



**DENBIGH**  
INTERNATIONAL

Administration  
Solutions  
for Education

# DENBIGH ADMINISTRATION

## Attendance Module (2015)

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MainMenu 1 - Students 2 - Student Attendance, to go to the Student Attendance Menu. Note: Staff Entering absences need to be in the group DB\_attendance.

The screenshot shows the Denbigh Administration Main Menu. At the top, there is a navigation bar with icons for Main Menu, Back, Database Configuration, Administrative Tasks, Quick Search, and Quit. The main menu is organized into several categories: Families, Community, Compliance, Parent Teacher Interviews, Enrolment Enquiries, and Calendar. The 'Students' category is expanded, showing 'Future Students', 'Current Students', and 'Former Students'. 'Current Students' is further divided into 'Student Attendance', 'Sport', 'Extra Curricular', 'Music', 'Pastoral Care', 'References', and 'Textbooks'. The 'Student Attendance' item is highlighted with a red circle and the number '2'. The right sidebar contains a 'Reminders' section with the following notes:

- Reminder Note: 20/1/2014 - Waters, Greg. Ring to confirm tour. Actioned
- Reminder Note: 1/5/2014 - Melbusch, Mitchell. Collect Assignment. Actioned
- Reminder Note: 24/9/2014 - Liu, John. Ring John's Parents re missed rehearsal. Actioned
- Reminder Note: 9/6/2015 - Deak, Ryan. Check on Clergy Discount. Actioned

At the bottom of the page, there is a red bar with the text 'DENBIGH DEMONSTRATION SCHOOL'.

## Student Attendance Menu

The screenshot shows the Denbigh Administration Student Attendance Menu. The 'Attendance Setup' menu item in the top navigation bar is highlighted with a red circle. The main menu is divided into several sections:

- Teacher Entry Options:** Tutor Group Attendance Entry, Class Attendance Entry
- Bulk Entry Options:** Barcode Entry Absences, Bulk Absence Entry, Barcode Entry Lates
- Late Arrivals / Early Departures:** Front Counter Processing, Front Counter File (For Students)
- Print Functions:** Print Absence & Lateness Summary, Print Absence Only Summary, Print Lateness Only Summary, Print Daily Absentee Contact
- Admin Functions:** Find Students with 3 Consecutive Absences, Find Absences / Lates within Date Range, Tutor Group Attendance Entry Logging, Class Attendance Entry Logging
- SMS Functions:** Send SMS Absence Notifications, Manage SMS Messages and Replies
- Data Tables:** Attendance List, Attendance Archive, Individual Student Attendance, Student List displaying Attendance

At the bottom of the page, there is a red bar with the text 'DENBIGH DEMONSTRATION SCHOOL'.

Click to the Attendance Setup menu

## Student Attendance Preferences

**Determine a Full Day's Absence:**  
Which period does your school consider to be the main roll marking period? Period 20 is (Tutor Group)  
 1  3  5  20  
 2  4  6

Which periods do you mark a roll?  
 1  3  5  20  
 2  4  6

For DEEWA calculation purposes  
After which period is a student marked as Part Day Absent?  
Period 20 is (Tutor Group)  
Note: Late prior to this period is marked as late only.  
 1  3  5  20  
 2  4  6

DEEWR ID:

Front Counter Processing  
 Use Barcode Entry  
 Use Student Selection Entry  
 Yes  No

Populate Attendance Records for Today  
 Populate Attendance Records for a Date Range  
 Front Counter File Data Update

Start:   
 End:  No Dialog

Last Run: 5/7/2013

**Buttons** **Graphics**

Present (P), Absent (A), Late (L), In + Out, Excursion (E), Study Leave (SL), Sick Bay (SB)

**Reason Codes used by government**  
 Codes used to describe the reason for absence and if applicable to report counts.

Code	Reason	Count in reports
A	The student's absence is unexplained or unjustified.	<input checked="" type="checkbox"/>
B	The student is absent from the school on work experience, school	<input checked="" type="checkbox"/>
E	The student was suspended from school.	<input checked="" type="checkbox"/>
F	Senior student participating in flexible timetable not present	<input type="checkbox"/>
H	The student is attending another educational institution. (shared)	<input type="checkbox"/>
L	The student's absence is for leave accepted by the principal.	<input checked="" type="checkbox"/>
M	The student was exempted from attending school.	<input checked="" type="checkbox"/>
S	The student's absence is due to sickness or as the result of a	<input checked="" type="checkbox"/>

- 1 - Set the determination to count for Full day absent and Part day absences and to select the periods that get marked during the day.
- 2 - Your Schools DEEWA number.
- 3 - Which function to use for the Front Counter Processing.
- 4 - Buttons to populate the Attendance records, for a day and a date range (displays the last date run). Front Counter File Data Update, for updating student data in the FCF.
- 5 - Button's and Graphics used within the Attendance system. (These could be changed if needed).
- 6 - Government Reason Codes - Schools can change the Reason if necessary to suit their needs.

Please note that the the attendance data relies on the calendar being set up correctly for each year group. (See Calendar Module Instructions)

## The Attendance Population Script

The screenshot shows the Denbigh Administration web interface. At the top, there are navigation tabs for Birthdays, Absences, Timetable, Calendar, and Reminders. A central message reads "Welcome to Denbigh Administration". Below this is a "Privacy reminder" notice. On the right, a "Reminders" panel lists two notes: "16/9/2010 - Flood Follow up re overdue payment" and "1/12/2011 - Gort, John rt5h356". A modal dialog box titled "ATTENTION" is displayed in the center, asking if the user wants to run the attendance population script. The dialog has "No" and "Yes" buttons.

An attendance population script runs overnight to create logging records. If the population script does not run overnight, the database administration staff will receive this message, so they can then go to the attendance setup menu and run the script.

## Teacher Entry Options

The screenshot displays the "Student Attendance Menu" interface. At the top, there are navigation buttons for "Main Menu", "Back", and "Attendance Setup", along with the "DENBIGH ADMINISTRATION" logo. The menu is organized into several sections:

- Teacher Entry Options** (highlighted with a red box): Tutor Group Attendance Entry, Class Attendance Entry
- Bulk Entry Options**: Barcode Entry Absences, Bulk Absence Entry, Barcode Entry Lates
- Late Arrivals / Early Departures**: Front Counter Processing, Front Counter File (For Students)
- Print Functions**: Print Absence & Lateness Summary, Print Absence Only Summary, Print Lateness Only Summary, Print Daily Absentee Contact
- Admin Functions**: Find Students with 3 Consecutive Absences, Find Absences / Lates within Date Range, Tutor Group Attendance Entry Logging, Class Attendance Entry Logging
- SMS Functions**: Send SMS Absence Notifications, Manage SMS Messages and Replies
- Data Tables**: Attendance List, Attendance Archive, Individual Student Attendance, Student List displaying Attendance

At the bottom of the page, there is a red banner with the text "DENBIGH DEMONSTRATION SCHOOL".

# Tutor Group or Class Entry

## Choose Tutor Group

Attendance Menu **Choose Tutor Group** DENBIGH ADMINISTRATION

Date: 7/9/2015

Please select a Tutor Group from the list below

KG	Select
KY	Select
1K	Select
1R	Select
2F	Select
2S	Select

Tutor Group selected: **11.1**

**Mark Roll**

Choose the Tutor Group from the list, Click "**Mark Roll**". If marking for another data, change the date.

## Tutor Group Attendance Entry

**Absence Entry - 11.1** DENBIGH ADMINISTRATION

Click "A" button to mark a student as Absent. Only click "P" button to mark a student as present, if marked absent by mistake.

Students in Tutor Group: **11.1** **Change** 7/9/2015 **Date of Absence**

Student	TG	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	L	P	A
 Gary Daroesman	TG											L	P	A
 Daniel Hurman	TG											L	P	A
 Edward Ward	TG											L	P	A
 Scott Hufton	TG											L	P	A
 Tracey Hopton	TG											L	P	A
 Will McGrath														

**Cancel** **Done**

This will default to the tutor group of the teacher logged in, if they have a tutor group. (Note: the Late button is an option not used at all schools)

## Tutor Group Attendance Entry

**Absence Entry - 11.1**

Click "A" button to mark a student as Absent. Only click "P" button to mark a student as present, if marked absent by mistake.



**DENBIGH**  
ADMINISTRATION

**Students in Tutor Group: 11.1** 7/9/2015

Date of Absence

Student				
 Gary Daroesman	Already Absent. If Present, send to Admin Office	TG	P1 P2 P3 P4 P5 P6 P7 P8 P9 P10	L P A
 Daniel Hurman		TG	P1 P2 P3 P4 P5 P6 P7 P8 P9 P10	L P A
 Edward Ward		TG	P1 P2 P3 P4 P5 P6 P7 P8 P9 P10	L P A
 Scott Hufton		TG	P1 P2 P3 P4 P5 P6 P7 P8 P9 P10	L P A
 Tracey Hopton	Already Absent. If Present, send to Admin Office	TG	P1 P2 P3 P4 P5 P6 P7 P8 P9 P10	L P A
 Will McGrath				

Click the "A" to mark the student as Absent, click "L" if the student arrives late to class. Only Click "P" if clicked on a A or L incorrectly. Click "Done" when complete or "Cancel" if incorrect. When Done is clicked this will log this class as completed the roll for logging administration purposes. If a student has previously been marked absent, late or excursion, this will display. You can't change a student from this entry point if they have any absence entries. The administration staff need to be notified for the changes.

### Absence Entry - 11.1

Click "A" button to mark a student as Absent. Only click "P" button to mark a student as present, if marked absent by mistake.



Students in Tutor Group: 11.1

Change

7/9/2015  
Date of Absence

Student	TG	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	L	P	A
 Shirley Traynor	TG													
 Johnathon Morrison <small>EXCURSION</small>	TG	E	E	E	E	E	E	E	E	E	E			
 Matthew Da-Rin	TG													
 Peter Kim	TG													
 Tom Boileau	TG													

Cancel Done

Display of Students on Excursion.

## Tutor Group Attendance Entry Logging

Admin Functions	
Find Students with 3 Consecutive Absences	Find Absences / Lates within Date Range
Tutor Group Attendance Entry Logging	Class Attendance Entry Logging

To check which teachers have and have not marked their Tutor Group Roll.

## Tutor Group Attendance Entry Logging

Tutor Group	By	Time	
10.1	denbigh	3:42 PM	<input checked="" type="checkbox"/>
10.2			<input type="checkbox"/>
10.3			<input type="checkbox"/>
10.4			<input type="checkbox"/>
10.5			<input type="checkbox"/>
10.6			<input type="checkbox"/>
11.1	denbigh	11:22 AM	<input checked="" type="checkbox"/>
11.2	testattendance	1:00 PM	<input checked="" type="checkbox"/>
11.3	denbigh	1:21 PM	<input checked="" type="checkbox"/>
11.4			<input type="checkbox"/>
11.5			<input type="checkbox"/>
11.6			<input type="checkbox"/>
12.1	denbigh	10:41 AM	<input checked="" type="checkbox"/>
12.2	denbigh	10:39 AM	<input checked="" type="checkbox"/>
12.3	denbigh	10:39 AM	<input checked="" type="checkbox"/>
12.4			<input type="checkbox"/>
12.5			<input type="checkbox"/>
12.6			<input type="checkbox"/>

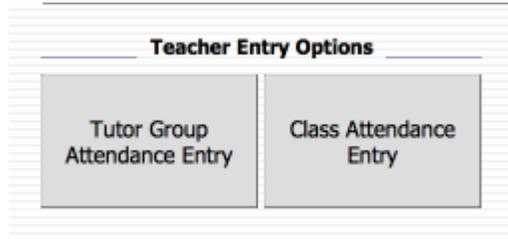
This list all Tutor groups with the name of the teacher who marked the roll and the time it was marked. This list can then be printed.

## Tutor Group Attendance Entry Logging

 Tutor Group Attendance Logging for Tue, 23 Apr 2013			
Class	By	Time	Completed
10.1	denbigh	15:42:08	<input checked="" type="checkbox"/>
10.2			<input type="checkbox"/>
10.3			<input type="checkbox"/>
10.4			<input type="checkbox"/>
10.5			<input type="checkbox"/>
10.6			<input type="checkbox"/>
11.1	denbigh	11:22:55	<input checked="" type="checkbox"/>
11.2	testattendance	13:00:45	<input checked="" type="checkbox"/>
11.3	denbigh	13:21:02	<input checked="" type="checkbox"/>
11.4			<input type="checkbox"/>
11.5			<input type="checkbox"/>
11.6			<input type="checkbox"/>
12.1	denbigh	10:41:09	<input checked="" type="checkbox"/>
12.2	denbigh	10:39:57	<input checked="" type="checkbox"/>
12.3	denbigh	10:39:37	<input checked="" type="checkbox"/>
12.4			<input type="checkbox"/>
12.5			<input type="checkbox"/>
12.6			<input type="checkbox"/>
7.1			<input type="checkbox"/>
7.2	denbigh	10:38:50	<input checked="" type="checkbox"/>
7.3			<input type="checkbox"/>
7.4			<input type="checkbox"/>
7.5			<input type="checkbox"/>
8.1			<input type="checkbox"/>
8.2			<input type="checkbox"/>
8.3			<input type="checkbox"/>
8.4			<input type="checkbox"/>
8.5			<input type="checkbox"/>
9.1			<input type="checkbox"/>
9.2			<input type="checkbox"/>
9.3	testattendance	14:19:19	<input checked="" type="checkbox"/>
9.4			<input type="checkbox"/>
9.5			<input type="checkbox"/>
6.1	denbigh	10:42:21	<input checked="" type="checkbox"/>
6.2			<input type="checkbox"/>
6.3	testattendance	13:26:17	<input checked="" type="checkbox"/>
6.4			<input type="checkbox"/>
1K			<input type="checkbox"/>
1R			<input type="checkbox"/>
2F			<input type="checkbox"/>
2S			<input type="checkbox"/>

Printed List of Absence Logging

## Class Attendance Entry



From the Student Attendance Menu, Click Class Attendance Entry.

The screenshot shows a web application interface with a navigation bar at the top containing "Main Menu", "Back", and "Attendance Menu" buttons. Below the navigation bar is a header "Choose Name and Class". The main content area contains three steps:

1. Please select the teacher's name  
 Denbigh Mr J
2. Please enter the date
3. Please select the class required.  

06VA2	Visual Arts	P 3
06VA2	Visual Arts	P 4

This screen will default to teacher who is logged in, classes taught for today. If marking the roll for another teacher's class, change the teacher from the drop down list

## Class Attendance Entry

Main Menu Back Attendance Menu

**Choose Name and Class**

1. Please select the teacher's name  
 Denbigh Mr J

2. Please enter the date

3. Please select the class required.

06VA2	Visual Arts	P 3
06VA2	Visual Arts	P 4

Selected Class and Period

For period

4. Click Continue to mark the roll

Click on the class to be marked, and then Click Continue.

## Class Attendance Entry

Main Menu Back Attendance Menu

**Class Attendance Entry**

<input type="text" value="06VA2"/>	<input type="text" value="3"/>	<input type="text" value="Visual Arts"/>	<input type="text" value="12/4/2013"/>	<input type="text" value="DENJ"/>
<small>Class Code</small>	<small>Period</small>	<small>Subject Name</small>	<small>Date of Absence</small>	<small>Teacher</small>

Student			
	Benjamin Teresa	<input type="radio"/>	<input type="radio"/>
	Bros Priyanka	<input type="radio"/>	<input type="radio"/>
	Burge Seentinie	<input type="radio"/>	<input type="radio"/>
	Connors Stephy	<input type="radio"/>	<input type="radio"/>
	Cowan Mikaela	<input type="radio"/>	<input type="radio"/>
	Dean Jessica	<input type="radio"/>	<input type="radio"/>

Click the "A" button for any absent students, then "Done" or "Cancel" if incorrect.

**Class Attendance Entry**

Click the "A" button to mark a student as Absent. Only click the "P" button to mark a student as present, if marked absent by mistake.

06VA1 Class Code	2 Period	Visual Arts Subject Name	7/09/2015 Date of Absence
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p style="font-size: 0.8em; margin: 0;">Skepev Hasmeera</p> <p style="font-size: 0.7em; margin: 0; color: blue;">EXCURSION</p> </div> <div style="width: 40%; font-size: 0.8em;"> <p style="margin: 0;">Already Absent. If Present, send to Admin Office</p> <p style="margin: 0;">TG <span style="color: red;">P2</span></p> <p style="margin: 0;">E E E E E E E E</p> </div> <div style="width: 20%; text-align: center;"> <p style="font-size: 1.2em; border: 1px solid gray; border-radius: 50%; padding: 5px; display: inline-block;">P</p> <p style="font-size: 1.2em; border: 1px solid gray; border-radius: 50%; padding: 5px; display: inline-block; margin-left: 10px; color: red;">A</p> </div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p style="font-size: 0.8em; margin: 0;">Thomas Salina</p> </div> <div style="width: 40%; font-size: 0.8em;"> <p style="margin: 0;">TG <span style="color: red;">P2</span></p> </div> <div style="width: 20%; text-align: center;"> <p style="font-size: 1.2em; border: 1px solid gray; border-radius: 50%; padding: 5px; display: inline-block;">P</p> <p style="font-size: 1.2em; border: 1px solid gray; border-radius: 50%; padding: 5px; display: inline-block; margin-left: 10px; color: red;">A</p> </div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p style="font-size: 0.8em; margin: 0;">Ware Barry</p> <p style="font-size: 0.7em; margin: 0; color: blue;">EXCURSION</p> </div> <div style="width: 40%; font-size: 0.8em;"> <p style="margin: 0;">Already Absent. If Present, send to Admin Office</p> <p style="margin: 0;">TG <span style="color: red;">P2</span></p> <p style="margin: 0;">E E E E E E E E</p> </div> <div style="width: 20%; text-align: center;"> <p style="font-size: 1.2em; border: 1px solid gray; border-radius: 50%; padding: 5px; display: inline-block;">P</p> <p style="font-size: 1.2em; border: 1px solid gray; border-radius: 50%; padding: 5px; display: inline-block; margin-left: 10px; color: red;">A</p> </div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p style="font-size: 0.8em; margin: 0;">Williams Nilani</p> <p style="font-size: 0.7em; margin: 0; color: blue;">EXCURSION</p> </div> <div style="width: 40%; font-size: 0.8em;"> <p style="margin: 0;">Already Absent. If Present, send to Admin Office</p> <p style="margin: 0;">TG <span style="color: red;">P2</span></p> <p style="margin: 0;">E E E E E E E E</p> </div> <div style="width: 20%; text-align: center;"> <p style="font-size: 1.2em; border: 1px solid gray; border-radius: 50%; padding: 5px; display: inline-block;">P</p> <p style="font-size: 1.2em; border: 1px solid gray; border-radius: 50%; padding: 5px; display: inline-block; margin-left: 10px; color: red;">A</p> </div> </div>			
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p style="font-size: 0.8em; margin: 0;">Winder Kate</p> <p style="font-size: 0.7em; margin: 0; color: red; border: 1px solid red; padding: 2px;">ABSENT</p> </div> <div style="width: 40%; font-size: 0.8em;"> <p style="margin: 0;">Already Absent. If Present, send to Admin Office</p> <p style="margin: 0;">TG <span style="color: red;">P2</span></p> <p style="margin: 0;">A A A A A A A A</p> </div> <div style="width: 20%; text-align: center;"> <p style="font-size: 1.2em; border: 1px solid gray; border-radius: 50%; padding: 5px; display: inline-block;">P</p> <p style="font-size: 1.2em; border: 1px solid gray; border-radius: 50%; padding: 5px; display: inline-block; margin-left: 10px; color: red;">A</p> </div> </div>			
<p style="border: 1px solid gray; padding: 5px; display: inline-block;">Cancel</p>		<p style="border: 1px solid gray; padding: 5px; display: inline-block;">Done</p>	

If a student has been marked away it will display. Administration staff would need to make any changes if this data is incorrect.

## Class Attendance Entry Logging

**Admin Functions**

<p style="font-size: 0.8em; margin: 0;">Find Students with 3 Consecutive Absences</p>	<p style="font-size: 0.8em; margin: 0;">Find Absences / Lates within Date Range</p>
<p style="font-size: 0.8em; margin: 0;">Tutor Group Attendance Entry Logging</p>	<p style="font-size: 0.8em; margin: 0;">Class Attendance Entry Logging</p>

To check which teachers have and have not marked their Class Roll.

## Class Attendance Entry Logging

Main Menu Back Attendance Menu Print Logging List

Attendance Logging Administration

Date: Wed, 19 Jun 2013 Day of Cycle : 1

1  2  3  4  5  6  20

Tutor Group	By	Period	Time
08EN4		1	
08MA2	denbigh	1	12:17 PM
08VA4		1	
08VA5		1	
10EN1		1	
10EN2		1	
10EN3		1	
10EN4		1	
10EN5		1	
10EN6		1	
10EN7		1	
LA2S1		1	
06IL2		2	
07DT4		2	
07DT5		2	
07DT6		2	
07MA2		2	
07MA1		2	

This list all Tutor groups with the name of the teacher who marked the roll and the time it was marked. This list can then be printed.

## Processing Lates and Early Departures

**Late Arrivals / Early Departures**

Front Counter Processing	Front Counter File (For Students)
--------------------------	-----------------------------------

There are a few options for processing Lates and Early departures. The Front Counter processing with either scanning of barcodes or from a front counter computer. Also entries can be made directly from the student's records.

## Front Counter Processing (Barcode Scanning)



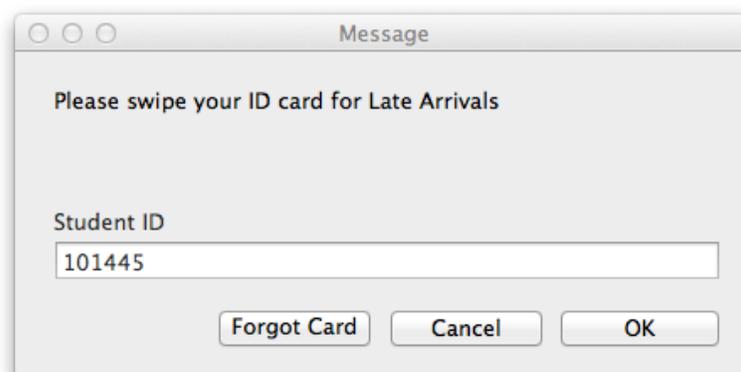
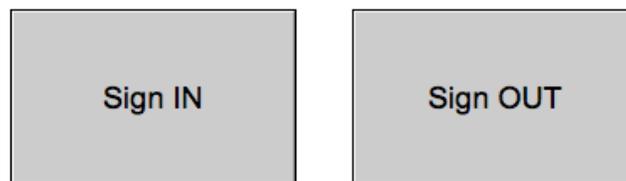
Student Late Arrivals / Early Departures Entry



Student Click to either Sign In or Sign Out.

## Front Counter Processing (Barcode Scanning)

Student Late Arrivals / Early Departures Entry



Student Scan's their Identity card. Student Id cards can be printed directly out of Denbigh with the barcode of the student Id number. If a student does not have their card, they can click Forgot Card, this will take them to the Student Login Screen.

## Front Counter Processing - Student Entry

Section	Buttons
Select Year Group	P, 8
Select Tutor Group	1, 10
Select Your Name	2, 11
Provide a Reason	3, 12
Late Slip	4, 5, 6, 7

Student's use either a touch screen or mouse to choose their Academic year, then Tutor Group,

## Front Counter Processing - Student Entry



Select Year Group	Alexander Mansfield	Rebecca Thome
Select Tutor Group	Alistair Ware	Samuel Letts
Select Your Name	Benjamin Maskell-Knight	Sarah Notaras
	Claire Beckett	Sarah Qui
Provide a Reason	Georgia Bain-Smith	Sonia Desmond
	Hai Chen	Sunali Brice
Late Slip	Ian Tidball	Timothy Madin
	Jessica Goodall	
	Nicholas Jones	

They then choose their name, and provide a Reason.

## Front Counter Processing - Student Entry



Select Year Group	<p>Hello Georgia, have you just arrived or are you leaving early?</p> <p><input type="button" value="Just Arrived at School"/> <input type="button" value="Late to Class"/> <input type="button" value="Leaving School Early"/></p>
Select Tutor Group	
Select Your Name	
Provide a Reason	
Late Slip	

Student, click whether it is a late arrival or Early Departure.

## Front Counter Processing - Student Entry



Select Year Group	<p>Why are you late today ?</p> <p><input type="radio"/>Sickness</p> <p><input type="radio"/>Leave</p> <p><input type="radio"/>Appointment</p> <p><input type="radio"/>Study Lesson</p> <p><input type="radio"/>Family</p> <p><input type="radio"/>Other</p>
Select Tutor Group	
Select Your Name	
<b>Provide a Reason</b>	
Late Slip	

Student, click the reason.

## Front Counter Processing - Student Entry



Select Year Group	<p>Thanks Barbara, please proceed to the front counter for your slip.</p>
Select Tutor Group	
Select Your Name	
Provide a Reason	
<b>Late Slip</b>	

The Student needs to then go to the Administration staff to receive their late slip.

## Front Counter Processing - Administration Staff

**Front Counter Attendance Processing**

Student ID	Name	Tutor Group	Year	House	Date of Absence	Type	Reason for Absence	Reason Code	Time of Arrival	Time of Departure	Note	Processed	Printed
100013	Jobson, Alex	Mr G Schmidt	12	Blue	22/4/2013	Late Arrival	Late Arrival		4:23 PM			<input type="checkbox"/>	<input type="checkbox"/>
105120	Lawson, Arissa	Mr D Bowd	10	Red	24/4/2013	Late Arrival			1:27 PM			<input type="checkbox"/>	<input type="checkbox"/>
100857	Hedley, Barbara	Ms J Fricker	9	Green	24/4/2013	Late Arrival	Appointment		2:55 PM			<input type="checkbox"/>	<input type="checkbox"/>

Before a late slip can be created, administration staff are required to sight the student, then add details regarding the late/early departure. Choose the Reason Code, check the Note box if received. They can then Click to Print and Process the late note or just Process if a late not is not required.

## Late/Early Entry from the Current Student Attendance

**Student Details**

100039 **Graham** Amy Tahlia Female 28 Feb 1996 9 9.1 Yellow

**Family Details**

ATTIA01 **Graham** 02 3456 7890  
 Property: 1 John St, Sydney NSW 2000

**Parents / Guardians**

Magdy Graham 02 1234 5678 0414 123 456  
 Lisa Graham 0414 123 456

Current	Current In Date Range	Archived	SMS
Total Entries: 2	Days Late: 0		
Days Absent: 2	Unexcused Absences: 2		
Date Absent	Type	Code	SMS Status
4/4/2013	Excursion	B	
Reason	Rowing		
26/3/2013	Full Day	A	
Reason			
20/3/2013	Excursion	B	
Reason	Liverpool TAFE (MD)		
15/3/2013	Full Day		
Reason			

**Attendance** | **Discipline** | **CoCurricular** | **Music** | **Other**

Buttons: Attend Menu, List, Print, Add Entry (highlighted)

Click the Add Entry button.

## Late/Early Entry from the Current Student Attendance

The screenshot shows a web application interface for creating absence records. At the top, there is a navigation bar with 'Main Menu', 'Back', and 'Attendance Menu' buttons, and the 'DENBIGH ADMINISTRATION' logo. The main heading is 'Create New Absence Records'. The form is divided into three numbered steps:

- 1. Please select student.** A text input field contains '100073' and a dropdown menu shows 'Jones, Nicholas'. Below the dropdown is the label 'Student'.
- 2. Set the date. Enter an end date if the absence is recurring. (Dates are inclusive)** A text input field contains '24/4/2013'. Below it are labels 'Start Date' and 'End Date'.
- 3. Enter Relevant Absence details.** This section contains several fields:
  - 'Type of Absence' with a dropdown menu showing 'Late'.
  - 'Reason' with a dropdown menu showing 'Bus'.
  - 'Reason Code' with a dropdown menu showing 'A'.
  - 'Arrival Time' with a time picker showing '9:12:42'.
  - 'Departure Time' with an empty time picker.
  - 'Note Rec'd' with an unchecked checkbox.
  - A 'Full Day' checkbox.
  - A row of checkboxes labeled 'TG', '1', '2', '3', '4', '5', '6', '7'.

At the bottom left, there is a 'Please Note' section: 'Please Note: This process refers to the calendar file to validate term dates. Only calendar dates set with a valid 'Day of Cycle' value will receive a corresponding absence record.' To the right of this note are two buttons: 'Cancel' and 'Create Absence Records'. The footer of the page contains 'Create Absence Entry' on the left and 'DENBIGH DEMONSTRATION SCHOOL' on the right.

Enter the Type of Reason as Late, Reason, Reason Code and either Click the Arrow to enter the Arrival time or enter the arrival time if not current. Check the note box if received then click Create Absence Records. Periods do not need to be entered as the time will determine these being populated.

## Add Entry for a Student's Future Absence

**Student Details**

100039 **Graham** Amy Tahlia Female 28 Feb 1996 9 9.1 Yellow

**Family Details**  
 ATTIA01 **Graham** 02 3456 7890  
 Family Code Family Name Home Phone  
 Property: [Blank]  
 Street: 1 John St  
 Suburb/State/PCode: Sydney NSW 2000  
 Country: [Blank]

**Parents / Guardians**  
 Magdy Graham 02 1234 5678 0414 123 456  
 Father Work Phone Mobile  
 Lisa Graham 0414 123 456  
 Mother Work Phone Mobile

**Attendance**

Date Absent	Type	Code	P1	P2	P3	P4	P5	P6	SMS Status	Note Received
4/4/2013	Excursion	B	E	E	E	E	E	E		
Reason	Rowing									
26/3/2013	Full Day	A	A	A	A	A	A	A		
Reason										
20/3/2013	Excursion	B	E	E	E	E	E	E		
Reason	Liverpool TAFE (MD)									
15/3/2013	Full Day									
Reason										

Find the Student, Click the Add entry button.

## Add Entry for a Student's Future Absence

**Create New Absence Records**

- Please select student.  
 101127 Mitchell, Gordon  
 Student
- Set the date. Enter an end date if the absence is recurring. (Dates are inclusive)  
 24/4/2013  
 Start Date End Date
- Enter Relevant Absence details.  
 Full Day Sick Mum Rang S [Blank] [Blank] [X]  
 Type of Absence Reason Reason Code Arrival Time Departure Time Note Rec'd

Full Day TG 1 2 3 4 5 6 7  
 A A A A A A A

Please Note: This process refers to the calendar file to validate term dates. Only calendar dates set with a valid 'Day of Cycle' value will receive a corresponding absence record.

Cancel Create Absence Records

Create Absence Entry DENBIGH DEMONSTRATION SCHOOL

Enter the date or dates, Type as Full Day, add the reason, Reason Code, check the note box and Click the Full day button, then Click to Create Absence Records.

## Add Entry for a Student's Future Absence

101127 Mitchell Gordon Dixon Male 21 Jan 2001 4 4R Magenta

Student ID Surname First Name Second Names Known As Gender Birthdate Year IT Group House

**Family Details**

TSE05 Mitchell 02 3456 7890  
 Family Code Family Name Home Phone

Property:   
 Street: 1 John St  
 Suburb/State/PCode: Sydney NSW 2000  
 Country:

**Parents / Guardians**

Man Mitchell 02 1234 5678 0414 123 456  
 Father Work Phone Mobile

Cindy Linehan 0414 123 456  
 Mother Work Phone Mobile

Update

General Info Notes Medical Info Classes Timetable Academic Record Attendance Discipline CoCurricular Music Other

Current Current In Date Range Archived SMS

Total Entries: 1 Days Late: 0  
 Days Absent: 1 Unexcused Absences: 0

Attend Menu List Print Add Entry

Date Absent	Type	Code	P1	P2	P3	P4	P5	P6	SMS Status	Note Received
24/4/2013	Full Day	S	A	A	A	A	A	A		
	Reason	Sick Mum Rang								
4/4/2013	Excursion	B								
	Reason	Incursion								

Absent record created.

## Attendance List

Main Menu Back Attendance Menu Absence Archive Student Info Find a Day's Absences Find All Find Former Find Unexplained View by Year Barcode Entry Archive Found Set Print a Day's Absences Print

Daily Absences

Date of Absence	Student ID	Name	Tutor	Year	Code	Type	Reason for Absence	TG	1	2	3	4	5	6	Notes Outstanding	Note	Edit	Sig
7/9/2015	100600	MacLellan, Stephanie	12.3	12	B	Excursion	excursion	1	A	1	1	1	1	1				
7/9/2015	100607	Knox, Annie	12.1	12	B	Excursion	excursion	1	A	1	1	1	1	1				
7/9/2015	100627	Meyer, Edward	12.2	12	B	Excursion	excursion	1	A	1	1	1	1	1				
7/9/2015	100681	Hornblow, Myra	12.1	12	B	Excursion	excursion	1	A	1	1	1	1	1				
7/9/2015	100686	Roberts, Vivien	12.1	12	B	Excursion	excursion	1	A	1	1	1	1	1				
7/9/2015	100725	McCulloch, Rosanna	12.2	12	B	Excursion	excursion	1	A	1	1	1	1	1				
7/9/2015	100876	Hammond, Nai	12.3	12	B	Excursion	excursion	1	A	1	1	1	1	1				
7/9/2015	100897	Hayes, Culum	12.1	12	B	Excursion	excursion	1	A	1	1	1	1	1				
7/9/2015	100915	Stoys, Harley	12.1	12	B	Excursion	excursion	1	A	1	1	1	1	1				
7/9/2015	100927	Noble, Hannah	12.2	12	B	Excursion	excursion	1	A	1	1	1	1	1				
7/9/2015	100938	Alnutt, Andrea	12.3	12	B	Excursion	excursion	1	A	1	1	1	1	1				
7/9/2015	100966	Russell-Jones, Samantha	12.2	12	B	Excursion	excursion	1	A	1	1	1	1	1				

Attendance list view defaults to today's date. Displays all absence types, including excursions and study leave.

## Attendance List Functions

Date of Absence	Student ID	Name	TGGroup	Year	Code	Type	Reason for Absence
15/4/2013	103124	Crisp, James	7.5	7			
15/4/2013	107802	Goodwin, Grace	7.4	7			

- 1 - Click to Find a today's absence or change to find another date
- 2 - Click to find on any field in the attendance list
- 3 - Find all, shows all records
- 4 - Find Former will display absences for any students that have moved to Former
- 5 - View By year (see below)
- 6 - Goes to the Barcode entry screen
- 7 - Will archive absences for a found set of records
- 8 - Prints the absences for today's date
- 9 - Prints the found set of records in the attendance list

## Attendance List by Year

Student Name	Yr	Type	Reason	Time of Arrival	Time of Departure	TG	Period	Note
							1 2 3 4 5 6	
Maskell-Knight, Turki	7	Full Day					A A A A A A	
Williams, Fiona	7	Full Day					A A A A A A	
Chen, Macsen	7	Full Day					A A A A A A	
Stanford, Yui	7	Full Day					A A A A A A	
Hayes, Hannah	7	Late	Bus	10:40			A A A L	

Choose the date and the academic year to view. Click to the Print button to print the list of absences. Click Attendance List View or the back button to go back to the full attendance list.

## Mainmenu - Absences for Today

Welcome to Denbigh Administration  
You are logged in as " T Attendance"

**Privacy reminder**  
The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act 1988. A high standard of care must be exercised by those accessing personal information on Denbigh Admin, so that use or disclosure of such information is limited to purposes closely linked to the welfare of the persons concerned.

**Birthdays Absences Timetable Calendar Reminders**

**Students**

0	Huntingford, Roan	Sick Bay 14:44
0	Karavas, Richard	Sick Bay 14:45
4	Pate, Alexandra	Sick Bay 16:23
4	Roche, Alex	Full Day
6	Brasser, Akina	Part Day 15:15
6	Peterson, Jasmine	Part Day
7	Burge, Sheenadan	Study Leave
7	Merriman, Andrew	Sick Bay 15:17
8	Croker, Srikar	Full Day
10	Bain-Smith, Georgia	Late 10:0
10	Brice, Sunali	Excursion
10	Cooper, Harjwanjot	Excursion
10	Crisp, Belinda	Excursion
10	Day, Anne	Late
10	Field, Sinthu	Excursion
10	Fourman, Susan	Excursion
10	Garnock, Sophie	Excursion
10	Hopton, Samantha	Excursion
10	Hu, Aarshi	Excursion
10	Madin, Todd	Excursion

Main Menu DENBIGH DEMONSTRATION SCHOOL

Absences tab under MainMenu will display the absences for Today.

## Student Details - Timetable - Attendance Display

**Student Details**

108002 **Boileau** Thomas William Tom Male 9 Jun 1995 11 11.1 Blue

Family Code: 101205 **Boileau** 02 3456 7890

Parents / Guardians: Spike Boileau (Father) 02 1234 5678 0414 123 456; Marie Von Reibnitz (Mother)

Property: 1 John St, Sydney NSW 2000

**Attendance** Tom is Absent today.

	Monday	Tuesday	Wednesday	Thursday	Friday
P1		Hist IB H D2.4 Ms Pino HI1H1		Maths Stud IB N0.3 Ms Berzins MS1S1	Hist IB H N0.3 Ms Pino HI1H1
P2	TOK M1.4 Mr Brettell TOK11	Hist IB H N1.17 Ms Pino HI1H1		TOK N1.18 Mr Brettell TOK11	Hist IB H N0.4 Ms Pino HI1H1
P3	Maths Stud IB F3.4 Ms Berzins MS1S1	Fren IB S J1.7 Miss Donald FR1S1		Bio IB H N1.7 Ms Lang BI1H1	Eng IB H N0.5 Mrs Holmes EN1H1
P4	Recess	Recess	Recess	Recess	Recess
P5	Maths Stud IB N0.6 Ms Berzins MS1S1	Eng IB H Q0.2 Mrs Holmes EN1H1	Fren IB S D2.3 Miss Donald FR1S1	Bio IB H M1.4 Ms Lang BI1H1	Eng IB H M1.4 Mrs Holmes EN1H1
P6	Bio IB H Q1.5 Ms Lang BI1H1	Lunch	Lunch	Lunch	Lunch
P7	Bio IB H J1.2 Ms Lang BI1H1	Eng IB H F2.3 Mrs Holmes EN1H1	Fren IB S N1.12 Miss Donald FR1S1	CAS D0.4 Mrs Holmes CAS12	
	After School	After School	After School	After School	After School

Refresh Timetable  
Print Timetable  
Email subscription URL to this student  
Email subscription URL to Found Set

Will display whether the student is Present/Absent or has a partial absence.

## Barcode Entry

**Student Attendance Menu**

Teacher Entry Options	Bulk Entry Options	Late Arrivals / Early Departures
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Tutor Group Attendance Entry</div> <div style="border: 1px solid gray; padding: 5px;">Class Attendance Entry</div>	<div style="border: 2px solid red; padding: 5px; margin-bottom: 5px;">Barcode Entry Absences</div> <div style="border: 2px solid red; padding: 5px;">Barcode Entry Lates</div> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;">Bulk Absence Entry</div>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Front Counter Processing</div> <div style="border: 1px solid gray; padding: 5px;">Front Counter File (For Students)</div>
Print Functions	Admin Functions	SMS Functions
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Print Absence &amp; Lateness Summary</div> <div style="border: 1px solid gray; padding: 5px;">Print Absence Only Summary</div>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Find Students with 3 Consecutive Absences</div> <div style="border: 1px solid gray; padding: 5px;">Find Absences / Lates within Date Range</div>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Send SMS Absence Notifications</div> <div style="border: 1px solid gray; padding: 5px;">Manage SMS Messages and Replies</div>
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Print Lateness Only Summary</div> <div style="border: 1px solid gray; padding: 5px;">Print Daily Absentee Contact</div>	<div style="border: 1px solid gray; padding: 5px;">Attendance Entry Logging</div>	Data Tables
		<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Attendance List</div> <div style="border: 1px solid gray; padding: 5px;">Attendance Archive</div>
		<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Individual Student Attendance</div> <div style="border: 1px solid gray; padding: 5px;">Student List displaying Attendance</div>

There are two types of barcode entry, Barcode Entry Absences - for Full day, Excursions and Study Leave and Barcode Entry lates - for Late entries.

## Barcode Entry Absences

**Barcode Absence Entry**

1. Enter Date		2. Default Type		3. Default Period Entry							4. Default Absence Code		5. Scan Barcode	
19/4/2013		Full Day		TG	1	2	3	4	5	6	7	A		
Date of Absence	Student ID	Type	Reason	TG	1	2	3	4	5	6	Code	Note		
19/4/2013	100025	Late	Sick	A	A	L					S			
19/4/2013	100014	Late	Appointment	A	L						S			
Done														

Enter the date (defaults to today's date), Choose the Type of absence to be entered, Enter the Reason Code then Click in the Scan Barcode Field. If any entries are incorrect, click on the bin to delete them.



## Excursion Entry function

- Please select which group to record as attending an excursion.
 

Class    Tutor Group    Extra Curricular    Whole School  
 Course    Sport    Yeargroup    Current Found Set
- If not 'Whole School' or 'Current Found Set', identify your selection.
 

Class   Course   Tutor Group   Year   Sport   Extra Curricular Activity
- Set start and end dates of recurring absence.
 

23/5/2013     
 Start Date   End Date
- Enter Relevant Absence details.
 

          
 Type of Absence   Reason   Reason Code   Note Rec'd

Full Day   TG   1   2   3   4   5   6

**Create Attendance Records**

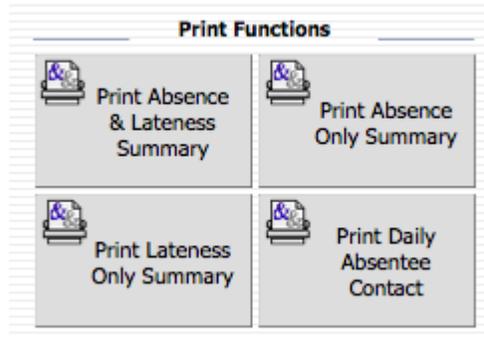
- 1 - Choose the group or students
- 2 - For anything other than the Whole School or Current Found Set, choose the Class, Course, Tutor Group, Academic Year, Sport or Extra Curricular Activity from the drop down lists
- 3 - Enter the date/s and the Excursion details.
- 4 - Enter the type as "Excursion", enter the reason and the Government Reason Code should be "B" Click either Full Day or the periods required. If choosing Periods, choose "E"
- 5 - Create Attendance Records

## Excursion Records

Date of Absence	Student ID	Name	TGroup	Year	Code	Type	Reason for Absence	Period								
								TG	1	2	3	4	5	6	7	
19/4/2013	100073	Jones, Nicholas	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	100088	Brice, Sunali	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	100311	Qui, Sarah	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	100327	Maskell-Knight, Benjamin	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	101742	Goodall, Jessica	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	101865	Mansfield, Alexander	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	100574	Letts, Samuel	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	106828	Chen, Tyna	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	104407	Desmond, Sonia	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	102120	Notaras, Sarah	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	102863	Beckett, Claire	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	100791	Ware, Alistair	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	100814	Tidball, Ian	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	102446	Madin, Todd	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	102816	Bain-Smith, Georgia	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E
19/4/2013	102654	Thorne, Rebecca	10.2	10	B	Excursion	City	E	E	E	E	E	E	E	E	E



## Printing Functions



Other than printing from the Attendance List, there are other quick print buttons on the Attendance list. Click on one of the Print options and then choose the date to print.

## Print Absence & Lateness Summary

Denbigh Demonstration School Absence List											
Date	Student	TGroup	House	Year	Type	Code	Reason for Absence	Arrival Time	Depart Time	Absent from Lesson	Note
<b>22/5/2013</b>											
	James, Simona	8.2	P	8	Part Day	A				1.	<input type="checkbox"/>
	Wantenaar, Tijen	9.3	B	9	Part Day	L	Golf			6	<input type="checkbox"/>
	Jones, Nicholas	10.2	M	10	Full Day	A				All Day	<input type="checkbox"/>
	Mansfield, Alexander	10.2	R	10	Late	L	Family	11:01 AM		TG,1,2.	<input checked="" type="checkbox"/>
	Bowen, Neil	11.1	M	11	Full Day	A				All Day	<input type="checkbox"/>
	Hurman, Daniel	11.1	B	11	Late	A	Other	11:01 AM		TG,1,2.	<input type="checkbox"/>
	Do, Alissa	12.2	B	12	Full Day	A				All Day	<input type="checkbox"/>
	Gallop, Kimberly	12.2	B	12	Full Day	A				All Day	<input type="checkbox"/>

Page 1 Printed 23/05/2013

All Full Day, Part Day and Late absences, excluding Study leave or Excursions.

## Print Absence Only Summary

Denbigh Demonstration School Absence List											
Date	Student	TGroup	House	Year	Type	Code	Reason for Absence	Arrival Time	Depart Time	Absent from Lesson	Note
<b>26/4/2013</b>											
	Roche, Alex	4R	B	4	Full Day	A	Sick			All Day	<input checked="" type="checkbox"/>
	Brasser, Akina	6.3	M	6	Part Day	S	Sick	3:15 PM	3:15 PM	6	<input type="checkbox"/>
	Peterson, Jasmine	6.1	P	6	Part Day	A				1.	<input type="checkbox"/>
	Bardsley, Tiffany	7.1	R	7	Part Day	A				1.	<input type="checkbox"/>
	Coates, Daniel	7.4	B	7	Part Day	A				1.	<input type="checkbox"/>
	Croker, Srikar	8.1	B	8	Full Day	S	Sick				<input checked="" type="checkbox"/>
	Boileau, Tom	11.1	B	11	Full Day	A				All Day	<input type="checkbox"/>
	Jobson, Alex	12.2	B	12	Full Day	A	Sick			All Day	<input type="checkbox"/>

Page 1 Printed 26/04/2013

Prints Full and Partial day absences only.

## Print Lateness Only Summary

Denbigh Demonstration School Absences for Fri, 26 Apr 2013									
Name	Tutor	Yr	Code	Type	Reason for Absence	Arrived	Departed		
Bain-Smith, Georgia	10.2	10	L	Late	Bus	Late Arrival at 10:00(Bus)	10:00 AM		
Day, Anne	10.1	10	S	Late	Doctors Appt				
Anorov, Michael	11.2	11	A	Late	walking too slow				
Jones, Ashleigh	11.2	11	A	Late	Bus				
Pounartzis, Christina	11.2	11	A	Late	Walking too slow				

Page 1

Prints Lates only.

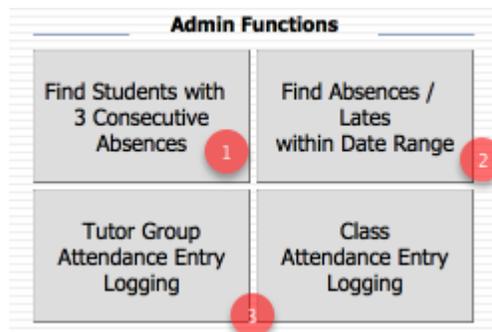
## Print Daily Absentee Contact

Denbigh Demonstration School Absences for Fri, 26 Apr 2013						
Name	TGroup	House	Year	Type	Home	Phone Number
Roche, Alex	4R	B	4	Full Day	02 3456 7890	
Brasser, Aking	6.3	M	6	Part Day	02 3456 7890	
Peterson, Jasmine	6.1	P	6	Part Day	02 3456 7890	
Bardsley, Tiffany	7.1	R	7	Part Day	02 3456 7890	
Coates, Daniel	7.4	B	7	Part Day	02 3456 7890	
Croker, Srikar	8.1	B	8	Full Day	02 3456 7890	
Boileau, Tom	11.1	B	11	Full Day	02 3456 7890	
Fabricus, Anne	11.2	P	11	Part Day	02 3456 7890	
Jobson, Alex	12.2	B	12	Full Day	02 3456 7890	

Page 1

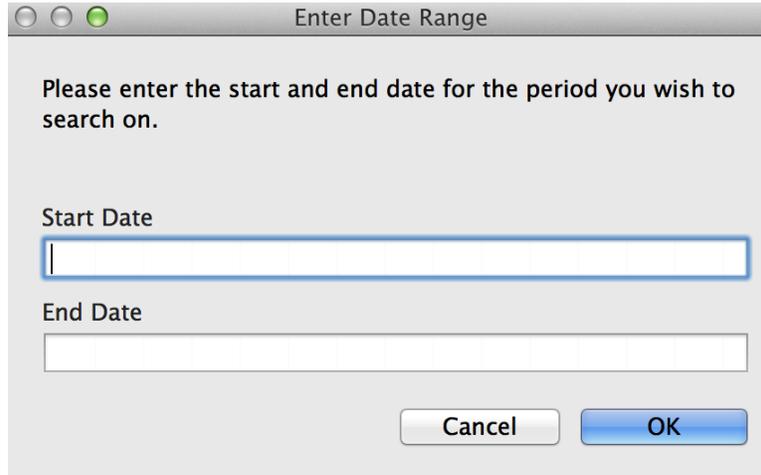
Print's the list of student's that have either a full or partial day's absence with their home phone numbers.

## Administration Functions



- 1 - Find Students with 3 consecutive Absences
- 2 - Find Absence/Lates within a Date Range
- 3 - Attendance Entry Logging

## Find Students with 3 Consecutive Absences



Enter Date Range

Please enter the start and end date for the period you wish to search on.

Start Date

End Date

Cancel OK

Enter a date range to search.

## Find Students with 3 Consecutive Absences

Denbigh Demonstration School				
The following Students have been absent for three consecutive school days: Wed, 24 Apr 2013				
Name	Year	TGroup	House	
Jobson, Alex	12	12.2	B	
Leerdam, Belinda	12	12.3	B	
Meibusch, Mitchell	9	9.1	M	
Yusof, Portia	7	7.5	P	
Curran, Alex	12	12.1	P	
Curran, Karl	12	12.3	B	
Hyslop, Stephen	8	8.1	R	
Jones, Nicholas	10	10.2	M	
Thaung, Jesse	10	10.1	P	
Winder, Kate	6	6.2	M	
Lawson, Arissa	10	10.1	R	
Boonstra, Anita	11	11.2	B	
Daroesman, Gary	11	11.1	R	
Al-Nahedh, Sabrina	3	3C	G	
Ward, Edward	11	11.1	G	
Day, Anne	10	10.1	M	
Bowen, Neil	11	11.1	M	
Bilton, Nicholas	10	10.3	G	
Anorov, Michael	11	11.2	P	
Wantenaar, Tijen	9	9.3	B	
Anderson, Bao	1	1K	Y	
Anderson, Thuc	4	4R	Y	
Merriman, Andrew	7	7.2	B	
Chen, Macsen	7	7.2	Y	
Bain-Smith, Georgia	10	10.2	R	
Al Ghardaqa, Nancy	12	12.1	R	
Shirley, David	7	7.1	B	
Fulton, Ian	7	7.1		

It will then find any students that have 3 consecutive absences. Displays a printed list, click continue to print the list. Go to Currents Students also so correspondence can be created for these students.

## Find Absences/Lates within Date Range

**Step 1 -** Specify the type of absence on which to search.

Absent  Absent Unexplained  Late

**Step 2 -** Specify the minimum number to be found.

1

**Step 3 -** Specify the date range to be included in the calculations. Dates are inclusive.

1/04/2013 Start Date      24/04/2013 End Date

**Step 4**

Find

- 1 - Choose Absent, Absent Unexplained or Late
- 2 - Specify the minimum number to be found
- 3 - Enter the date range to be included in the calculations
- 4 - Click Find

## Find Absences/Lates within Date Range

Student Current (Denbigh.PRIVATE.server)

Records: 29 / 489 Found (Sorted)

Layout: Student List View    View As: [Table View]    Preview

Main Menu    Back    View As Form    Find Student    Find All    Print Menu    Print List    Print Pupil Master List    Letters    Student Accounts    Classes    Future Students    Former Students    Family Details    Community Details    Staff Details

### Current Student List

Student ID	Surname	Given Names	Gender	Date of Birth	Yr	TGroup	House	Codes	Boarding Status	Currently Reported	
101994	Brasser	Akina	Female	27/8/1998	6	6.3	Magenta	0	Day	No	Add to current reports
101445	Fulton	Ian Chee-Yan	Male	24/7/1998	7	7.1				No	Add to current reports
100040	Graham	James Lawrence	Male	17/3/1998	7	7.5	Yellow		Day	No	Add to current reports
107324	Hayes	Hannah	Female	26/1/1998	7	7.2	Puce		Boarder	No	Add to current reports
106303	Merriman	Andrew David Hobill	Male	25/6/1998	7	7.2	Blue		Boarder	No	Add to current reports
107625	Williams	Fiona Michaela	Female	1/8/1997	7	7.1	Puce		Boarder	No	Add to current reports
103334	Yusof	Portia Ashley	Female	15/9/1997	7	7.5	Puce		Boarder	No	Add to current reports
100069	Hyslop	Stephen Richard	Male	12/5/1996	8	8.1	Red		Day	Yes	Add to current reports
101478	James	Simona Katelyn	Female	1/7/1997	8	8.2	Puce		Day	Yes	Add to current reports
101643	Cowan	Tom George Allan	Male	30/10/1995	9	9.4	Magenta	0	Day	No	Add to current reports
104218	Hooke	David William	Male	3/9/1995	9	9.1	Blue	1/M	Boarder	No	Add to current reports
103297	Meibusch	Mitchell Christian	Male	8/5/1996	9	9.1	Magenta		Boarder	No	Add to current reports

Displays a list of students with the specified amount of absence/lates. Correspondence can now be sent to the families of these students to notify them of the absences.

## Find Absences/Lates within Date Range - Correspondence

The screenshot displays a web-based student management system. At the top, there is a navigation bar with icons for various functions like 'Main Menu', 'Back', 'View As List', 'Find Student', 'Search Assistant', 'Print Menu', 'Move to Alumni', 'Academic Report', 'Student Accounts', 'Classes Detail', 'Future Students', 'Former Students', 'Family Details', 'Community Details', and 'Staff Details'. Below this is a red 'Medic Alert' banner and a 'Student Details' section for student ID 101994, Akina Brassler. The details include personal information (Female, born 27 Aug 1998, Year 6, Height 6.3, House Magenta), family details (Family Code LAM15, Home Phone 02 3456 7890, Street 1 John St, Sydney NSW 2000), and parents/guardians (Aris Brassler, Father, Work Phone 02 1234 5678, Mobile 0414 123 456; Amie Brassler, Mother, Work Phone 02 1234 5678, Mobile 0414 123 456). A 'General Info' tab is selected, and the 'Correspondence' sub-tab is active. This sub-tab contains buttons for 'New letter to Student' and 'New letter to Parents' for both 'For the found set of student records' and 'For this student'. Below these buttons is a table with columns for Date, Title, Signatory, and Body, which is currently empty.

Click to Create New Letter to Parents for the Found set of Students records.

## Find Absences/Lates within Date Range - Correspondence

### Correspondence Mail Merge

**Select Type & Template**

1. Absence Letters 8 Unexplained absences

Type Template Name

Subject of Letter  Copy to Non Resident Parent

**Enter Date and Body**

2.  Insert ->

Date i. Choose tag ii. Place Cursor in body, below iii. Click Insert Informal Salutation

Dear Mr and Mrs Brasser

I am writing to bring to your attention the fact that according to our records Akina has been marked as late to school three times in the last fortnight in her school attendance records.

**The teaching staff is keen that students attend school promptly so that classes can commence efficiently and learning can proceed without unnecessary interruption from latecomers to class, particularly during first lesson.**

Naturally I am aware that buses and trains can be late, traffic jams can occur en-route and unexpected events occur in the life of any family from time to time, which result in late arrival at school in the morning. Nevertheless it would be most helpful if you could take the time to review Peter's punctuality at school in the mornings in an effort to improve the situation.

Absence records between 20/2/2013 and 26/04/2013

25/3/2013	Full Day	
27/3/2013	Full Day	test
29/3/2013	Full Day	test

Thank you for your help in this matter and feel free to contact me should you so wish.  
100419

**Signatory Detail**

Sign Off  Choose Signature

3. Signatory  Signature

Position

**Tear Off section (optional)**

4. Insert ->

PLEASE FILL IN RELEVANT DETAILS AND RETURN THIS SECTION TO THE SCHOOL

---

Student Name: Akina Brasser    Roll: 6.3    Date of Letter: //

Please right beside each absence the reason for absence.

**Print Detail**

5.   Printer

Print Media : Bypass Layout  
Print Dialog

6. Printer     Cancel     Close

- 1 - Choose the Absences Letters type
- 2 - Choose the Unexplained absences letter (template)  
(Admin staff would need to be in the appropriate permissions group to be able to create these letters)

## Find Absences/Lates within Date Range - Correspondence

Country: [ ]

General Info | Notes | Medical Info | Classes | Timetable | Academic Record | Attendance | Discipline | CoCurricular | Music | Other

General Info | Hosts & Guardians | Correspondence | Email | Transport | NCEECDYA | Extra School Report | Census

For the found set of student records: [New letter to Student] [New letter to Parents]

For this student: [New letter to Student] [New letter to Parents]

Date Title Signatory Body

26/04/2013 Unexplained John Denbigh I am writing to bring to your attention the fact that 04/26/2013

25/03/2013 Unexplained John Denbigh PO Box 123 Narellan NSW 2567

25/03/2013 Unexplained John Denbigh Dear Mr and Mrs Price

5/02/2013 Unexplained John Denbigh I am writing to bring to your attention the fact that according to our records Alex has been marked as late to school three times in the last fortnight in his school attendance records. The teaching staff is keen that students attend school promptly so that classes can commence efficiently and learning can proceed without unnecessary interruption from latecomers to class, particularly during first lesson. Naturally I am aware that buses and trains can be late, traffic jams can occur en-route and unexpected events occur in the life of any family from time to time, which result in late arrival at school in the morning. Nevertheless it would be most helpful if you could take the time to review Peter's punctuality at school in the mornings in an effort to improve the situation.

Absence records between 20/2/2013 and 26/04/2013

Date	Type	Reason
25/3/2013	Full Day	test
27/3/2013	Full Day	test
29/3/2013	Full Day	test

Thank you for your help in this matter and feel free to contact me should you so wish.  
100419

Yours sincerely  
John Denbigh  
Head of Middle School

Letter created in the student record.

## Current in Date Range

Main Menu | Back | View As List | Find Student | Search Assistant | Print Menu | Move to Alumni | Academic Report | Student Accounts | Classes Detail | Future Students | Former Students | Family Details | Community Details | Staff Details

### Student Details

103297 Meibusch Mitchell Christian Male 8 May 1996 9 9.1 Magenta

Student ID Surname First Name Second Names Known As Gender Birthdate Year TGroup House

#### Family Details

ANTONI01 Meibusch 02 3456 7890

Family Code Family Name Home Phone

Property: Street: 1 John St Suburb/State/PCode: Sydney NSW 2000 Country: [ ]

#### Parents / Guardians

Joanna Meibusch Mother 02 1234 5678 0414 123 456 Work Phone Mobile  
Cleo Verrell Father 02 1234 5678 0414 123 456 Work Phone Mobile

Update

General Info | Notes | Medical Info | Classes | Timetable | Academic Record | Attendance | Discipline | CoCurricular | Music | Other

Current | Current In Date Range | Archived | SMS

From: 20/2/2013 To: 13/05/2013

Letter to Parents (Found set) Letter to Parents (This Student)

Absence Types & Reasons:  Full Day Explained  Part Day Explained  Late Explained  Excursion  Sick Bay  Full Day Unexplained  Part Day Unexplained  Late Unexplained  Study Leave

Date Absent	Type	Code	Reason	Arrived	Departed	P1	P2	P3	P4	P5	P6	SMS Status	Note Received
8/4/2013	Late	A	Bus	11:19 AM				L					
2/4/2013	Full Day	A	Bus	10:00 AM		A	A	A	A	A	A		

The Current in Date Range tab in the current students file displays a filtered view of absences. Enter a date range, check the type of absence to display. Correspondence can then be created based on this filter as well.

## Creating a Sick Bay entry

The screenshot displays a web-based student management system. At the top, there is a navigation bar with icons for Main Menu, Back, View As List, Find Student, Search Assistant, Print Menu, Move to Alumni, Academic Report, Student Accounts, Classes Detail, Future Students, Former Students, Family Details, Community Details, and Staff Details. Below this is the 'Student Details' section for a student with ID 106303, name Merriman, Andrew David Hobill, born 25 Jun 1998, Year 7, Group 7.2, House Blue. The 'Family Details' section shows Family Code 100722, Family Name Merriman, Home Phone 02 3456 7890, and address 1 John St, Sydney, NSW 2000. The 'Parents / Guardians' section lists Mohammad Merriman (Father, Work Phone 02 1234 5678, Mobile 0414 123 456) and Tulay Merriman (Mother, Work Phone, Mobile 0414 123 456). A 'Medical Chart' tab is active, showing a table with columns for Date, Staff Member, Signs and Symptoms, and Treatment. An entry for 26/04/2013 by Denbigh Mr J shows 'Headache' and 'Cold Pack'. The 'Time In' field is highlighted with a red circle and contains the value '3:17:56'. There are checkboxes for 'Doctor Referral', 'Hospital Referral', 'Sent to Class', and 'Sent Home'. A 'Print' button and an 'Add Entry' button are also visible.

Date	Staff Member	Signs and Symptoms	Treatment
26/04/2013	Denbigh Mr J	Headache	Cold Pack

Adding an entry to the medical chart, can create a Sick Bay entry in the attendance records. Clicking on the Arrow to enter the time entered Sick bay.

## Creating a Sick Bay entry

**Student Details**

106303 **Merriman** Andrew David Hobill Male 25 Jun 1998 7 7.2 Blue

100722 **Merriman** 02 3456 7890 Mohammad Merriman 02 1234 5678 0414 123 456

1 John St Sydney NSW 2000

General Info | Notes | Medical Info | Classes | Timetable | Academic Record | Attendance | Discipline | CoCurricular | Music | Other

Date Absent	Type	Code	Reason	P1	P2	P3	P4	P5	P6	SMS Status	Note Received
26/4/2013	Sick Bay		In with Headache								
11/4/2013	Late	A	Bus								
10/4/2013	Excursion	B									
27/3/2013	Full Day	A									
25/3/2013	Full Day	A									

This will add the entry to the students attendance records. These records will not be included in the student absence count.

# Study Leave

**Create New Absence Records**

- Please select student.  
   
Student
- Set the date. Enter an end date if the absence is recurring. (Dates are inclusive)  
   
Start Date End Date
- Enter Relevant Absence details.  
      
Type of Absence Reason Reason Code Arrival Time Departure Time Note Rec'd

TG 1 2 3 4 5 6

A - Absent  
 L - Late  
 E - Excursion  
 S - Study leave

Please Note: This process refers to the calendar file to validate term dates. Only calendar dates set with a valid 'Day of Cycle' value will receive a corresponding absence record.

**Create Absence Entry** DENBIGH DEMONSTRATION SCHOOL

For students that have Free Periods for Study/Exams/Music Lessons or Inschool meetings use Study Leave. Add S in the Periods that the student will not be in class.

# Study Leave

Student ID Surname First Name Second Names Known As Gender Birthdate Year TGroup House

**Family Details**      **Parents / Guardians**  
           
Family Code Family Name Home Phone Father Work Phone Mobile  
     
Street Mother Work Phone Mobile  
    
Suburb/State/PCode Country

Current	Current In Date Range	Archived	SMS
Total Entries: 0	Days Late: 0		<input type="button" value="Attend Menu"/> <input type="button" value="List"/> <input type="button" value="Print"/> <input type="button" value="Add Entry"/>
Days Absent: 0	Unexcused Absences: 0		<input type="button" value="SMS Status"/> <input type="button" value="Note Received"/>
Date Absent	Type	Code	
<input type="text" value="25/7/2013"/>	<input type="text" value="Study Leave"/>	<input type="text" value="F"/>	<input type="text" value="SL"/> <input type="text" value="SL"/>
	<small>Reason</small> <input type="text" value="Exam Leave"/>		

This will enter the SL icon in the Periods required.

## Study Leave

Front Counter Attendance Processing

101276 Al Ghardaqa, Nancy Ms M Groux 12 Red  
 Student ID Name Tutor Group Year House

25/7/2013 Part Day Exam tomorrow F  
 Date of Absence Type Reason for Absence Reason Code

3:29 PM  
 Time of Arrival Time of Departure

Print and Process Process

If the student is actually away from the school Part day or Full day can be used with the details in the Reason for Absence and use either a "B" or "F" reason code.

## Study Leave

101284 Parsons Simmi Female 29 Mar 1993 12 12.1 Magenta  
 Student ID Surname First Name Second Names Known As Gender Birthdate Year IT Group House

Family Details: ZAHID01 Parsons 02 3456 7890  
 Family Code Family Name Home Phone

Parents / Guardians: Jamil Parsons 02 1234 5678 0414 123 456  
 Father Work Phone Mobile  
 Mona Haridemos 02 1234 5678 0414 123 456  
 Mother Work Phone Mobile

1 John St  
 Street  
 Sydney NSW 2000  
 Suburb/State/PCode Country

General Info Notes Medical Info Classes Timetable Academic Record Attendance Discipline CoCurricular Music Other

Current Current In Date Range Archived SMS  
 Total Entries: 1 Days Late: 0 Attend Menu List Print Add Entry  
 Days Absent: 0 Unexcused Absences: 0  
 Date Absent Type Code P1 P2 P3 P4 P5 P6 SMS Status Note Received

25/7/2013 Part Day F Early Departure at 1:33 PM  
 Reason Exam tomorrow (Exam tomorrow)

Leaving for the day for Study Leave.

# Archived Absences

**Student Details**

103139 **Cooper** Harjiwanjot Female 18 Sep 1994 10 10.1 Puce

Student ID Surname First Name Second Names Known As Gender Birthdate Year TGroup House

**Family Details**

KAUR03 **Cooper** 02 3456 7890 Davinder Cooper 0414 123 456  
 Family Code Family Name Home Phone Father Work Phone Mobile  
 Kirandeep Howden 0414 123 456  
 Mother Work Phone Mobile

Property: 1 John St  
 Street: 1 John St  
 Suburb/State/PCode: Sydney NSW 2000  
 Country:

**Parents / Guardians**

Update

**General Info** | **Notes** | **Medical Info** | **Classes** | **Timetable** | **Academic Record** | **Attendance** | **Discipline** | **CoCurricular** | **Music** | **Other**

Current | Current In Date Range | Archived | SMS

Date Absent	Type	Code	TG	P1	P2	P3	P4	P5	P6	Note Received
30/11/2011	Part Day	A								
8/12/2011	Part Day	A								
16/12/2011	Part Day	A								
18/2/2013	Full Day	A		A	A	A	A	A	A	
20/2/2013	Full Day	L		A	A	A	A	A	A	

Display of archived student's absences.

# Attendance Archive File

**Daily Attendance Archive**

Date of Absence	Student ID	Name	TGroup	Year	House	Code	Type	Reason for Absence	Time of Arrival	Time of Departure	TG	1	2	3	4	5	6	Note	Email Teachers	SMS Status
6/12/2011	101064	Gengos, Cassandra	8.5	8	M	A														Reply Text
6/12/2011	105766	Symms, Vivian	8.4	8	G	A														Reply Text
6/12/2011	104671	Barry, William	8.2	8	R	A														Reply Text
24/1/2012	101106	Peterson, Jasmine	6.1	6	P	A	Part Day													Reply Text
18/2/2013	103139	Cooper, Harjiwanjot	10.1	10	P	A	Full Day	Sick			A	A	A	A	A	A				Reply Text
20/2/2013	103139	Cooper, Harjiwanjot	10.1	10	P	L	Full Day				A	A	A	A	A	A				Reply Text
20/2/2013	100082	Thaung, Jesse	10.1	10	P	A	Full Day				A	A	A	A	A	A				Reply Text
20/2/2013	105120	Lawson, Arissa	10.1	10	R	A	Full Day				A	A	A	A	A	A				Reply Text
20/2/2013	100893	Dyer, Alysha	8.1	8	G	A	Late	Other	2:53 PM								L			Reply Text
20/2/2013	100025	Deak, Ryan	12.2	12	M	B	Excursion	City						E	E					Reply Text
20/2/2013	100036	Sarris, Georgina	12.2	12	P	B	Excursion	City						E	E					Reply Text
20/2/2013	100058	Johnson, Kieren	12.2	12	M	B	Excursion	City						E	E					Reply Text
20/2/2013	106382	Donovan, Nicky	12.3	12	M	B	Excursion	City						E	E					Reply Text
20/2/2013	100495	Peters, Natasha	12.1	12	G	B	Excursion	City						E	E					Reply Text
20/2/2013	100545	Gardner, Angela	12.3	12	B	B	Excursion	City						E	E		E			Reply Text
20/2/2013	100629	Hoad, Lydia	10.1	10	B	B	Excursion	Park	9:00 AM	1:45 PM										Reply Text
20/2/2013	102820	Keizer, Louisa	10.1	10	B	B	Excursion	Park	9:00 AM	1:45 PM										Reply Text
20/2/2013	102991	Mahe, Robert	10.1	10	Y	B	Excursion	Park	9:00 AM	1:45 PM										Reply Text
20/2/2013	100868	Garnock, Sophie	10.3	10	B	B	Excursion	Park	9:00 AM	1:45 PM										Reply Text
20/2/2013	102942	Hicksman, Matthew	10.3	10	B	B	Excursion	Park	9:00 AM	1:45 PM										Reply Text
20/2/2013	101017	Fied, Sinhua	10.3	10	P	B	Excursion	Park	9:00 AM	1:45 PM										Reply Text
20/2/2013	101248	Fourhman, Susan	10.1	10	Y	B	Excursion	Park	9:00 AM	1:45 PM										Reply Text
20/2/2013	101275	Richards, Leslie	10.3	10	R	B	Excursion	Park	9:00 AM	1:45 PM										Reply Text
20/2/2013	100591	MacLellan, James	7.1	7	P	A	Late							A	L					Reply Text

Archive Attendance File details.

# STATS/DEEWR Reporting

The screenshot displays the Denbigh Administration software interface. At the top, there is a navigation bar with icons for Main Menu, Back, Database Configuration, Administrative Tasks, Quick Search, and Quit. A notification for "6 Medical Condition Warnings" is visible. The Denbigh Administration logo is in the top right corner. The main menu is organized into a tree structure with categories: Families, Community, Compliance (highlighted with a red box), Parent Teacher Interviews, Enrolment Enquiries, and Calendar. Under Families and Community, there are sub-menus for Students, Staff, Academic, Development Office, Finance, and Export Menu. Under Students, there are sub-menus for Future Students, Current Students, and Former Students. Under Future Students, there are sub-menus for Student Attendance, Sport, Extra Curricular, Music, Pastoral Care, References, and Textbooks. Under Current Students, there are sub-menus for Class Lists, Tutor Group Lists, House Lists, Year Lists, Student Timetables, and Student Free Periods. On the right side, there is a "Reminders" panel with tabs for Birthdays, Absences, Timetable, Calendar, and Reminders. The Reminders panel shows a list of reminder notes, each with a date, name, and action status (e.g., "Actioned"). At the bottom, there is a "Main Menu" button and the text "DENBIGH DEMONSTRATION SCHOOL".

STATS/DEEWR reports are accessed from the Compliance Module.

## Appendix A – Attendance Register Codes

The Symbols “a and Pa” are created by the system and do not need to be entered.

### 2015 Attendance Register Codes

#### Definitions

Only the following attendance register codes **must** be used to record the:

- explanation of student absence, and/or
- variation in student attendance.

<b>Attendance Register Codes</b>	
<b>Symbols to be used for explanation of student absence</b>	
<b>Symbol</b>	<b>Meaning</b>
<b>A</b>	The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal  It is at the principal's discretion to accept or not accept the explanation provided.
<b>S</b>	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: <ul style="list-style-type: none"> <li>- a medical certificate is provided or</li> <li>- the absence was due to sickness and the principal accepts this explanation.</li> </ul> Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
<b>L</b>	An explanation of the absence is provided which has been accepted by the principal. This may be due to: <ul style="list-style-type: none"> <li>- misadventure or unforeseen event</li> <li>- participation in special events not related to the school</li> <li>- domestic necessity such as serious illness of an immediate family member</li> <li>- attendance at funerals</li> <li>- travel in Australia and overseas</li> <li>- recognised religious festivals or ceremonial occasions.</li> </ul>
<b>E</b>	The student was suspended from school

These are counted as absences.

<b>Attendance Register Codes</b>	
<b>Symbols to be used to record a variation in attendance</b> (not counted as an absence for statistical purposes)	
<b>Symbol</b>	<b>Meaning</b>
<b>M</b>	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.
<b>F</b>	The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in: <ul style="list-style-type: none"> <li>- HSC Pathways Program</li> <li>- Best Start Assessments</li> <li>- Trial or HSC examinations</li> <li>- VET courses</li> </ul>
<b>B</b>	The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example: <ul style="list-style-type: none"> <li>- work experience</li> <li>- school sport (regional and state carnivals)</li> <li>- school excursions</li> <li>- student exchange</li> </ul>
<b>H<sup>1</sup></b>	The student is enrolled in a school and is required or approved to be attending an alternative educational setting on a sessional or full time basis. The symbol is recorded where a student accesses education settings separate to their mainstream school such as: <ul style="list-style-type: none"> <li>- tutorial centre and programs</li> <li>- behaviour schools</li> <li>- juvenile justice</li> <li>- hospital schools</li> <li>- distance education</li> </ul>

<sup>1</sup> Note: In most cases this code will only be used by Department of Education and Communities schools, with the exception of students from non-government schools attending hospital schools.

2. Note: For Independent Schools use "F" not "H" for students attending external tutorial centres and programs that are school authorised.

These are not counted as absences in the DEEWR STATS reporting.