



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Attendance Module 2016

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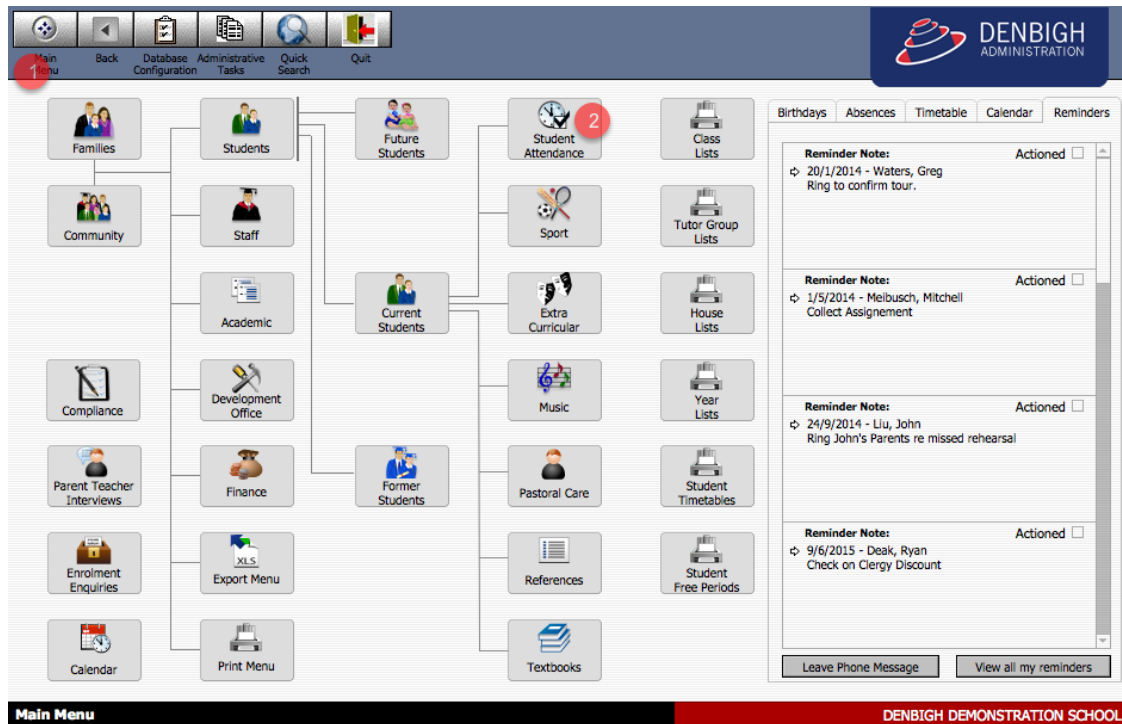
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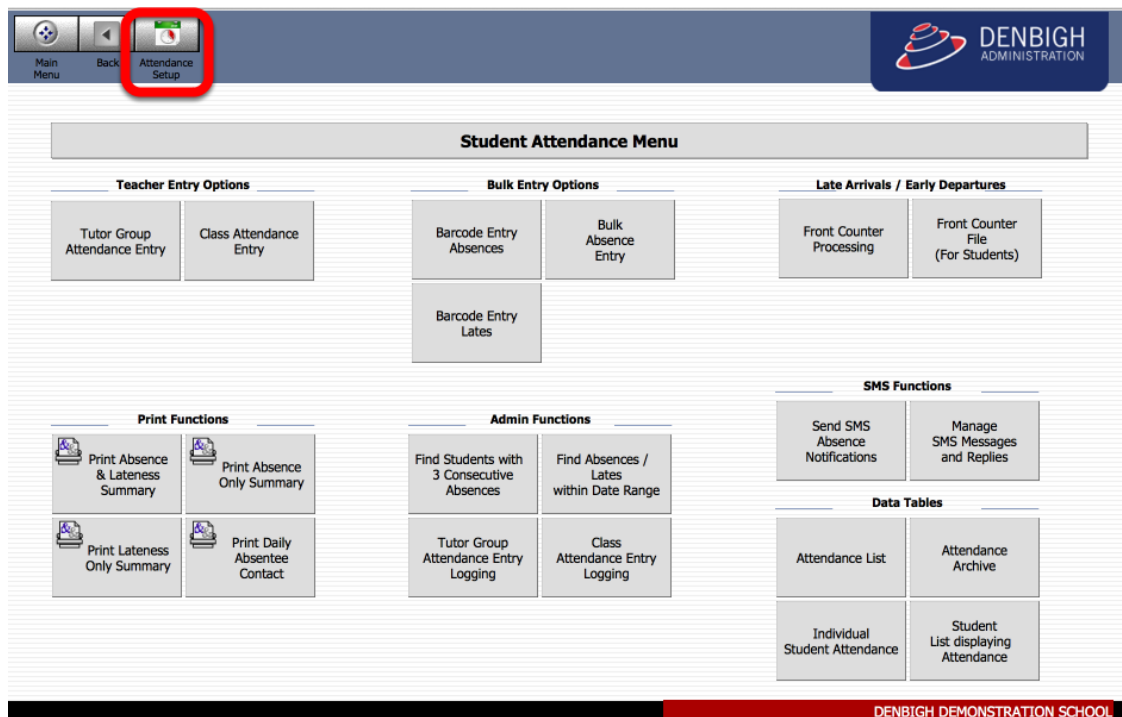
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All Staff entering absences need to be in the Group DB_Attendance.



1. Main Menu
2. Students Attendance, to go to the Student Attendance Menu.

Student Attendance Menu



Click the Attendance Setup menu button

Student Attendance Preferences

Attendance (FMS13-Master-Production.local)

Main Menu Attendance Menu

DENBIGH ADMINISTRATION

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 DEEWR 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

When Scanning in Lates using barcode scanning instead of the front counter file, print the lates by default: Yes No Allow Teachers to mark Students Late

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

Start:
End:
No Dialog

Last Run: 14/10/2015

Buttons Graphics Value Lists

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

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 official school business.	<input checked="" type="checkbox"/>
E	The student was suspended from school.	<input checked="" type="checkbox"/>
F	The student is participating in a flexible timetable and not present	<input type="checkbox"/>
H	The student is attending an alternative educational institution.	<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 and a Certificate	<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 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 all the present records for all enrolled students. If the population script does not run overnight, the database administration staff will receive this message, they can then go to the attendance setup menu and run the script.

Teacher Entry Options

Tutor Group or Class Entry

Choose Tutor Group

 Attendance Menu


Choose Tutor Group

Date

Please select a Tutor Group from the list below

KG	<input type="button" value="Select"/>
KY	<input type="button" value="Select"/>
1K	<input type="button" value="Select"/>
1R	<input type="button" value="Select"/>
2F	<input type="button" value="Select"/>
2S	<input type="button" value="Select"/>


Tutor Group selected: **11.1**

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

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.



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

Date of Absence

Student	TG	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	
 Gary Daroesman	TG											<input type="button" value="L"/> <input type="button" value="P"/> <input type="button" value="A"/>
 Daniel Hurman	TG											<input type="button" value="L"/> <input type="button" value="P"/> <input type="button" value="A"/>
 Edward Ward	TG											<input type="button" value="L"/> <input type="button" value="P"/> <input type="button" value="A"/>
 Scott Hufton	TG											<input type="button" value="L"/> <input type="button" value="P"/> <input type="button" value="A"/>
 Tracey Hopton	TG											<input type="button" value="L"/> <input type="button" value="P"/> <input type="button" value="A"/>
 Will McGrath	TG											<input type="button" value="L"/> <input type="button" value="P"/> <input type="button" value="A"/>

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)

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 7/9/2015
Date of Absence

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

Cancel Done

Click the letter "A" to mark the student as absent, else click "L" if the student arrives late to class. Only Click "P" if "A" or "L" was chosen 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 on an excursion, this will display. You can't change a student from this entry point if they have any absence entries. The administration staff should 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.

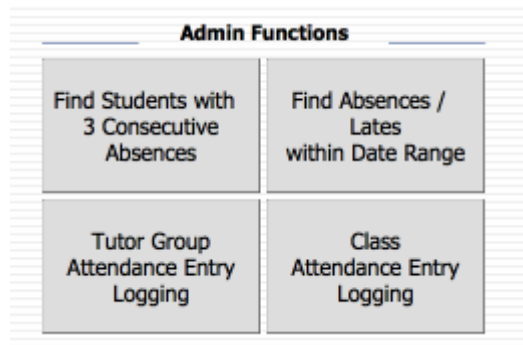
Students in Tutor Group: 11.1 7/9/2015
Date of Absence

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

Cancel Done

Displays any Students on Excursion.

Tutor Group Attendance Entry Logging



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

Attendance Logging Administration

Date: Tue, 23 Apr 2013 Day of Cycle : 5

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 lists 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.

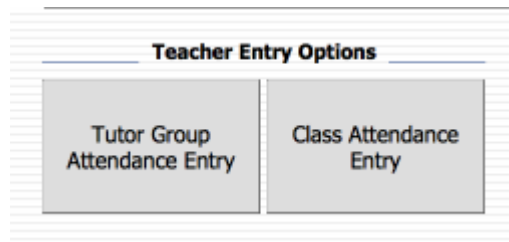


Tutor Group Attendance Logging for Tue, 23 Apr 2013

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



In the Attendance Menu, click Class Attendance Entry.

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

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.

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

Continue

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

Class Attendance Entry

06VA2 3 Visual Arts Date of Absence: 12/4/2013 Teacher: DENJ
Class Code Period Subject Name

Student		P	A
	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

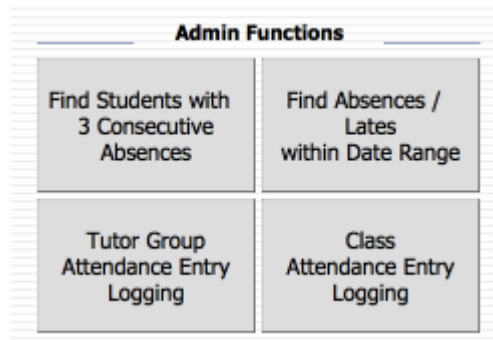
Click the "A" button to mark a student as Absent. Only click the "P" button to mark a student as present, if marked absent by mistake.

06VA1 2 Visual Arts Date of Absence: 7/09/2015
Class Code Period Subject Name

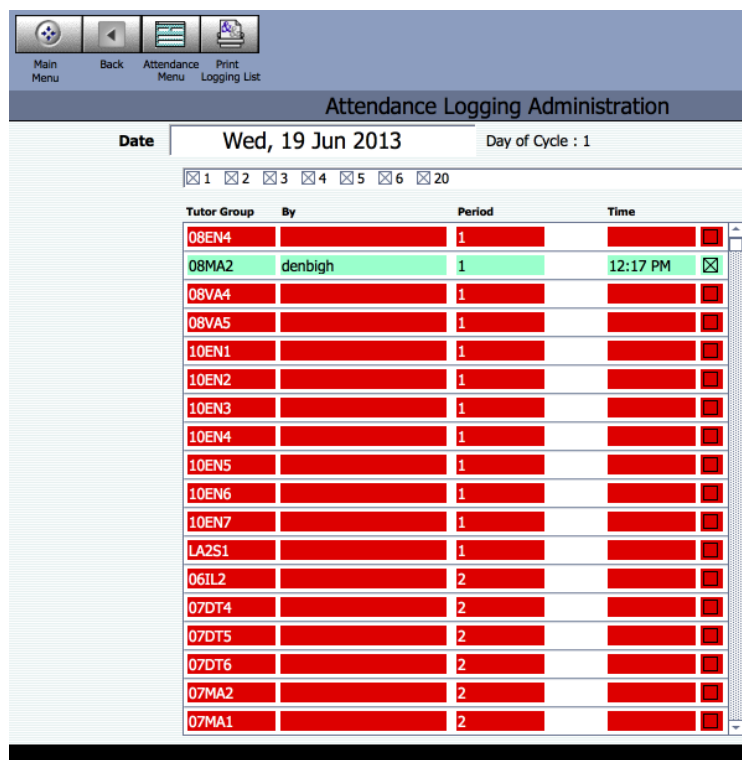
	Skepev Hasmeera	Already Absent. If Present, send to Admin Office	TG P2 E E E E E E E E	<input type="radio"/>	<input type="radio"/>
	Thomas Salina		TG P2	<input type="radio"/>	<input type="radio"/>
	Ware Barry	Already Absent. If Present, send to Admin Office	TG P2 E E E E E E E E	<input type="radio"/>	<input type="radio"/>
	Williams Nilani	Already Absent. If Present, send to Admin Office	TG P2 E E E E E E E E	<input type="radio"/>	<input type="radio"/>
	Winder Kate	Already Absent. If Present, send to Admin Office	TG P2 A A A A A A A A	<input type="radio"/>	<input type="radio"/>

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

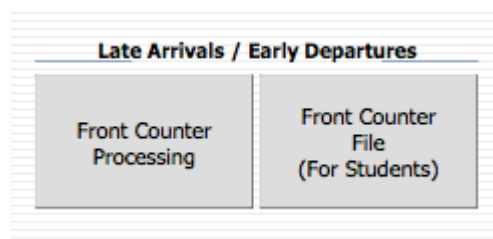


To check which teachers have and have not marked their Class Roll.



This displays the 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. Entries can also be made directly from the student's records.

Front Counter Processing - Student Entry

Select Year Group	P	8
	K	9
Select Tutor Group	1	10
	2	11
Select Your Name	3	12
	4	
Provide a Reason	5	
	6	
Late Slip	7	

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

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

They then choose their name, and provide a Reason.



Select Year Group

Select Tutor Group

Select Your Name

Provide a Reason

Late Slip

Hello Georgia, have you just arrived or are you leaving early?

Just Arrived at School Late to Class Leaving School Early

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



Select Year Group

Select Tutor Group

Select Your Name

Provide a Reason

Late Slip

Why are you late today ?

- Sickness
- Leave
- Appointment
- Study Lesson
- Family
- Other

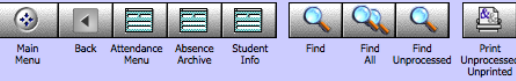



Students click the reason.

Select Year Group	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Thanks Barbara, please proceed to the front counter for your slip.</p> </div>
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

										
Front Counter Attendance Processing										
100013	Jobson, Alex	Mr G Schmidt	12	Blue						Processed <input type="checkbox"/> Printed <input type="checkbox"/>
22/4/2013	Late Arrival	Late Arrival		4:23 PM						Print and Process Process
105120	Lawson, Arissa	Mr D Bowd	10	Red						Processed <input type="checkbox"/> Printed <input type="checkbox"/>
24/4/2013	Late Arrival			1:27 PM						Print and Process Process
100857	Hedley, Barbara	Ms J Fricker	9	Green						Processed <input type="checkbox"/> Printed <input type="checkbox"/>
24/4/2013	Late Arrival	Appointment		2:55 PM						Print and Process Process

Before a late slip can be created, the 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 note is received. They can then click to Print and Process the late note or just Process if a late note is not required.

Late/Early Entry from the Current Student Attendance

Student Details

Student ID: 100013 | Surname: Graham | First Name: Amy | Second Names: Tahila | Gender: Male | Birthdate: 18 Dec 1997 | Year: 12 | Group: 12.5 | House: Blue

Family Details

Family Code: ALLAN02 | Family Name: Denbigh | Home Phone: 02 3456 7890

Parents / Guardians

Kim Jobson (Mother) | Work Phone: 02 1234 5678 | Mobile: 0414 123 456
 Wayne Jobson (Father (Non Resident)) | Work Phone: 02 1234 5678 | Mobile: 0414 123 456

Current Attendance

Date Absent	Type	Code	P1	P2	P3	P4	P5	P6	SMS Status	Note Received
26/10/2015	Part Day	B	A	A	A	A	A	A		
12/10/2015	Part Day	B	A	A	A	A	A	A		
23/09/2015	Excursion	B	E	A	E	E	E	E		
22/09/2015	Excursion	B	E	A	E	E	E	E		
21/09/2015	Excursion	B	E	A	E	E	E	E		

Click the Add Entry button.

Create New Absence Records

1. Please select student.
 Student: 100073 Jones, Nicholas

2. Set the date. Enter an end date if the absence is recurring. (Dates are inclusive)
 Start Date: 24/4/2013

3. Enter Relevant Absence details.
 Type of Absence: Late | Reason: Reason Code: A | Arrival Time: 9:12:42 | Note Rec'd:

Full Day: TG 1 2 3 4 5 6 7

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.

Buttons: Cancel, Create Absence Records

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

Student ID: 100013 | Surname: Graham | First Name: Amy | Second Names: Tahlia | Gender: Male | Birthdate: 18 Dec 1997 | Year: 12 | Group: 12.5 | House: Blue

Family Details
 Family Code: ALLAN02 | Family Name: Denbigh | Home Phone: 02 3456 7890
 Street: 1 John St | Suburb/State/PCode: Sydney NSW 2000 | Country: | Email: shill@denbigh.com.au

Parents / Guardians
 Kim Jobson | Work Phone: 02 1234 5678 | Mobile: 0414 123 456
 Wayne Jobson | Work Phone: 02 1234 5678 | Mobile: 0414 123 456
 Father (Non Resident) | Email: shill@denbigh.com.au

Attendance Summary
 Days Absent: 0 | Unexcused Absences: 0 | Days Late: 2
 Total Attendance Percentage: 99%

Date Absent	Type	Code	P1	P2	P3	P4	P5	P6	SMS Status	Note Received
19/10/2015	Study Leave	F								
12/10/2015	Part Day	B	A	A	A	A	A	A		
23/09/2015	Excursion	B	E	A	E	E	E	E		
22/09/2015	Excursion	B	E	A	E	E	E	E		
21/09/2015	Excursion	B	E	A	E	E	E	E		

In Current Student File, find the Student; click the “Add entry” button.

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 | End Date
- Enter Relevant Absence details.
 Full Day | Sick Mum Rang | S | Arrival Time | Departure Time | Note Rec'd
 Type of Absence Reason Reason Code Arrival Time Departure Time Note Rec'd
 Full Day 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

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 Ok “Create Absence Records” or Cancel to delete.

Student Details

Medical Alert
Family Alert
Pastoral Care Alert

Student ID: 100013 | Surname: Graham | First Name: Amy | Second Names: Tahila | Known As: | Gender: Male | Birthdate: 18 Dec 1997 | Year: 12 | Group: 12.5 | House: Blue

Family Details
 Family Code: ALLAND02 | Family Name: Denbigh | Home Phone: 02 3456 7890
 Property: 1 John St | Suburb/State/PCode: Sydney NSW 2000 | Country: | Email: shill@denbigh.com.au

Parents / Guardians
 Kim Jobson | Work Phone: 02 1234 5678 | Mobile: 0414 123 456
 Wayne Jobson | Work Phone: 02 1234 5678 | Mobile: 0414 123 456
 Father (Non Resident) | Email: shill@denbigh.com.au

Attendance Summary
 Current: Days Absent: 0 | Unexcused Absences: 0 | Days Late: 2
 Total Attendance Percentage: 99%

Date Absent	Type	Code	P1	P2	P3	P4	P5	P6	Status	Note Received
19/10/2015	Study Leave	F								
12/10/2015	Part Day	B								
23/09/2015	Excursion	B								
22/09/2015	Excursion	B								
21/09/2015	Excursion	B								

Absent record created.

Attendance List

Navigation: Home, Back, Attendance Menu, Absence Archive, Student Info, Find & Date's Absences, Find All, Find Former, Find Unexplained by Year, Barcode Entry, Archive Found Set, Print

Daily Absences

Date of Absence	Student ID	Name	Tutor	Year	Code	Type	Reason for Absence	Period	Notes	Outstanding	Note	Exit	Sign In / out Summary	SMS Status	Email Teachers	Student	AuditLog
20/2/2015	100013	Graham, Amy	12.2	12	Pa	Late	Bus	1					Late Arrival at 10:22 AM(Bus)			Student	AuditLog
7/9/2015	100013	Graham, Amy	12.5	12		Late	studying Study Lesson	1					Late Arrival at 8:11 AM(Study Lesson)			Student	AuditLog
8/9/2015	100013	Graham, Amy	12.5	12		Excursion	excursion	1-6								Student	AuditLog
9/9/2015	100013	Graham, Amy	12.5	12		Excursion	excursion	1-6								Student	AuditLog
21/9/2015	100013	Graham, Amy	12.5	12		Excursion	excursion	1-6								Student	AuditLog
22/9/2015	100013	Graham, Amy	12.5	12		Excursion	excursion	1-6								Student	AuditLog
23/9/2015	100013	Graham, Amy	12.5	12		Excursion	excursion	1-6								Student	AuditLog
12/10/2015	100013	Graham, Amy	12.5	12		Part Day		1-6								Student	AuditLog
26/10/2015	100013	Graham, Amy	12.5	12		Part Day		1-6								Student	AuditLog

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

Attendance List Functions

Navigation: Home, Back, Attendance Menu, Absence Archive, Student Info, Find & Date's Absences, Find All, Find Former, Find Unexplained by Year, Barcode Entry, Archive Found Set, Print

Daily Absences

Date of Absence	Student ID	Name	Tutor	Year	Code	Type	Reason for Absence	Period	Notes	Outstanding	Note	Exit	Sign In / out Summary	SMS Status	Email Teachers	Student	AuditLog
20/2/2015	100013	Graham, Amy	12.2	12	Pa	Late	Bus	1					Late Arrival at 10:22 AM(Bus)			Student	AuditLog

1. Find a today's absence or change date to find another date
2. Find any field in the attendance list
3. Find all, displays all records
4. Find Former will display absences for any student's absences that may have moved to Former (Alumni)
5. Displays all unexplained absences
6. View by academic year (See below)
7. Displays the Barcode entry screen
8. Archives absences for a found set of records
9. Prints the absences for today's date
10. 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	1	2	3	4	5	6	Note
Maskell-Knight, Turki	7	Full Day				A	A	A	A	A	A	A	
Williams, Fiona	7	Full Day				A	A	A	A	A	A	A	
Chen, Macsen	7	Full Day				A	A	A	A	A	A	A	
Stanford, Yui	7	Full Day				A	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.

Main Menu - Absences for Today

Absences tab under Main Menu will display the absences for Today.

Student Details - Timetable - Attendance Display

Student Details

Student ID: 100013 | Surname: Graham | First Name: Amy | Second Names: Tahila | Gender: Male | Birthdate: 18 Dec 1997 | Year: 12 | Group: 12.5 | House: Blue

Family Details
 Family Code: ALLAN02 | Family Name: Denbigh | Home Phone: 02 3456 7890
 Street: 1 John St | Suburb/State/PCode: Sydney NSW 2000 | Email: shill@denbigh.com.au

Parents / Guardians
 Kim Jobson (Mother): 02 1234 5678 | 0414 123 456
 Wayne Jobson (Father, Non Resident): 02 1234 5678 | 0414 123 456 | Email: shill@denbigh.com.au

TimeTable Amy is Present today

	Week A		Week B		
	Monday	Tuesday	Wednesday	Thursday	Friday
Before School					
P1	Anc Hist Ms Grierson 12AH1	Chem IB S J1.7 Dr Burlinson CH2S1			Chem IB S Dr Burlinson CH2S1
P2		Clash : CH2S1 D1.1 vs MS2S1	TOK S3.3 Mrs Lam TOK23		Chem IB S Dr Burlinson CH2S1
P3		Anc Hist Mrs Denbigh 12AH1	Clash : MS2S1 M0.2 vs TOK23		
	Recess	Recess	Recess	Recess	Recess
P4			Clash : MS2S1 N1.11 vs TOK23		
P5	Maths Stud Ms Berzins MS2S1	Maths Stud Q1.3 Ms Berzins MS2S1	Anc Hist Ms Grierson 12AH1	Chem IB S F3.2 Dr Burlinson CH2S1	TOK D2.7 Mrs Lam TOK23
	Lunch	Lunch	Lunch	Lunch	Lunch
P6	Chem IB S Dr Burlinson CH2S1			Chem IB S TLT Dr Burlinson CH2S1	CAS D2.5 Mrs Holmes CAS22
P7					

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

Barcode Entry

Student Attendance Menu

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

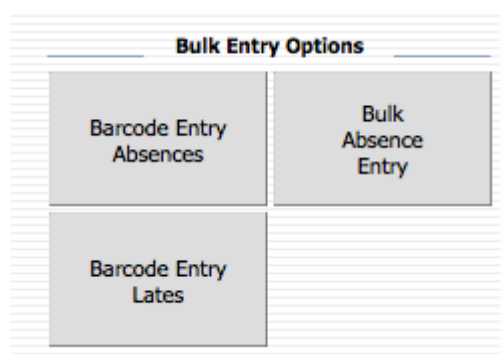
Admin Functions
 Find Students with 3 Consecutive Absences | Find Absences / Lates within Date Range
 Attendance Entry Logging

SMS Functions
 Send SMS Absence Notifications | Manage SMS Messages and Replies

Data Tables
 Attendance List | Attendance Archive
 Individual Student Attendance | Student List displaying Attendance

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

Excursion and Recurring Leave - Bulk Absence Entry



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

Excursion Entry function

The screenshot shows a form for entering excursion details. It includes the following sections:

- 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: [7] Sport: [] Extra Curricular Activity: []
- Set start and end dates of recurring absence.**
Start Date: [23/5/2013] 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. Click Create Attendance Records.

Excursion Records

Daily Absences																
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, Sunail	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

Excursion created for a tutor group.

Recurring Absence Entry

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

<input type="radio"/> Class	<input type="radio"/> Tutor Group	<input type="radio"/> Extra Curricular	<input type="radio"/> Whole School
<input type="radio"/> Course	<input type="radio"/> Sport	<input type="radio"/> Yeargroup	<input type="radio"/> Current Found Set
- If not 'Whole School' or 'Current Found Set', identify your selection.

Class	Course	Tutor Group	Year	Sport	Extra Curricular Activity
			7		
- 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
			<input type="checkbox"/>

Full Day	TG	1	2	3	4	5	6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Create Attendance Records

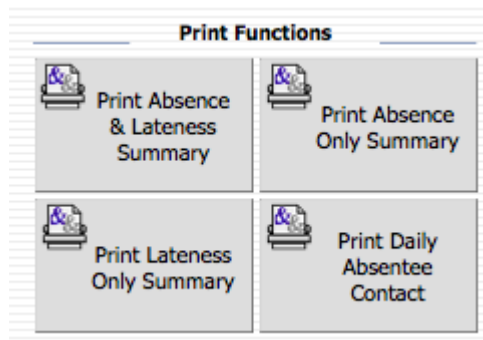
- Choose the group or students
- For anything other than the Whole School or Current Found Set, choose the Class, Course, Tutor Group, Academic Year, Sport or Extra Curricular Activity from the drop down lists
- Enter the Start and End dates
- Enter the details for the recurring leave; enter the Type of Absence required, Reason, Reason Code and note. Click Full day or choose the periods required, choose S (Study Leave), L (Late) or A (Absent).
- Click "Create Records".

Recurring Leave Entry

Date of Absence	Student ID	Name	TGroup	Year	Code	Type	Reason for Absence	Period							Note	Sign in / out Summary
								TG	1	2	3	4	5	6		
29/5/2013	100336	Farrell, Joshua	12.1	12	M	Study Leave	Study Leave	st	st	st	st	st	st	st		<input type="checkbox"/>
29/5/2013	100338	Homewood, Bradley	12.1	12	M	Study Leave	Study Leave	st	st	st	st	st	st	st		<input type="checkbox"/>
29/5/2013	100373	Kumar, Joseph	12.2	12	M	Study Leave	Study Leave	st	st	st	st	st	st	st		<input type="checkbox"/>
29/5/2013	104905	Thomson, Hannah	12.2	12	M	Study Leave	Study Leave	st	st	st	st	st	st	st		<input type="checkbox"/>

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

Denbigh Demonstration School Absence List											
Date	Student	TGroup	House	Year	Type	Code	Reason for Absence	Arrival Time	Depart Time	Absent from Lesson	Note
22/5/2013											
	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"/>

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	<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"/>

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		

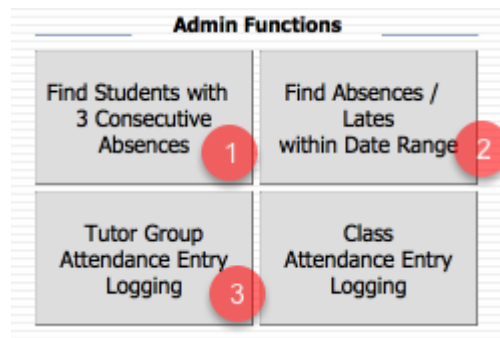
Prints Lates only.

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	

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

The image shows a dialog box titled "Enter Date Range". The dialog box has a title bar with three window control buttons (red, yellow, green) on the left. The main content area contains the text "Please enter the start and end date for the period you wish to search on." Below this text are two text input fields. The first field is labeled "Start Date" and the second field is labeled "End Date". Both fields are empty and have a blue border. At the bottom of the dialog box are two buttons: "Cancel" and "OK". The "OK" button is highlighted in blue.

Enter a date range to search.

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
Thaug, 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
Bliton, 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	B

It will then find any students that have 3 consecutive absences. Displays a printed list, click continue to print the list. Proceed to Currents Students so a 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.

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

Start Date End Date

Step 4

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

Student ID	Surname	Given Names	Gender	Date of Birth	Yr	Group	House	Codes	Boarding Status	Currently Reported	
<input type="checkbox"/> ↕ 108198	Williams	Akila	Female	7/7/2008	1	1K	Magenta	Fourth	Boarder	No	Add to current reports
<input type="checkbox"/> ↕ 101603	Baker	Rebecca Kate	Female	2/9/2006	3	3G	Puce		Day	No	Add to current reports
<input type="checkbox"/> ↕ 100059	Johnson	Jarrold Benjamin	Male	24/10/1999	10	10.3	Blue		Day	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.

Correspondence - Find Absences/Lates within Date Range

[Student Accounts](#)
[Classes Detail](#)
[Future Students](#)
[Former Students](#)
[Family Details](#)
[Community Details](#)
[Staff Details](#)

Student Details

Student ID: 108198	Surname: Williams	First Name: Akila	Second Names:	Known As:	Gender: Female	Birthdate: 7 Jul 2008	Year: 1	Group: 1K	House: Magenta
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Family Details		Parents / Guardians	
Family Code: 101268	Family Name: Williams	Home Phone: 02 3456 7890	Work Phone:
Property:	Street: 1 John St	Suburb/State/PCode: Sydney NSW 2000	Country:
Father: Radhakrishnan Williams		Mobile: 0414 123 456	
Email: rwillia@denbighdemo.com.au		Mother: Seema Williams	
		Mobile: 0414 123 456	
Email:		Email:	

General Information	General Info	Hosts & Guardians	Correspondence	Email	Comms List	Transport	MCEECDYA	Extra School Report	Census
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For the found set of student		For this student	
<input type="button" value="New letter to Students"/> <input type="button" value="New letter to Parents"/>		<input type="button" value="New letter to Student"/> <input type="button" value="New letter to Parents"/>	
Date	Title	Signatory	Body
↕ 27/02/2012	Unexplained	John Denbigh	I am writing to bring to your attention the fact that according to our records Akila has been marked as late to school three times in the last fortnight in her school attendance records.
		108198 101268	
↕ 11/10/2007	Unexplained	John Denbigh	I am writing to bring to your attention the fact that according to our records Akila has been marked as late to school three times in the last fortnight in her school attendance records.
		108198 101268	
↕ 3/08/2007	Parental Leave	John Denbigh	Thank you for your letter advising that Akila will be absent from College from absencedates.
		108198 101268	The College policy is that permission not be given for such absences. However, we

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

Correspondence Mail Merge

Select Type & Template

1. Absence Letters 8 Unexplained absences

Type: _____ Subject of Letter: Unexplained absences Template Name: _____ Copy to Non Resident Parent:

Enter Date and Body

2. 26/04/2013 <<Your Current Student's Preferred Name>> Insert ->

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

Dear Mr and Mrs Brassers

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 Brassers Roll: 63 Date of Letter: //

Please right beside each absence the reason for absence.

Print Detail

5. Create Letters Printer: _____

Preview & Print Bypass Print Dialog:

Print Media: _____ Layout: Correspondence Print No Letterhead

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)

The screenshot shows a student record interface with a 'Correspondence' tab. A list of letters is shown, and one is selected, displaying its content in a preview window. The letter text is identical to the 'Correspondence Mail Merge' form shown in the previous image, including the subject 'Unexplained absences', the date '26/04/2013', and the signatory 'John Denbigh, Head of Middle School'.

Letter created in the student record.

Current Student – Attendance - Current in Date Range

The screenshot shows the 'Student Details' page for student ID 108198, Williams, Akila. The 'Current in Date Range' tab is selected, displaying a filtered view of absences from 19/10/2009 to 22/10/2015. The total attendance percentage is 94%. The absence types and reasons are: Full Day Explained, Part Day Explained, Late Explained, Excursion, Sick Bay, Full Day Unexplained, Part Day Unexplained, Late Unexplained, and Study Leave. The 'Sick Bay' checkbox is checked. The table below shows the attendance records for this period.

Date Absent	Type	Code	Reason	Arrived	Departed	P1	P2	P3	P4	P5	P6	SMS Status	Note Received

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 shows the 'Student Details' page for student ID 108198, Williams, Akila. The 'Medical Info' tab is selected, displaying the 'Medical Chart' section. A new entry has been added to the chart for 19/10/2015, with the staff member Denbigh Mr J, signs and symptoms of Headache, and treatment of Cold pack. The 'Time In' field is highlighted with a red circle, showing 9:02:37 am. The 'Time Out' field is empty.

Date	Staff Member	Signs and Symptoms	Treatment
19/10/2015	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 Sickbay.

This will add the entry to the student's 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 In-school meetings use Study Leave. Add S in the Periods that the student will not be in class.

Student ID: 100013, Surname: Graham, First Name: Amy, Second Names: Tahlia, Gender: Male, Birthdate: 18 Dec 1997, Year: 12, Group: 12.5, House: Blue

Family Details
 Family Code: ALLAN02, Family Name: Denbigh, Home Phone: 02 3456 7890
 Street: 1 John St, Suburb/State/PCode: Sydney NSW 2000, Country: , Email: shill@denbigh.com.au

Parents / Guardians
 Kim Jobson (Mother): 02 1234 5678, 0414 123 456
 Wayne Jobson (Father (Non Resident)): 02 1234 5678, 0414 123 456, Email: shill@denbigh.com.au

Attendance Summary
 Days Absent: 0, Unexcused Absences: 0, Days Late: 2
 Total Attendance Percentage: 99%

Date Absent	Type	Code	P1	P2	P3	P4	P5	P6	SMS Status	Note Received
19/10/2015	Study Leave	F			SL					

This will enter the SL icon in the Periods required.

Front Counter Attendance Processing

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

Date of Absence: 25/7/2013, Type: Part Day, Reason for Absence: Exam tomorrow, Reason Code: F, Time of Arrival: 3:29 PM, Time of Departure:

Buttons: 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.

Student Details

Student ID: 100013, Surname: Graham, First Name: Amy, Second Names: Tahlia, Gender: Male, Birthdate: 18 Dec 1997, Year: 12, Group: 12.5, House: Blue

Family Details
 Family Code: ALLAN02, Family Name: Denbigh, Home Phone: 02 3456 7890
 Street: 1 John St, Suburb/State/PCode: Sydney NSW 2000, Country: , Email: shill@denbigh.com.au

Parents / Guardians
 Kim Jobson (Mother): 02 1234 5678, 0414 123 456
 Wayne Jobson (Father (Non Resident)): 02 1234 5678, 0414 123 456, Email: shill@denbigh.com.au

Attendance Summary
 Days Absent: 0, Unexcused Absences: 0, Days Late: 2
 Total Attendance Percentage: 99%

Date Absent	Type	Code	P1	P2	P3	P4	P5	P6	SMS Status	Note Received
19/10/2015	Study Leave	F			SL					
12/10/2015	Part Day	B	A	A	A	A	A	A		
23/09/2015	Excursion	B	E	A	E	E	E	E		
22/09/2015	Excursion	B	E	A	E	E	E	E		
21/09/2015	Excursion	B	E	A	E	E	E	E		

Leaving for the day for Study Leave.

Archived Absences

Student Details

Student ID: 100013 | Surname: Graham | First Name: Amy | Second Names: Tahlia | Gender: Male | Birthdate: 18 Dec 1997 | Year: 12 | IT Group: 12.5 | House: Blue

Family Details
 Family Code: ALLAN02 | Family Name: Denbigh | Home Phone: 02 3456 7890
 Street: 1 John St | Suburb/State/PCode: Sydney NSW 2000 | Country: | Email: shill@denbigh.com.au

Parents / Guardians
 Kim Jobson (Mother): 02 1234 5678 | 0414 123 456
 Wayne Jobson (Father (Non Resident)): 02 1234 5678 | 0414 123 456
 Email: shill@denbigh.com.au

Date Absent	Type	Code	P1	P2	P3	P4	P5	P6	Note Received
24/5/2013	Full Day	A							
Reason	test								
28/5/2013	Late	A							
Reason									
29/5/2013	Full Day	A							
Reason	Sick								
30/5/2013	Full Day	A							
Reason	Sick								
31/5/2013	Full Day	A							
Reason	Sick								
5/6/2013	Part Day	A							
Reason	Appoint								

Display of archived student's absences.

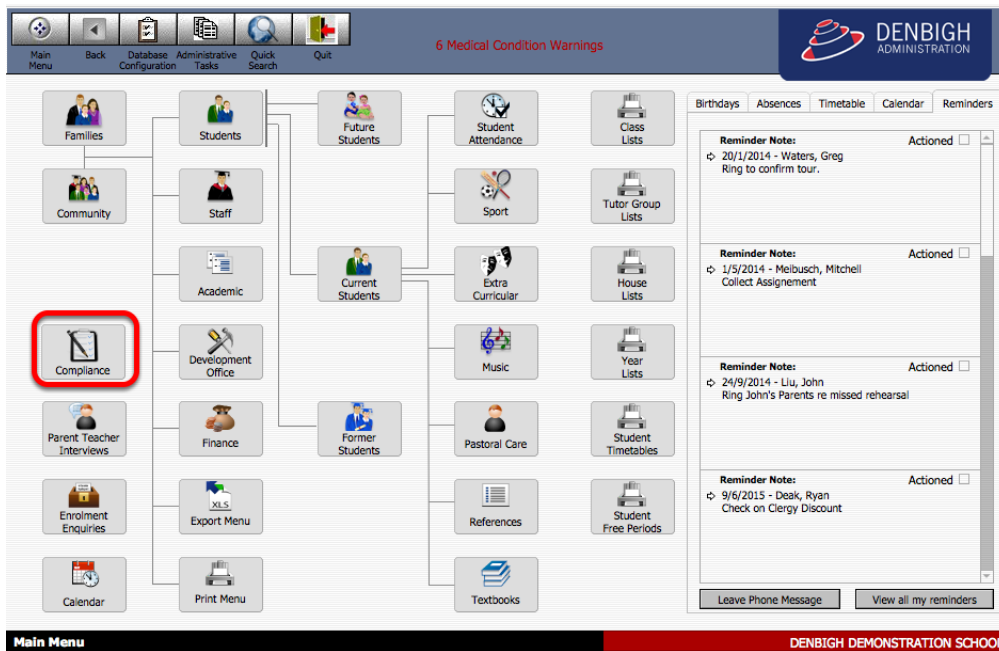
Attendance Archive File

Daily Attendance Archive

Date of Absence	Student ID	Name	Year	House	Code	Type	Reason for Absence	Time of Arrival	Time of Departure	Period	Teachers	SMS Status
6/12/2011	101064	Genoa, Cassandra	8.5	8	H	A				A		Reply Text
6/12/2011	105766	Symms, Vivian	8.4	8	G	A				A P		Reply Text
6/12/2011	104671	Berry, William	8.2	8	R	A				A		Reply Text
24/1/2012	101106	Peterson, Jasmine	6.1	6	P	A	Part Day			A A A A A A		Reply Text
18/2/2013	103139	Cooper, Harjwanjot	10.1	10	P	A	Full Day			A A A A A A		Reply Text
20/2/2013	103139	Cooper, Harjwanjot	10.1	10	P	L	Full Day			A A A A A A		Reply Text
20/2/2013	100082	Thuang, 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	100993	Dyer, Aiysha	8.1	8	G	A	Late	2:53 PM		L		Reply Text
20/2/2013	100025	Deak, Ryan	12.2	12	M	B	Excursion			E E		Reply Text
20/2/2013	100036	Sarris, Georgia	12.2	12	P	B	Excursion			E E		Reply Text
20/2/2013	100058	Johnson, Kieren	12.2	12	M	B	Excursion			E E		Reply Text
20/2/2013	106382	Donovan, Nicky	12.3	12	M	B	Excursion			E E		Reply Text
20/2/2013	100495	Peters, Natasha	12.1	12	G	B	Excursion			E E		Reply Text
20/2/2013	100545	Gardner, Angela	12.3	12	B	B	Excursion			E E E		Reply Text
20/2/2013	100629	Hooad, Lydia	10.1	10	B	B	Excursion	9:00 AM	1:45 PM			Reply Text
20/2/2013	102820	Keiger, Louisa	10.1	10	B	B	Excursion	9:00 AM	1:45 PM			Reply Text
20/2/2013	102991	Mahe, Robert	10.1	10	Y	B	Excursion	9:00 AM	1:45 PM			Reply Text
20/2/2013	100968	Garnock, Sophie	10.3	10	B	B	Excursion	9:00 AM	1:45 PM			Reply Text
20/2/2013	102942	Hicksman, Matthew	10.3	10	R	B	Excursion	9:00 AM	1:45 PM			Reply Text
20/2/2013	101017	Field, Simhu	10.3	10	P	B	Excursion	9:00 AM	1:45 PM			Reply Text
20/2/2013	101248	Fourhman, Susan	10.1	10	Y	B	Excursion	9:00 AM	1:45 PM			Reply Text
20/2/2013	101275	Richards, Leslie	10.3	10	R	B	Excursion	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



STATS/DEEWR reports are accessed from the Compliance Module.

Appendix A - 2015 Attendance Register Codes Definitions

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: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - misadventure or unforeseen 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

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: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - work experience - school sport (regional and state carnivals) - school excursions - student exchange
H¹	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"> - tutorial centre and programs - behaviour schools - juvenile justice - hospital schools - distance education

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.

Not counted as an absence.