circumstances	Absent with leave for the purpose of participating	Absent with leave, of compulsory school age	Excluded (no alternative provision	Extended family holiday (agreed)	Family holiday (agreed) H	Illness (NOT medical or dental etc.	Absent with leave for the purpose of attending an	Medical/Dental appointments	Religious observance R	Study leave S	Traveller absence T	Family holiday (NOT agreed or	No reason yet provided for
										24					8
								6		4					
								6		8					2
						2		4		8					2
										3					

Sunshine Falls Report Server

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start date	01/09/2024 📅	end date	14/04/2025 📅
Select NCY as of Start Date	0,1,2,3,4,5,6,7,8,9,10,11 ⌄		
Select School(s)	Abbey Middle School,Burgoyne Mid ⌄	On Roll Status	Not on Roll,On Roll ⌄
Show Student Level Data?	No ⌄		
Severely persitent Absence >-50%	Yes,No ⌄	Persitent Absence >= 10%	Not PA,PA ⌄
At Risk of Persitent Absence >=5% <10%	Yes,No ⌄		

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Student Attendance between 01/09/2024 and 14/04/2025
NCY: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11
Data as of: 14/04/2025 16:51:26

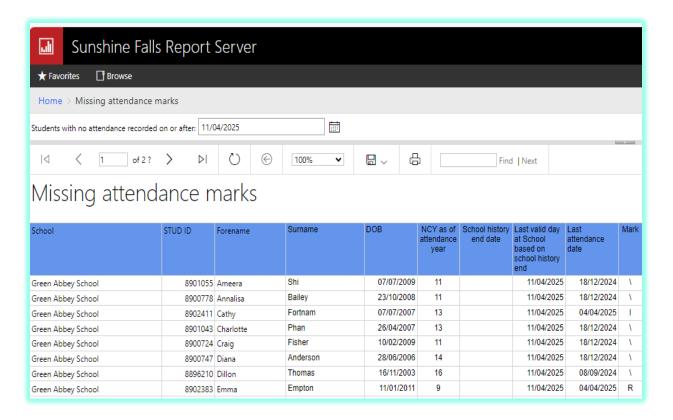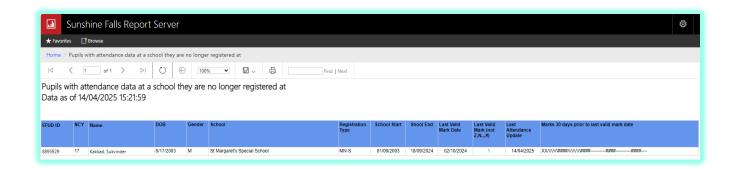| Phase	Total Schools with Attendance in period	Total Marks	Attendances	Authorised Absences	Unauthorised Absences	% Attendance
5_JUN	1	15344	14350	720	274	93.52%
5_LOW	1	18094	16567	1206	321	91.56%
5_MID	1	19114	17984	760	370	94.09%
5_SEC	1	17137	15987	951	199	93.29%
5_SP	1	15485	14329	971	185	92.53%
Total	5	85174	79217	4608	1349	93.01%

Missing attendance marks

This report lists students with no attendance recorded at their registered school for the current academic year. The report is to help identify pupils who have not been off rolled or identify issues with the school sending attendance data. This report uses school terms dates to determine if the child should have been at school. The report relies on the Base Days routine (Bases | Administration | Base Days being run each year.

School	STUD ID	Forename	Surname	DOB	NCY as of attendance year	School history end date	Last valid day at School based on school history end	Last attendance date	Mark
Green Abbey School	8901055	Ameera	Shi	07/07/2009	11		11/04/2025	18/12/2024	\
Green Abbey School	8900778	Annalisa	Bailey	23/10/2008	11		11/04/2025	18/12/2024	\
Green Abbey School	8902411	Cathy	Fortnam	07/07/2007	13		11/04/2025	04/04/2025	I
Green Abbey School	8901043	Charlotte	Phan	26/04/2007	13		11/04/2025	18/12/2024	\
Green Abbey School	8900724	Craig	Fisher	10/02/2009	11		11/04/2025	18/12/2024	\
Green Abbey School	8900747	Diana	Anderson	28/06/2006	14		11/04/2025	18/12/2024	\
Green Abbey School	8896210	Dillon	Thomas	16/11/2003	16		11/04/2025	08/09/2024	\
Green Abbey School	8902383	Emma	Empton	11/01/2011	9		11/04/2025	04/04/2025	R

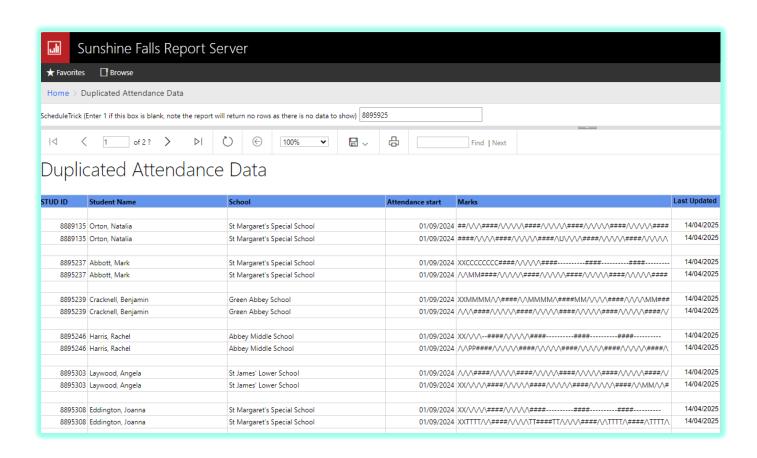# Pupils with attendance data at a school they are no longer registered at

This report shows pupils where they have attendance data, but they are no longer registered or dual registered at the school where the attendance data came from. It can be used to highlight issues with incorrect school end dates

Duplicated Attendance Data

This report shows students where they have multiple lines of attendance data for the same school in the same academic year with an Attendance start date in the same month and year.

Exclusion and Attendance conflicts

This report shows attendance marks of E that do not link with an exclusion in One OR where an Exclusion exists in One but the attendance on the days of the Exclusions are not an E.

School Attendance Summary by term

The report shows a summary of attendance data by term using the term dates defined against the Bases in One. The report has hyperlinks for each Terms and school that opens up the Pupil Attendance - All Marks Summary report.