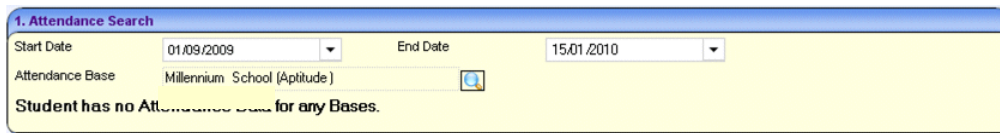


Menu: Focus | People | Students | Links panel | Student Attendance

1. Search for Student's Attendance data. If **Student has no Attendance Data for any Bases** select a different student





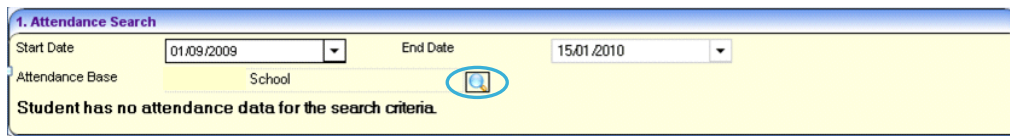
1. Attendance Search

Start Date: 01/09/2009 End Date: 15/01/2010

Attendance Base: Millennium School (Aptitude)

Student has no Attendance Data for any Bases.

If **Student has no Attendance Data for the search criteria** change **Start Date** and/or **End Date** and  **Search** again or click the **Attendance Base**  to open the Base Selector








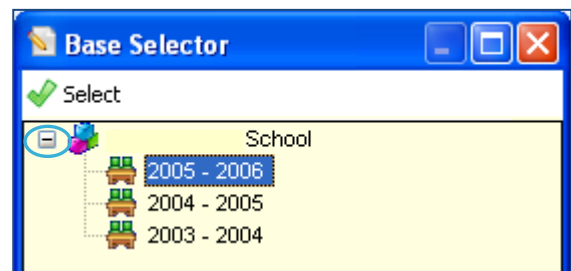
1. Attendance Search

Start Date: 01/09/2009 End Date: 15/01/2010

Attendance Base: School

Student has no attendance data for the search criteria.

2. The **Base Selector** shows the Student's  **Registered Base**  
 Click on  to expand the tree ()  
 Highlight an  **Academic Year**  
 Click  **Select** to open the **Attendance Details** panel







Base Selector

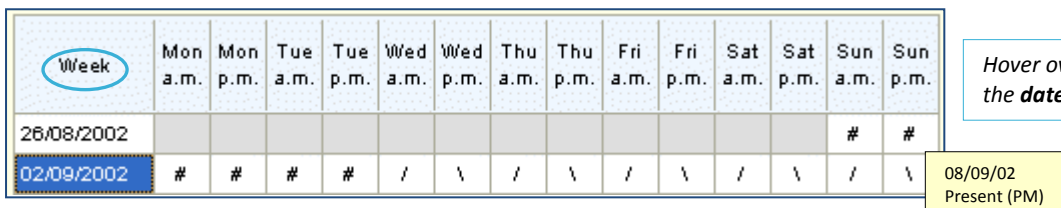
Select

School

- 2005 - 2006
- 2004 - 2005
- 2003 - 2004

 In order to view the Attendance details clearly it is advisable to use a higher screen resolution; the lowest supported resolution is 1024x768  
 Click on  **Show/Hide** to Hide All so that only the tables and pie-chart are visible

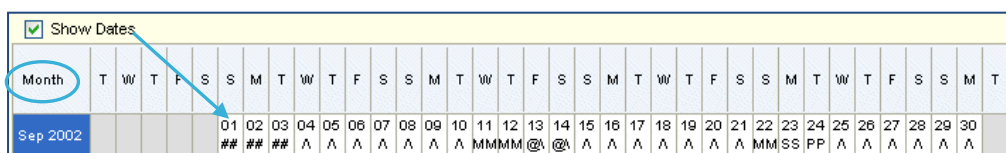
3. Display Student's Attendance information in a table showing a  **Weekly** or  **Monthly** View.



Week	Mon a.m.	Mon p.m.	Tue a.m.	Tue p.m.	Wed a.m.	Wed p.m.	Thu a.m.	Thu p.m.	Fri a.m.	Fri p.m.	Sat a.m.	Sat p.m.	Sun a.m.	Sun p.m.
26/08/2002													#	#
02/09/2002	#	#	#	#	/	\	/	\	/	\	/	\	/	\

08/09/02 Present (PM)

Hover over a mark to show the **date and meaning**

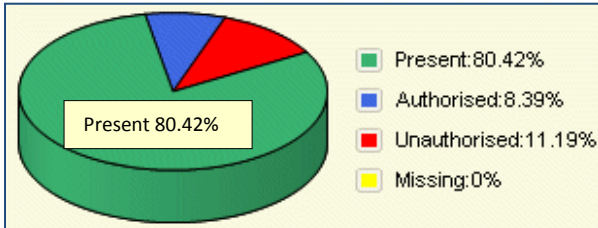


Show Dates

Month	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T					
Sep 2002					01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
					##	##	##	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	Λ	

Check  **Show Dates** to display the dates above each mark for the month.

### Attendance Summary



A graphical representation (pie-chart) of the Summary data: Attendance / Authorised Attendance / Unauthorised Attendance Approved Educational Activity / Unexplained Absences Late before Registration closed / Late after Registration closed

*Hover over pie-chart to show meaning and percentage*

Meaning	Sessions	Percentage
Attendances	230	80.42
Authorised Absences	24	8.39
Unauthorised Absences	32	11.19
Possible Attendances	286	
-----		
Approve Educ. Activity	8	
Lates before reg. closed	4	
Lates after reg. closed	0	
Unexplained Absences	32	

The **Attendance Summary** in a table format showing the percentage value for each statement in terms of the Student's possible Attendance. It shows **Sessions** totals with **Percentage** Sessions for the specified period. The information is broken down into **Attendance** and **Absence** categories

### Attendance Marks

Code	School Meaning	Count
/	Present (AM)	107
\	Present (PM)	111
B	Educated off site (NOT Dual re...	8
H	Family holiday (agreed)	20
L	Late (before registers closed)	4
M	Medical/Dental appointments	4
N	No reason yet provided for ab...	32
X	Non-compulsory school age a...	6

These are **Register Marks** used to describe either Attendance or type of Absence. Totals (**Count**) are displayed against each type of mark for the selected student during the defined period (*use the scrollbar to view all the relevant codes*)

Click on a category and the relevant marks will be highlighted in the **Weekly** or **Monthly** view, in the same colour as is shown on the Attendance Summary Chart

### Attendance Session Percentage

Day	AM	PM
All	79.58	81.25
Monday	80	85
Tuesday	80.95	80.95
Wednesday	77.27	81.82
Thursday	77.27	81.82
Friday	80.95	80.95
Saturday	77.78	73.68
Sunday	83.33	84.21

Displays the total percentage attendance for the defined period, with a percentage breakdown for each **day** of the week, separating morning (**AM**) and afternoon (**PM**) sessions

#### Related Reference Guides:

- Attendance\_Attendance Code Definition
- Attendance\_Attendance Aggregation
- Attendance\_Period Definition
- Attendance\_Print Attendance Details