DENBIGH ADMINISTRATION

Attendance Module
(2015)

Table of Contents

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.

Student Attendance Menu

Click to the Attendance Setup menu

Student Attendance Preferences

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

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

Tutor Group or Class Entry

Choose Tutor Group

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

Tutor Group Attendance Entry

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

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.

Display of Students on Excursion.

Tutor Group Attendance Entry Logging

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

Tutor Group Attendance Entry Logging

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	☒
10.2			☐
10.3			☐
10.4			☐
10.5			☐
10.6			☐
11.1	denbigh	11:22:55	☒
11.2	testattendance	13:00:45	☒
11.3	denbigh	13:21:02	☒
11.4			☐
11.5			☐
11.6			☐
12.1	denbigh	10:41:09	☒
12.2	denbigh	10:39:57	☒
12.3	denbigh	10:39:37	☒
12.4			☐
12.5			☐
12.6			☐
7.1			☐
7.2	denbigh	10:38:50	☒
7.3			☐
7.4			☐
7.5			☐
8.1			☐
8.2			☐
8.3			☐
8.4			☐
8.5			☐
9.1			☐
9.2			☐
9.3	testattendance	14:19:19	☒
9.4			☐
9.5			☐
6.1	denbigh	10:42:21	☒
6.2			☐
6.3	testattendance	13:26:17	☒
6.4			☐
1K			☐
1R			☐
2F			☐
2S			☐

Printed List of Absence Logging

Class Attendance Entry

Teacher Entry Options

Tutor Group Attendance Entry	Class Attendance Entry

From the Student Attendance Menu, Click Class Attendance Entry.

Main Menu   Back   Attendance Menu

Choose Name and Class

1. Please select the teacher's name

   DENJ   Denbigh Mr J

2. Please enter the date
   Fri, 12 Apr 2013

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

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

Class Attendance Entry

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

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

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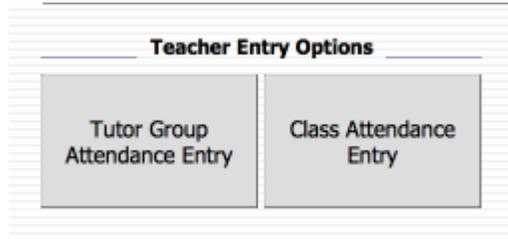
Class Attendance Entry Logging

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

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)

DENBIGH INTERNATIONAL

Student Late Arrivals / Early Departures Entry

Sign IN	Sign OUT

Student Click to either Sign In or Sign Out.

Front Counter Processing (Barcode Scanning)

Student Late Arrivals / Early Departures Entry

Sign IN	Sign OUT

Message

Please swipe your ID card for Late Arrivals

Student ID

101445

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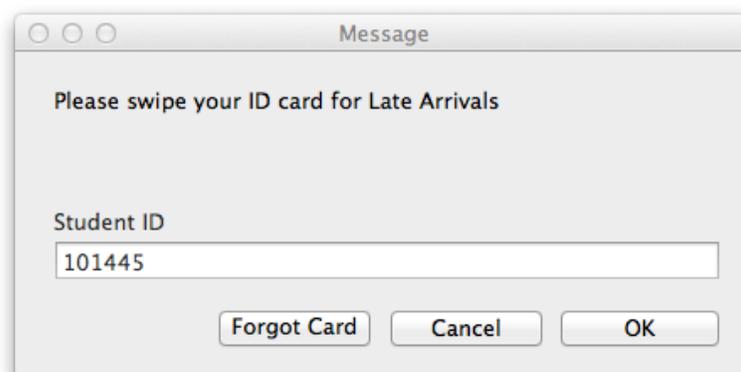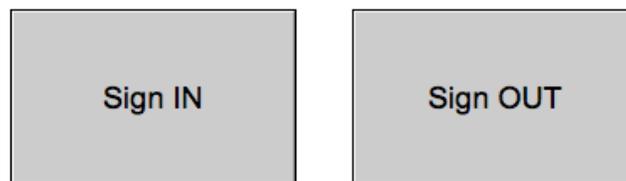
Student Scan's their Identity card. Student Id cards can be printed
directly out of Denbigh with the barcode of the student Id number. If
a student does not have their card, they can click Forgot Card, this will
take them to the Student Login Screen.

Front Counter Processing - Student Entry

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

Front Counter Processing - Student Entry

They then choose their name, and provide a Reason.

Front Counter Processing - Student Entry

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

Front Counter Processing - Student Entry

DENBIGH
INTERNATIONAL

Select Year Group	Why are you late today ?
Select Tutor Group	○ Sickness
	○ Leave
Select Your Name	○ Appointment
	○ Study Lesson
	○ Family
	○ Other
Provide a Reason	
Late Slip	

Student, click the reason.

Front Counter Processing - Student Entry

DENBIGH
INTERNATIONAL

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

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

Front Counter Processing - Administration Staff

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

Click the Add Entry button.

Late/Early Entry from the Current Student Attendance

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

Find the Student, Click the Add entry button.

Add Entry for a Student's Future Absence

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

Absent record created.

Attendance List

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

Attendance List Functions

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

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

Absences tab under MainMenu will display the absences for Today.

Student Details - Timetable - Attendance Display

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

Barcode Entry

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

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.

Barcode Entry Lates

Change the date if necessary then click in the Scan Barcode field. If any entries are incorrect, click on the bin to delete them.

Excursion and Recurring Leave - Bulk Absence Entry

All Excursion and recurring leave are entered through the Bulk Absence Entry button.

Excursion Entry function

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

Excursion created for a tutor group.

Recurring Absence Entry

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 Start and End dates
4 - Enter the details for the recurring leave, enter the Type of Absence required, Reason, Reason Code and note.
    Click Full day or choose the periods required, choosing either S (Study Leave), L (Late) or A (Absent).
5 - Click to Create Records.

Recurring Leave Entry

Records created for the recurring leave.

Printing Functions

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

Print Absence & Lateness Summary

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
26/4/2013											
	Roche, Alex	4R	B	4	Full Day	A	Sick			All Day	☒
	Brasser, Akina	6.3	M	6	Part Day	S	Sick	3:15 PM	3:15 PM	6	☐
	Peterson, Jasmine	6.1	P	6	Part Day	A				1,	☐
	Bardsley, Tiffany	7.1	R	7	Part Day	A				1,	☐
	Coates, Daniel	7.4	B	7	Part Day	A				1,	☐
	Croker, Srikar	8.1	B	8	Full Day	S	Sick				☒
	Boileau, Tom	11.1	B	11	Full Day	A				All Day	☐
	Jobson, Alex	12.2	B	12	Full Day	A	Sick			All Day	☐

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	Reason 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			

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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, Akina	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
Fabricius, Anne	11.2	P	11	Part Day	02 3456 7890
Jobson, Alex	12.2	B	12	Full Day	02 3456 7890

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

Administration Functions

Admin Functions

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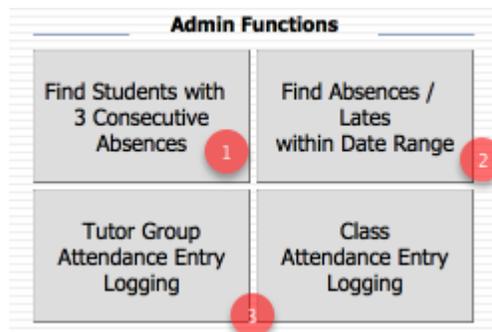
1 - Find Students with 3 consecutive Absences
2 - Find Absence/Lates within a Date Range
3 - Attendance Entry Logging

Find Students with 3 Consecutive Absences
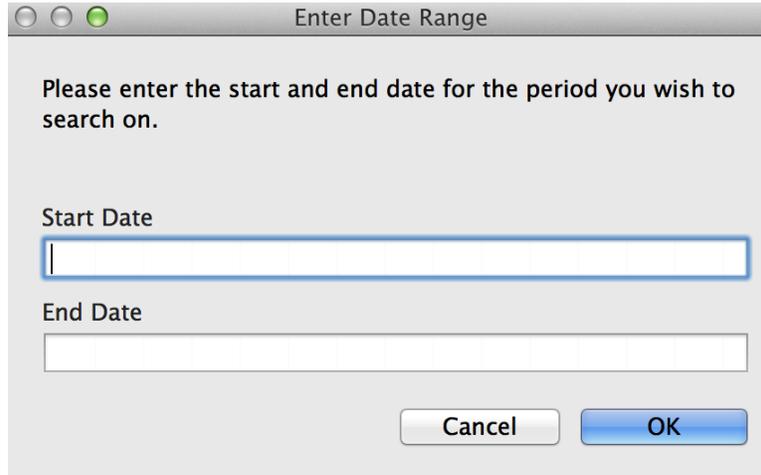
Enter a date range to search.

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

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

Find Absences/Lates within Date Range

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

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: Unexplained absences   Copy to Non Resident Parent ☐

Enter Date and Body

2. 26/04/2013   <<Your Current Student's Preferred Name>> ▼   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: Yours sincerely   Choose Signature ▼
3. Signatory: John Denbigh
Position: Head of Middle School

Tear Off section (optional)

4. <<Your Current Student's Preferred Name>> ▼   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. Create Letters | Preview & Print ▼ | Printer ▼ | ☐ | Correspondence Print No Letterhead ▼
                      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

Letter created in the student record.

Current in Date Range

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

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

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

Study Leave

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

This will enter the SL icon in the Periods required.

Study Leave

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

Leaving for the day for Study Leave.

Archived Absences

Display of archived student's absences.

Attendance Archive File

Archive Attendance File details.

STATS/DEEWR Reporting

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.

Attendance Register Codes	
Symbols to be used for explanation of student absence	
Symbol	**Meaning**
A	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.
S	The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases: - a medical certificate is provided or - the absence was due to sickness and the principal accepts this explanation. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.
L	An explanation of the absence is provided which has been accepted by the principal. This may be due to: - misadventure or unforseen event - participation in special events not related to the school - domestic necessity such as serious illness of an immediate family member - attendance at funerals - travel in Australia and overseas - recognised religious festivals or ceremonial occasions.
E	The student was suspended from school

These are counted as absences.

	Attendance Register Codes **Symbols to be used to record a variation in attendance** (not counted as an absence for statistical purposes)
Symbol	**Meaning**
M	The student was exempted from attending school and a Certificate of Exemption has been issued by a delegated officer.
F	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: - HSC Pathways Program - Best Start Assessments - Trial or HSC examinations - VET courses
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: - work experience - school sport (regional and state carnivals) - school excursions - student exchange
H[1]	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: - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools - distance education

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[1] 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.