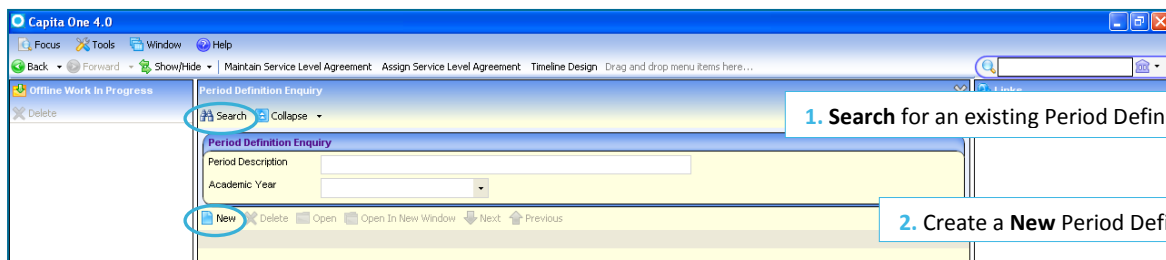# oneeducation

Period Definition

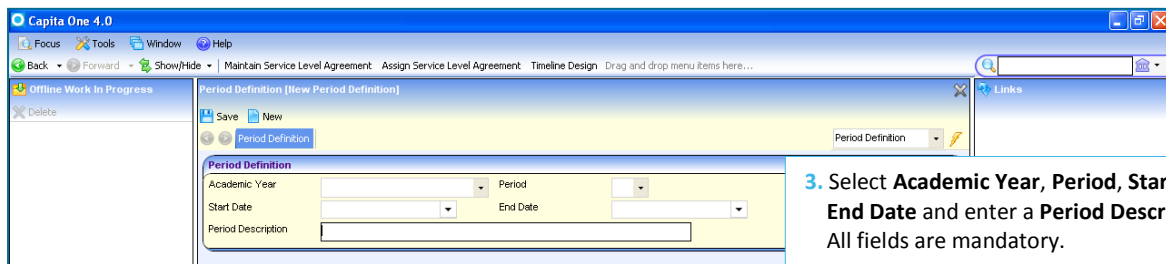**Menu:** Tools | Administration | Attendance | Period Definition

Periods are used when Attendance data is aggregated.
Attendance **Period Definitions** need to be managed and maintained for each Academic Year.

The Local Authority needs to define half term periods.
These should cover each half term in an Academic Year and in a typical three term academic year will result in six half term periods, although more can be set up.

1. Search for an existing Period Definition.

2. Create a **New** Period Definition.

3. Select **Academic Year**, **Period**, **Start Date**, **End Date** and enter a **Period Description**. All fields are mandatory.

Periods must be defined for all half terms in each Academic Year and must be uniquely identified.
The system will validate and ensure that Period Definitions do not overlap or have any gaps in the dates.
It is only possible to delete the highest Period record in a given Academic Year.

Examples of why a Period cannot be saved:
- Start Date overlaps with a previous Period
- End date overlaps with a future Period
- This period is not in sequence for this Academic Year
- Month difference between Start Date and End Date should not be more than 12 months
- End Date should be greater than Start Date

Related Reference Guides:
- Attendance_Attendance Code Definition
- Attendance_Attendance Aggregation
- Attendance_Student Attendance

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