

Capita



Attendance Report Pack

Professional Services

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Introduction

This report pack contains the main reports that will help to monitor pupils' attendance and absences. The reports assume that Authorised Absences use codes **F I R M C H E S T** and unauthorised absence codes of **G U N O**. Attendances include Approved Education Activities and Lates.

The DFE Guidance states:

Section one: guidance on pupil registers and attendance codes

School attendance

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.

Pupil Attendance - All Marks Summary

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

Parameters

Name	Description	Number of values	Values	Default
Start date	Start range for attendance data	1	Date	Start of current Academic Year
End date	End range for attendance data	1	Date	End of current academic Year
School Type(s)	School Type	Multiple	Dynamic	none
School Name(s)	Schools as per school type(s) previously selected	Multiple	Dynamic	none
NCY	NCY as of start date parameter	Multiple	Numeric	None

Sample Output

Student Attendance between 01/09/2022 and 05/04/2023									
NCY: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12									
Attendance Base	STUD ID	UPN	Student Name	DOB	NCY at 01/09/2022	School Start	School End	Attendance Start Date	Possible including -
Applegreen School	8920577	L860939007327	CoMin, Rivkah	01-11-2009	8	01/09/2020		01/09/2022	178
Ardley Hill Academy	8920559	Z718862999044	Cleland, Aadil	11-09-2014	3	01/09/2020		01/09/2022	174
Ardley Hill Academy	8920490	C790356075351	Runeckles, Lily	13-05-2018	0	01/09/2020		01/09/2022	176
B2B Open Demo School	8920500	M698529128796	Varia, Sumya	12-06-2018	0	01/09/2021		01/09/2022	176
B2B Open Demo School	8920585	P118837599824	Waldron-Law, Tayab	10-01-2015	3	01/09/2020		01/09/2022	176
Biggleswade Academy	8920523	M082013600306	Abrahimi, Alexandra	12-04-2013	5	01/09/2020		01/09/2022	176
Drake School	8920550	P064376278600	Lubbock, Kiano	29-04-2006	12	01/09/2020		01/09/2022	175
Dunton CoE VC Lower School	8920542	D022432190830	Oaten, Zakib	11-11-2016	1	01/09/2020		01/09/2022	178
Eversholt Lower School	8920509	U380342343343	Steer, Rozina	26-08-2014	4	01/09/2020		01/09/2022	176
Falconridge	8920537	F552723269708	Muckleston-Harris, Kaiya	29-08-2010	8	01/09/2020		01/09/2022	178
Fisher House	8920555	A589260298716	Iqbal Saqi, Akshara	20-07-2006	12	01/09/2020		01/09/2022	176
Gravenhurst Academy	8920581	J346685549695	Stent, Ikliaque	27-12-2017	0	01/09/2020		01/09/2022	182
Hastingsbury Academy	8920532	L549581647382	Wingrove, Ansar	09-04-2008	10	01/09/2020		01/09/2022	94
Hastingsbury Academy	8920564	R039456147463	Ahsan, Marina	31-07-2007	11	01/09/2020		01/09/2022	174

Attendance Base	STUD ID	Attended	Auth Abs.	Unauth abs.	Attended %	Auth Abs. %	Unauth abs. %	I	B	J	L	P	V	W
Applegreen School	8920577	172	2	4	96.63	1.12	2.25	168			2	1	1	
Ardley Hill Academy	8920559	169	5		97.13	2.87	0.00	163			4			2
Ardley Hill Academy	8920490	150	12	14	85.23	6.82	7.95	145			5			
B2B Open Demo School	8920500	170	6		96.59	3.41	0.00	169			1			
B2B Open Demo School	8920585	172	4		97.73	2.27	0.00	171			1			
Biggleswade Academy	8920523	174	2		98.86	1.14	0.00	173			1			
Drake School	8920550	153	22		87.43	12.57	0.00	153						
Dunton CofE VC Lower School	8920542	171	7		96.07	3.93	0.00	171						
Eversholt Lower School	8920509	158	18		89.77	10.23	0.00	158						
Falconridge	8920537	174	4		97.75	2.25	0.00	165				9		
Fisher House	8920555	174	2		98.86	1.14	0.00	174						
Gravenhurst Academy	8920581	5			2.75	0.00	0.00	5						
Hastingsbury Academy	8920532	94			100.00	0.00	0.00	93			1			
Hastingsbury Academy	8920564	170	4		97.70	2.30	0.00	165						5
Hastingsbury Academy	8920522	169	11	10	93.20	7.05	6.75	160	10		0			

Attendance Base	STUD ID	I	M	R	S	T	G	N	O	U	-	D	X	Y	Z	I	#	*	
Applegreen School	8920577	2					4											126	
Ardley Hill Academy	8920559	5																130	
Ardley Hill Academy	8920490	0	2						14									128	
B2B Open Demo School	8920500	3																128	
B2B Open Demo School	8920585	4																128	
Biggleswade Academy	8920523	2																128	
Drake School	8920550	2										3						126	
Dunton CofE VC Lower School	8920542	7																126	
Eversholt Lower School	8920509	6																128	
Falconridge	8920537	4																126	
Fisher House	8920555	2																128	
Gravenhurst Academy	8920581										177							122	
Hastingsbury Academy	8920532														82			128	
Hastingsbury Academy	8920564	4																130	
Hastingsbury Academy	8920522	0	2						40									128	

Student Attendance between 01/09/2022 and 05/04/2023

NCY: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Phase	Total Schools with Attendance in period	Total Marks	Attendances	Authorised Absences	Unauthorised Absences	% Attendance
Academy	7	1503	1381	72	50	91.88%
Academy (Primary)	6	1059	991	52	16	93.58%
Independent School	2	704	683	19	2	97.02%
Junior School	2	355	351	4	0	98.87%
Lower School	1	178	171	7	0	96.07%
Primary	7	1380	1319	42	19	95.58%
Secondary	8	2987	2821	132	34	94.44%
Total	33	8166	7717	328	121	94.50%

Pupils with no attendance data at Registered school

Lists students with no attendance recorded at their registered school for the current academic year. The report helps identify pupils who have not been off rolled or identify issues with the school sending attendance data.

Parameters

Name	Description	Number of values	Values	Default
Start Date	Academic Year Start date	1	date	Beginning of current academic year

Sample Output

Home > Test > Attendance > Pupils with No Attendance at registered School

Enter academic Year Start Date e.g. 01/09/2020

Navigation: |< < 1 of 2? > > | Refresh | 100% | Print | Find | Next

Pupils with No Attendance data for the Academic Year starting: 01/09/2022
The report only shows schools where the 'XML Transfer' or 'B2B Student' flag is ticked on the base record.

BASE NAME	STUD ID	FORENAME	SURNAME	DOB	GENDER	NCY	BASE NAME
Total Students: 1162							
<input type="checkbox"/> West House Primary School	Students: 2						
<input type="checkbox"/> West House Secondary School	Students: 346						
<input type="checkbox"/> West Primary School	Students: 2						
<input type="checkbox"/> West Wood High School	Students: 179						
<input type="checkbox"/> West High School	Students: 141						
	70888	Ajmal	Sakanderaide	27/12/2002	Male	04	Canon High School
	02284	Faisal	Osaro	02/06/2002	Male	04	Canon High School
	021352	Zerab	Tarab	04/05/2002	Female	04	Canon High School
	76126	Abdulqadir	Bergamini	08/02/2002	Female	05	Canon High School
	67626	Abdulqadir	Isa	26/05/2002	Male	05	Canon High School
	027089	Abdur-Rahman	Argenti	02/06/2002	Male	05	Canon High School
	028928	Abdur	Nar	07/06/2002	Male	05	Canon High School
	071288	Adriana	Osma	08/04/2002	Female	05	Canon High School
	026079	Ajmal	Sakanderaide	27/12/2002	Male	05	Canon High School
	024811	Alex	Rodriguez	02/02/2002	Male	05	Canon High School
	040466	Aman	Alfrah	09/02/2002	Male	05	Canon High School
	023025	Amir	Oral	24/02/2002	Male	05	Canon High School
	020758	Brandon	Willy	04/06/2002	Male	05	Canon High School
	88874	Caroline	Osprey	26/07/2002	Female	05	Canon High School

Pupils with over nn Unauthorised absences

Highlights student who have had over a certain number of unauthorised absences for the current academic year, either consecutive or non-consecutive.

Parameters

Name	Description	Number of values	Values	Default
Attendance Pattern	Consecutive or non-consecutive absences	1	Consecutive Non-Consecutive	
Absence marks count	Number of absence marks to count	1	Numeric	20-29 30-39 40+

Sample Output

Home > Test > Attendance > Pupils with over nn Unauthorised absences

Show only Consecutive or only Non Consecutive absences:

absences >=

1 of 27

100%

Find | Next

Pupils with 30 - 39 consecutive absences in the current AY

Where a pupil has attended more than 1 school: The marks summary will be an amalgamation of both schools, they will still have a separate row for each school.

BASE NAME	STUD ID	SURNAME	FORENAME	DOB	NCY	GUARDIANS	SCHOOL START	SCHOOL END	N	U	O	G	Total
Wash End High School	101021	Al-Sulfi	Abbas	27/04/2011	0		01/09/2022	03/11/2022	30	0	0	0	30
Salisbury College	101021	Al-Sulfi	Abbas	27/04/2011	0		04/11/2022		30	0	0	0	30
Wash End High School	112027	Chibani-Amersani	Abbas	05/01/2010	0				38	0	0	0	38
Wash End High School	102020	Nur	Abbas	26/02/2007	01				0	0	38	0	38
Wash End High School	100020	Patel	Alha	26/02/2010	0		20/04/2020		0	0	0	30	30
Wash End High School	100020	Rob	Alha	26/02/2008	01		12/09/2019		14	0	30	0	44
Wash End High School	100020	Alam	Alha	06/08/2018	0		13/09/2022		0	0	0	30	30
Wash End High School	111040	Chibani	Abbas	04/01/2008	0		04/09/2020		4	0	104	0	108
Wash End High School	100020	Alam	Alha	21/06/2010	0		04/10/2021		0	0	0	33	33
Wash End High School	100020	Alam	Alha	26/02/2007	01	Wash End High School - 5 Torky Road, Edgware, HA8 9JG Wash End High School - 5 Torky Road, Edgware, HA8 9JG	24/09/2018		5	1	33	0	39
Wash End High School	201040	Page	Andrew	12/01/2000	0		07/09/2022	07/09/2022	0	0	30	0	30
Wash End High School	201040	Page	Andrew	12/01/2000	0		20/05/2022	06/09/2022	0	0	30	0	30
Wash End High School	100114	Alam	Alha	14/02/2010	0		09/09/2020		1	0	34	0	35
Wash End High School	112100	Alam	Alha	21/02/2009	0	Wash End High School - 5 Torky Road, Edgware, HA8 9JG	02/09/2020		0	0	38	0	38
Wash End High School	100020	Alam	Alha	13/06/2010	0	Wash End High School - 117 Harge Road, Harrow, HA3 5AR Wash End High School - 117 Harge Road, Harrow, HA3 5AR	04/01/2021		0	0	70	0	70
Wash End High School	112027	Alam	Alha	27/12/2010	0	Wash End High School - 130 The Chase, Edgware, HA8 9JG Wash End High School - 130 The Chase, Edgware, HA8 9JG	01/09/2022		2	0	0	32	34
Wash End High School	100114	Alam	Alha	26/02/2010	0		19/09/2019		0	0	2	30	32
Wash End High School	201021	Alam	Alha	12/02/2010	0		20/04/2022	05/09/2022	32	0	0	0	32
Wash End High School	100020	Alam	Alha	26/02/2007	0		22/10/2020		0	0	2	30	32

Pupils with attendance but not registered at school

Shows pupils where they have attendance data, but they are not registered or dual registered at the school where the attendance data came from.

Sample Output

Home > Test > Attendance > Pupils with attendance but not registered at school

< 1 of 1 > 100% Find | Next

Pupils with attendance but not registered at school.

STUD ID	NCY	Name	DOB	Gender	School	Registration Type	School Start	Last Valid Mark Date	Last Valid Mark (not Z,N,-#)	Last Attendance Update	Marks for last 30 days
107526	10	Mohammed Ali Azzam	10/10/2017	M	Newton High School	DUAL	10/6/2022	11/11/2022	L	12/11/2022	#####

Pupils with attendance after the school history end date

Shows students with attendance data from a school they no longer attend according to the school history

Sample Output

Home > Test > Attendance > Pupils with attendance after the school history end date

1 of 2? 100% Find | Next

Pupils with attendance after the school history end date

STUD ID	NCY	Name	DOB	Gender	School	Registration Type	School Start	School End	Last Valid Mark Date	Last Valid Mark (not Z.N.-#)	Last Attendance Update	All Marks
102088	1	Ena Shah	9/3/2017	F	Avonl-House Primary School	MN-S	9/29/2022	31/10/2022	01/11/2022	C	09/11/2022	##Z#####ZZZZZZZZ
102724	2	Padma Rajagopalan	4/5/2016	F	Avonl-House Primary School	MN-S	9/1/2020	11/10/2022	13/10/2022	O	09/11/2022	##O#####00000000
102802	5	Isabelle Sharma	2/1/2018	W	Avonl-House Primary School	MN-S	9/1/2022	19/10/2022	31/10/2022	C	09/11/2022	#####XXXXXXXXXX
103142	2	Yas Sparo	9/22/2016	M	Aylward Primary School	MN-S	9/7/2020	30/09/2022	03/10/2022	/	28/11/2022	#####0000000000
103422	5	Phoana Solang	9/17/2013	F	Aylward Primary School	MN-S	9/11/2017	31/07/2022	14/09/2022	O	20/09/2022	#####NNNNNNNN
103464	4	Aifa Shukmanabi	2/29/2014	F	Balmeil School	MN-S	6/20/2022	10/10/2022	14/10/2022	O	15/10/2022	#####00000000
103217	2	Muhammad Ali Saeed	18/21/2015	M	Balmeil School	MN-S	1/6/2022	01/09/2022	16/09/2022	O	17/09/2022	#####00000000
103218	5	Hafsa Saeed	1/18/2013	F	Balmeil School	MN-S	1/6/2022	01/09/2022	16/09/2022	O	17/09/2022	#####00000000
103062	5	Sahid Shukmanabi	1/17/2013	M	Balmeil School	MN-S	6/20/2022	10/10/2022	14/10/2022	O	15/10/2022	#####00000000
103264	1	Viveen Iqbal Pappal	19/10/2016	M	Balmeil School	MN-S	1/5/2022	15/09/2022	16/09/2022	I	17/09/2022	#####00000000
103065	7	Zaynab Wazid	12/25/2013	F	Bentley Wood High School	MN-S	9/1/2022	01/09/2022	07/09/2022	/	28/11/2022	#####NNNNNNNN
103022	1	Ariana Murtanatu	6/16/2017	F	Carlton Primary School with Nursery	MN-S	9/6/2021	22/07/2022	09/09/2022	G	10/09/2022	#####GGGGGGGG
102256	3	Isara Bodnar	7/27/2016	F	Carlton Primary School with Nursery	MN-S	9/11/2018	22/07/2022	15/09/2022	G	17/09/2022	#####GGGGGGGG
103042	5	Willie Zahara	9/22/2013	W	Carlton Primary School with Nursery	MN-S	9/8/2021	22/07/2022	09/09/2022	G	24/09/2022	#####GGGGGGGG
103045	4	Jananya Singh	8/22/2014	F	Carlton Lane Primary School	MN-S	6/13/2022	21/07/2022	12/09/2022	O	11/09/2022	#####00000000
103162	3	Jackie Aley	9/16/2014	M	Carlton Lane Primary School	MN-S	4/25/2022	03/11/2022	07/11/2022	O	06/11/2022	#####00000000
103175	5	Aifa Baly	2/6/2013	F	Carlton Lane Primary School	MN-S	9/20/2022	18/11/2022	21/11/2022	O	20/11/2022	#####ZZZZZZZZZZ
103028	2	Ajuna Gnanathan	11/3/2015	M	Carlton Lane Primary School	MN-S	9/2/2020	21/07/2022	23/09/2022	O	25/09/2022	#####00000000
103068	3	Big Raj	9/10/2014	F	Carlton Lane Primary School	MN-S	9/5/2019	21/07/2022	12/09/2022	O	11/09/2022	#####00000000
103046	5	Sharan Joshi	1/29/2013	M	Carlton Lane Primary School	MN-S	11/22/2021	21/07/2022	12/09/2022	O	11/09/2022	#####00000000
103024	1	Isabelle Mitchell	5/25/2017	F	Carlton Lane Primary School	MN-S	9/3/2021	21/07/2022	30/09/2022	O	25/09/2022	#####00000000
103020	5	Whitige Swain	3/26/2012	F	Carlton Lane Primary School	MN-S	1/29/2018	21/07/2022	30/09/2022	O	25/09/2022	#####00000000
103043	3	Harman-Hoor Khalid	12/27/2014	F	Carlton Lane Primary School	MN-S	9/28/2020	05/09/2022	07/10/2022	O	09/10/2022	#####00000000
103136	4	Naar Ahmad	6/24/2014	M	Carlton Lane Primary School	MN-S	6/3/2019	21/07/2022	09/09/2022	O	11/09/2022	#####00000000

Duplicated Attendance Data

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.

Sample Output

STUD ID	START DATE	MARKS	LAST UPDT
[REDACTED]	01/09/2022	#####\#####/###\#####	28/11/2022
[REDACTED]	01/09/2022	#####	28/11/2022