



**DENBIGH**  
INTERNATIONAL

Administration  
Solutions  
for Education

# DENBIGH ADMINISTRATION

## Compliance Module

[www.denbigh.com.au](http://www.denbigh.com.au)

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The Compliance Module brings together the reports for State and Federal Government reporting. STATS, Census, Yearly Attendance Percentages, NCCD (Students with Disabilities), NAPLAN (MCEECDYA data) and Enrolment Reports. All reports are stored and are either export or printed reports depending on requirements.

1 Medical Condition Warning

Denbigh Administration

Welcome to Denbigh Administration  
You are logged in as "Mrs J Denbigh"


**Compliance**

**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				
Today (Wed)				
This Week				
Day	Year	House	Name	Age
Mon	11	P	Hopton, Tracey	17
Mon	3	B	Phillip, Lily	9
Tue	10	R	Lawson, Arisa	16
Fri	1	B	Stadler, Sonia	7
Fri	6	B	Williams, Nilani	12
Sat	3	P	Baker, Rebecca	8
Sat	9	B	Hooke, David	14
Sat	3	M	Bealham, Georgia	9
Sat	6	P	Johnson, Simon	12

Staff Birthdays	
Wed	Petersons-Rusmanis Mrs L
Thu	Hohnen Mr C



## Compliance Menu


Main Menu  Denbigh Administration  
Compliance Module

STATS	Census	Enrolment Summary
Yearly Attendance Percentages	NCCD	Enrolment Summary Export
Daily Enrolment Churn	SES Addresses	NAPLAN Data
School Population Report	Registration Waiting Summary	

Please note the Enrolment reports may differ per school.

## STATS report

 Main Menu  Compliance Menu

 Denbigh Administration

School DEEWR/AGEID Number

The STATS export process will automatically do the following:

- \* Exclude all Part Time students in Current Students
- \* Generate the Attendance statistics for all Academic Years WITHIN the years specified below
- \* Export all statistics to a CSV file and place it on your desktop

What you'll need to **after** the export:

1. Open Excel
2. Go to File menu and select Open file
3. Select the exported CSV file
4. Excel will pickup that its a CSV file and bring up an import wizard. Step through the wizard specifying that its comma separated and text is wrapped in quotes and you should see that data being separated in columns in the lower window
5. Once you have confirmed that the figures look to be correct and in each column then simply save the file again using the exact same name and as CSV format and it should then be ready for you to upload to government website.

Should you encounter any issues then please contact Denbigh Support.

Dates Academic Years




Start Date   Start Year

End Date   End Year

Report Title

Create New Report

### Existing Reports

Report Title	Date Created		
year 10	18/08/2017 3:40:12 PM	Export	
Semester One 2017	18/08/2017 3:10:22 PM	Export	
23 jan to 23 june 1 to 10	8/08/2017 5:07:07 PM	Export	
Semester 2 report 2016	18/10/2016 10:07:27	Export	
Semester 1 Report 2016	5/07/2016 12:02:12 AM	Export	
1 jan to 28 jun 2	28/06/2016 4:54:09 PM	Export	
1 Jan 28 Jun	28/06/2016 4:04:38 PM	Export	

DEEWR 12345

The STATS export process will automatically do the following:

- Exclude all Part Time students in Current Students file
- Generate the Attendance statistics for all Academic Years WITHIN the years specified below
- Export all statistics to a CSV file and place it on your desktop

What you'll need to do **after** the export:

1. Open Excel

2. Go to File menu and select Open file
3. Select the exported CSV file
4. Excel will pickup that it is a CSV file and bring up an import wizard. Step through the wizard specifying that its comma separated and text is wrapped in quotes and you should see that data being separated in columns in the lower window
5. Once you have confirmed that the figures look to be correct and in each column then simply save the file again using the exact same name and as CSV format. It should then be ready for you to upload to government website.

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5. Once you have confirmed that the figures look to be correct and in each column then simply save the file again using the exact same name and as CSV format and it should then be ready for you to upload to government website.

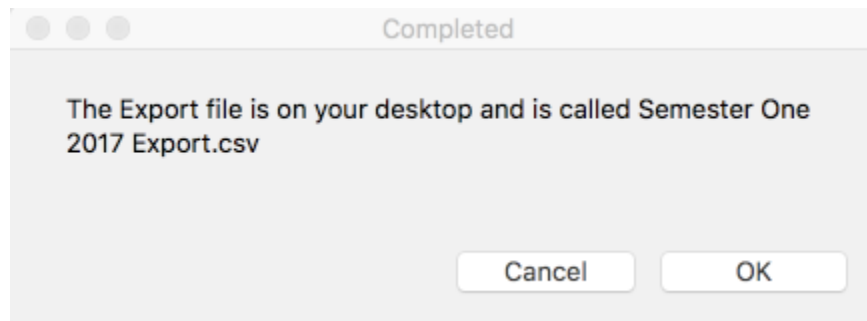
*Should you encounter any issues then please contact Denbigh Support.*

	Dates		Academic Years	
Start Date	<input style="width: 100px;" type="text" value="30/1/2017"/>		Start Year	<input style="width: 50px;" type="text" value="1"/>
End Date	<input style="width: 100px;" type="text" value="30/6/2017"/>		End Year	<input style="width: 50px;" type="text" value="10"/>
Report Title	<input style="width: 100%; border: none;" type="text" value="Semester One 2017"/>			<input style="width: 100px; height: 30px;" type="button" value="Create New Report"/>

**Existing Reports**

Report Title	Date Created

The Stats report is required to be exported twice yearly. (Semester 1 and Term 3). Enter the start and end dates required, the Academic Years and a report title. Reports can be saved and exported at any time.







The file will be exported to the desktop with the name of the report title as entered.

	A	B	C	D	E	F	G	H	I	J	K	L
1	12345	Semester 1	Y1	M	T	480	480	0	5	480	96	
2	12345	Semester 1	Y1	F	T	849	849	0	9	849	96	
3	12345	Semester 1	Y1	M	I	96	96	0	1	96	96	
4	12345	Semester 1	Y2	M	T	672	672	0	7	672	96	
5	12345	Semester 1	Y2	F	T	672	672	0	7	672	96	
6	12345	Semester 1	Y3	M	T	480	480	0	5	480	96	
7	12345	Semester 1	Y3	F	T	1152	1152	0	12	1152	96	
8	12345	Semester 1	Y4	M	T	672	672	0	7	672	96	
9	12345	Semester 1	Y4	F	T	1536	1536	0	16	1536	96	
10	12345	Semester 1	Y5	M	T	960	960	0	10	960	96	
11	12345	Semester 1	Y5	F	T	1152	1152	0	12	1152	96	
12	12345	Semester 1	Y6	M	T	864	861.5	0	9	864	96	
13	12345	Semester 1	Y6	F	T	2400	2398	0	25	2400	96	
14	12345	Semester 1	Y6	M	I	96	95.5	0	1	96	96	
15	12345	Semester 1	Y6	F	I	96	96	0	1	96	96	
16	12345	Semester 1	Y7	M	T	2496	2496	0	26	2496	96	
17	12345	Semester 1	Y7	F	T	2880	2879	0	30	2880	96	
18	12345	Semester 1	Y7	M	I	192	192	0	2	192	96	
19	12345	Semester 1	Y7	F	I	96	96	0	1	96	96	
20	12345	Semester 1	Y8	M	T	2688	2686	0	28	2688	96	
21	12345	Semester 1	Y8	F	T	1824	1823	0	19	1824	96	
22	12345	Semester 1	Y8	F	I	96	96	0	1	96	96	
23	12345	Semester 1	Y9	M	T	2208	2205.5	0	21	2208	96	
24	12345	Semester 1	Y9	F	T	2304	2303	0	24	2304	96	
25	12345	Semester 1	Y9	M	I	288	288	0	3	288	96	
26	12345	Semester 1	Y10	M	T	2400	2399	0	25	2400	96	
27	12345	Semester 1	Y10	F	T	3151	3146	0	33	3151	96	
28	12345	Semester 1	Y10	M	I	192	191	0	2	192	96	
29	12345	Semester 1	Y10	F	I	192	192	0	2	192	96	
30												

Example of STATS export.

# Census Report

 Main Menu    Compliance Menu    Census Data Entry

 Denbigh Administration

The Census Report process will automatically do the following:


1. Create Census data records for years specified
2. Save data with title provided
3. Calculate student ages based on the Reference date specified.
4. Process then Print report.

Should you encounter any issues then please contact Denbigh Support




Academic Years

-1    0    1    2    3    4    5    6    7    8    9    10    11    12

Preview only    Print only    Preview and Print

Report Title    Age Reference Date     [Create New Report](#)

### Existing Reports

Report Title	Date Created	
Census 4 August 2017	22/08/2017 4:58:52	<a href="#">View &amp; Print</a> 
test2	10/12/2015 10:20:10	<a href="#">View &amp; Print</a> 
test	28/04/2015 7:04:05	<a href="#">View &amp; Print</a> 

AGEID 12345

Select the Academic years, enter a report title and the age reference date. If required there is a button to go to the Current students census data to check on any data.



# Current Student - Census data

Main Menu
 Compliance Menu
 Census Menu
 Find Student

106745
Bhargava
Rahul
Rahul
Rahul
Male
10 Jan 1999
12
12.3
Puce

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

Census

Fields required for the census report
Do not include in the Census




- Part Time Student
- Overseas students
- Students with disabilities
- Indigenous students
- Boarding students
- Distance Education students
- Indigenous Distance Education students
- Non-tuition Boarders
- Students on Visas

View or edit the data if required.

Denbigh Demonstration School Census Report - 30 August 2017																									
Age calculated on 4 August 2017																									
Year	Age	Male	Female	Part Time Student Male	Part Time Student Female	Full Time Student Male	Full Time Student Female	Overseas Student Male	Overseas Student Female	Students with Disabilities Male	Students with Disabilities Female	Indigenous Students Male	Indigenous Students Female	Boarding Students Male	Boarding Students Female	Distance Education Students Male	Distance Education Students Female	Distance Education Indigenous Male	Distance Education Indigenous Female	Non Tuition Boarders Male	Non Tuition Boarders Female	Students on Visa Male	Students on Visa Female	Total	
0	5	6	7	0	0	6	7	0	0	0	0	0	0	5	4	0	0	0	0	0	0	0	0	0	13
	6	4	7	0	0	4	7	0	0	0	0	0	0	3	4	0	0	0	0	0	0	0	0	0	11
	<b>Total:</b>	10	14	0	0	10	14	0	0	0	0	0	0	8	8	0	0	0	0	0	0	0	0	0	24
1	5	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	6	2	3	0	0	2	3	0	0	0	0	1	0	2	1	0	0	0	0	0	0	0	0	0	5
	7	2	6	0	0	2	6	0	0	0	0	0	0	1	3	0	0	0	0	0	0	0	0	0	8
	<b>Total:</b>	5	9	0	0	5	9	0	0	0	0	1	0	3	4	0	0	0	0	0	0	0	0	0	14
2	7	2	2	0	0	2	2	0	0	0	0	0	0	1	2	0	0	0	0	0	0	0	0	0	4
	8	5	5	0	0	5	5	0	0	0	0	0	0	4	2	0	0	0	0	0	0	0	0	0	10
	<b>Total:</b>	7	7	0	0	7	7	0	0	0	0	0	0	5	4	0	0	0	0	0	0	0	0	0	14
3	7	0	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	8	1	5	0	0	1	5	0	0	0	0	0	0	1	2	0	0	0	0	0	0	0	0	0	6
	9	4	6	0	0	4	6	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	10
	<b>Total:</b>	5	12	0	0	5	12	0	0	0	0	0	0	1	4	0	0	0	0	0	0	0	0	0	17
4	9	1	6	0	0	1	6	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	7
	10	5	10	0	0	5	10	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	15
	<b>Total:</b>	6	16	0	0	6	16	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	22

Example of Census Report.

# Enrolment Summary

 Main Menu  Compliance Menu  Denbigh Administration

## Enrolment Summary

The Enrolment Summary process will automatically do the following:

1. Include the count of all Future Students with an enrolment date for the current Calendar Year specified and with the selected Status to include in report selected. **NOTE: only Future Students with a Status of Accepted will be totalled with the already Enrolled Students.**

This report assumes correct Enrolment Date data to be present.

2. Include the count of all currently enrolled students.
3. Group the report by Enrolment Status and give a count of the Enrolled and Accepted students with an enrolment date within the specified range.
4. Once printed, the report data can be saved for reprinting or deleted if no longer required.

Should you encounter any issues then please contact Denbigh Support.

Report Title

Enrolment Status

Status to include in report

Registered  Def'd Offer  
 Interview  Rejected  
 Offer  
 Accepted  
 Waiting

Term used for Accepted\*

Include Boarders

Create New Report

Existing Reports  Preview only  Print only  Preview and Print to  Printer  PDF

Report Title	Date Created		
<input type="text" value="new test pw"/>	<input type="text" value="16/08/2017 2:41:06 PM"/>	<input type="button" value="Print"/>	<input type="button" value="Delete"/>
<input type="text" value="sally test"/>	<input type="text" value="15/08/2017 4:55:57 PM"/>	<input type="button" value="Print"/>	<input type="button" value="Delete"/>
<input type="text" value="2017 with boarders"/>	<input type="text" value="11/08/2017 11:33:15 AM"/>	<input type="button" value="Print"/>	<input type="button" value="Delete"/>
<input type="text" value="With boarders"/>	<input type="text" value="10/08/2017 1:02:43 PM"/>	<input type="button" value="Print"/>	<input type="button" value="Delete"/>
<input type="text" value="Enrolments as at 10 August"/>	<input type="text" value="10/08/2017 12:54:44 PM"/>	<input type="button" value="Print"/>	<input type="button" value="Delete"/>
<input type="text" value="2018 Accepted"/>	<input type="text" value="3/08/2017 2:00:08 PM"/>	<input type="button" value="Print"/>	<input type="button" value="Delete"/>

Enrolment summary based on Status of Future Students and Current Students. This is dependent on all Enrolment dates have been entered for all students.

Enter the date range, report title. Check the Enrolment Status required to be in the data list. All reports are stored and can be printed and viewed at any time.






**Denbigh Demonstration School**  
**ENROLMENT SUMMARY**

Analysis of Current Students as at Tuesday, 28 April 2015

	Total Students		Total
	Male	Female	
<b>Year 9</b>			
Accepted	0	0	0
Defd Offer Accept	0	0	0
Offer	0	0	0
Total Enrolled	22	24	46
Total Enrolled & Accepted	22	24	46
Waiting	0	0	0
<b>Year 10</b>			
Accepted	1	0	1
Defd Offer Accept	0	0	0
Offer	0	0	0
Total Enrolled	25	34	59
Total Enrolled & Accepted	26	34	60
Waiting	1	0	1
<b>Year 11</b>			
Accepted	0	0	0
Defd Offer Accept	0	0	0
Offer	0	0	0
Total Enrolled	36	38	74
Total Enrolled & Accepted	36	38	74
Waiting	1	0	1
<b>Year 12</b>			
Accepted	0	0	0
Defd Offer Accept	0	0	0
Offer	0	0	0
Total Enrolled	31	40	71
Total Enrolled & Accepted	31	40	71
Waiting	0	0	0
<b>Primary School</b>			
Primary	53	97	150
<b>Secondary School</b>			
Secondary	180	192	372
<b>Total</b>			

Example of enrolment summary.

# Yearly Percentage Report

 Main Menu  Compliance Menu 

School DEEWR/AGEID Number

The Yearly Attendance Percentage Report process will automatically do the following:

1. Averages Students Attendance Percentages per year group from the start of the **current** year to date only.

Should you encounter any issues then please contact Denbigh Support

	Dates	
Start Date	1/1/2019	<b>** These dates are NOT modifiable</b>
End Date	12/2/2019	
Report Title	<input type="text"/>	<input type="button" value="Create New Report"/>

Existing Reports  Preview only  Print only  Preview and Print to  Printer  PDF

Report Title	Date Created		
Yearly Attendance Report 2017	7/12/2017 9:04:18 AM	<input type="button" value="Print"/>	<input type="button" value="Delete"/>
Semester 1 2017	27/06/2017 2:10:11 PM	<input type="button" value="Print"/>	<input type="button" value="Delete"/>
Yearly Attendance Report 2016	9/12/2016 4:00:10 PM	<input type="button" value="Print"/>	<input type="button" value="Delete"/>
Semester 1 2016	29/06/2016 11:26:17 AM	<input type="button" value="Print"/>	<input type="button" value="Delete"/>
Test Report 10/5/16	10/05/2016 12:11:38 PM	<input type="button" value="Print"/>	<input type="button" value="Delete"/>
Test Report	6/05/2016 9:03:37 AM	<input type="button" value="Print"/>	<input type="button" value="Delete"/>
Term 1 2016 Report	24/03/2016 1:58:05 PM	<input type="button" value="Print"/>	<input type="button" value="Delete"/>
Test Report	1/05/2015 9:25:20 AM	<input type="button" value="Print"/>	<input type="button" value="Delete"/>
test	24/04/2015 10:44:40 AM	<input type="button" value="Print"/>	<input type="button" value="Delete"/>

Yearly Percentage report required for the "My School report". This report **will not work retrospectively** only for current attendance data. The report should be run at the time the attendance data is live. Eg run the report at the end of the 2018 for reporting in 2019.



**Denbigh Demonstration School**  
**ATTENDANCE PERCENTAGES**  
Average of Attendance Percentage of Current Students per Year group  
Generated on 7/12/2017 9:04:18 AM

	Percentage
Year -1	93.64%
Year 1	93.02%
Year 2	93.39%
Year 3	93.38%
Year 4	94.21%
Year 5	94.26%
Year 6	95.02%
Year 7	93.79%
Year 8	94.44%
Year 9	93.54%
Year 10	92.39%
Year 11	91.79%
Year 12	89.24%
<b>Total Average</b>	<b>93.24%</b>

Example of data from yearly Attendance Percentages report.

## NCCD (Students with Disabilities)

The screenshot shows the Denbigh Administration Compliance Module interface. At the top left is a 'Main Menu' icon. The title 'Compliance Module' is centered, and 'Denbigh Administration' is on the right. The main area contains a grid of buttons: STATS, Census, Enrolment Summary, Yearly Attendance Percentages, NCCD (highlighted with a red border), Enrolment Summary Export, Daily Enrolment Churn, SES Addresses, NAPLAN Data, School Population Report, and Registration Waiting Summary. The footer reads 'DENBIGH DEMONSTRATION SCHOOL'.

STATS	Census	Enrolment Summary
Yearly Attendance Percentages	<b>NCCD</b>	Enrolment Summary Export
Daily Enrolment Churn	SES Addresses	NAPLAN Data
School Population Report	Registration Waiting Summary	

SWD

NCCD Export Close

Reporting Year

---

Please confirm the following details:

AGEID

State

Systemic status

Export CSV

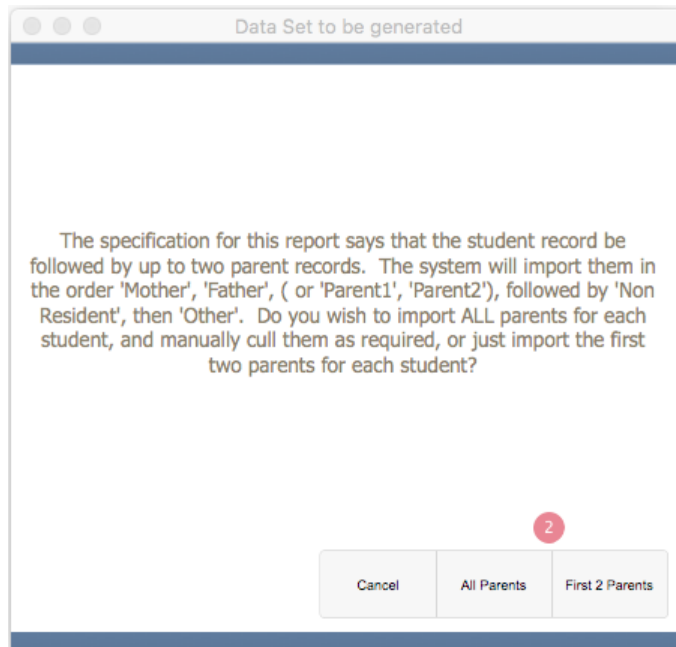
Enter the Calendar year, Click Export CSV. Note: This report will only be available if you have the NCCD (Student with Disabilities) Module installed.

## SES Address Collection

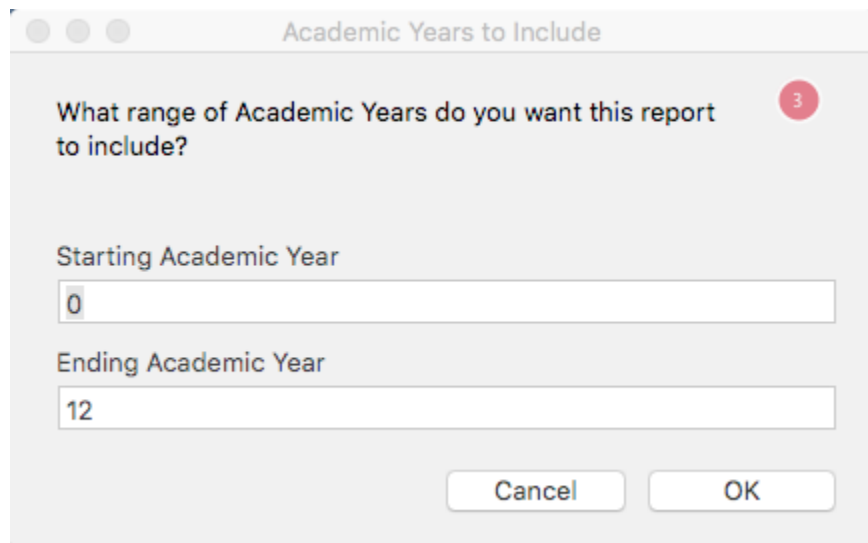
Main Menu Compliance Menu Delete Existing Records Import Student Addresses Student List Export List Go to Table View Delete Record

Student ID	Student	Property Name	Street	Lot Section Portion EMB	Unit Floor/Auss Number	Property Community Name	Street Name	Street Type	Suburb Locality	Postcode	State	Cross St / Comments	Boarding Student	Primary Secondary	AGEID	Campus Number	SN
------------	---------	---------------	--------	-------------------------	------------------------	-------------------------	-------------	-------------	-----------------	----------	-------	---------------------	------------------	-------------------	-------	---------------	----

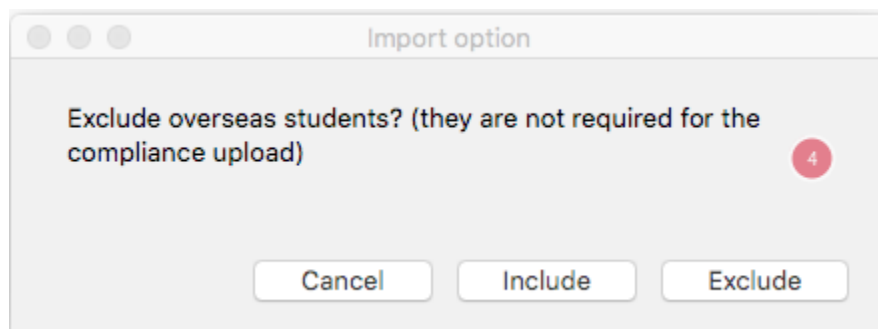
1 - Import Student Addresses



2 - Choose either All Parents or First 2 Parents

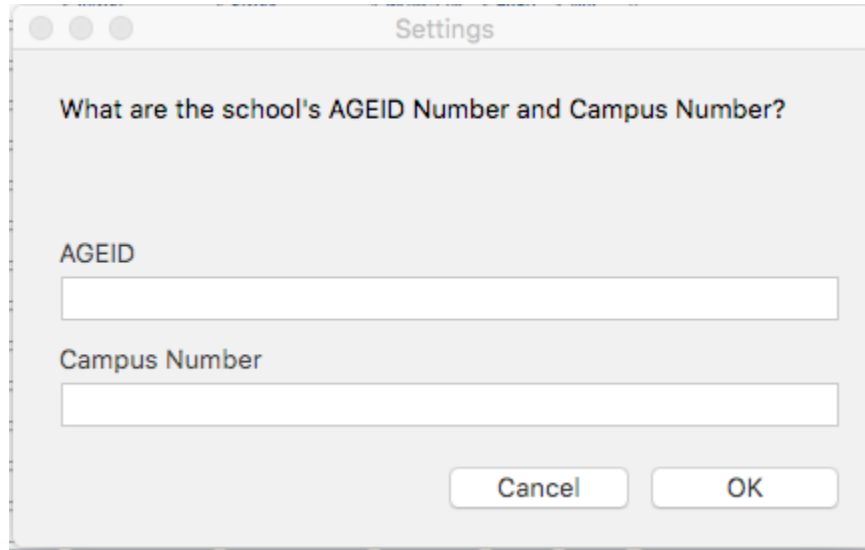


3 - Enter the Academic Years for this report.





4- Choose to Include or Exclude Overseas Students (usually not included)



Settings

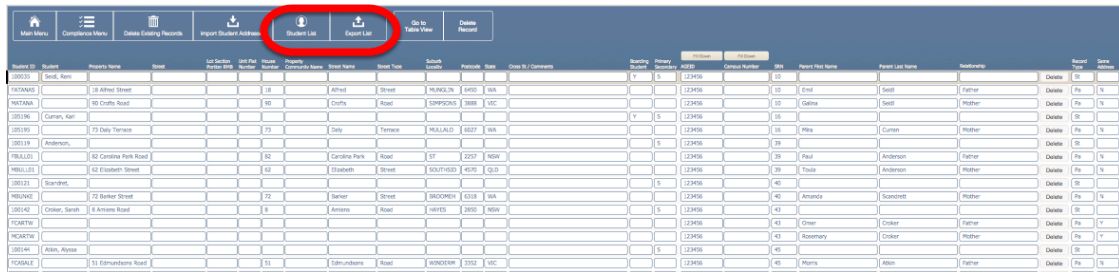
What are the school's AGEID Number and Campus Number?

AGEID

Campus Number

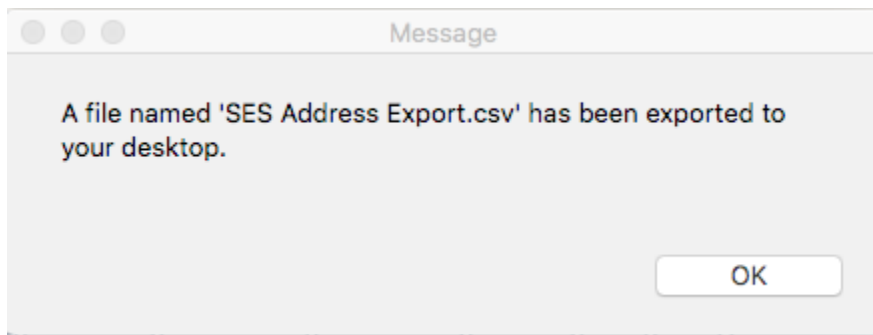
Cancel OK

Enter the Schools AGEID number and Campus number if applicable



Student ID	Student	Address Name	Street	Suburb	Postcode	State	Country	Phone	Mobile	Parent Phone	Parent Email	Parent Address	Parent Suburb	Parent Postcode	Parent State	Parent Country	Relationship	Parent Type	Parent Status
100001	Smith, Alex																		
100002		12 Alfred Street			3100	WA	Australia												
100003		45 Cochrane Road			3000	VIC	Australia												
100004	Curran, Karl																		
100005		75 Daly Terrace			3170	VIC	Australia												
100006	Anderson, John																		
100007		62 Caroline Park Road			3100	VIC	Australia												
100008		120 Clarendon Street			3100	VIC	Australia												
100009	Braybrook, John																		
100010		72 Barker Street			3100	VIC	Australia												
100011	Osler, Sarah	8 Avenue Road			3100	VIC	Australia												
100012																			
100013																			
100014																			
100015	Eden, Ross																		
100016		11 Edmunds Road			3100	VIC	Australia												

The data can now be checked or culled as required. Click the "Student List" to check the students in this data group. Click the Export List.



Message

A file named 'SES Address Export.csv' has been exported to your desktop.

OK

The file will be on your desktop, Click Ok.

SES Address Export

123456	10								S	Y	St			
123456	10		18	Alfred	Street	MUNGLINUP	6450	WA			Pa	Emil	Seidl	N
123456	10		90	Crofts	Road	SIMPSONS CREEK	3888	VIC			Pa	Galina	Seidl	N
123456	16								S	Y	St			
123456	16		73	Daly	Terrace	MULLALOO	6027	WA			Pa	Mira	Curran	N
123456	39								S		St			
123456	39		82	Carolina Park	Road	ST HUBERTS ISLAND	2257	NSW			Pa	Paul	Anderson	N
123456	39		62	Elizabeth	Street	SOUTHSIDE	4570	QLD			Pa	Toula	Anderson	N
123456	40								S		St			
123456	40		72	Barker	Street	BROOMEHILL	6318	WA			Pa	Amanda	Scandrett	N
123456	43		8	Amiens	Road	HAYES GAP	2850	NSW	S		St			
123456	43										Pa	Omer	Croker	Y
123456	43										Pa	Rosemary	Croker	Y
123456	45								S		St			
123456	45		51	Edmundsons	Road	WINDERMERE	3352	VIC			Pa	Morris	Atkin	N
123456	45		66	Bailey	Street	TARRONE	3283	VIC			Pa	Debbie	Atkin	N
123456	46								S		St			
123456	46		51	Edmundsons	Road	WINDERMERE	3352	VIC			Pa	Morris	Atkin	N
123456	46		66	Bailey	Street	TARRONE	3283	VIC			Pa	Debbie	Atkin	N

Sample of data export.

## NAPLAN data (MCEECDYA data collection)

Main Menu
 Compliance Menu

*The Yearly NAPLAN Export process will automatically do the following:*

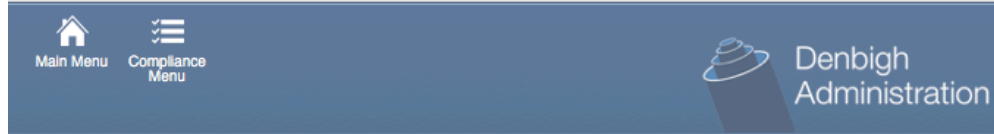
- 1. Select relevant year group of students and export the MCEECDYA/NAPLAN data.**

*Should you encounter any issues then please contact Denbigh Support.*

Academic Years  3  7  
 5  9

Process with years

Select the Academic year (only 1 year at a time can be exported).

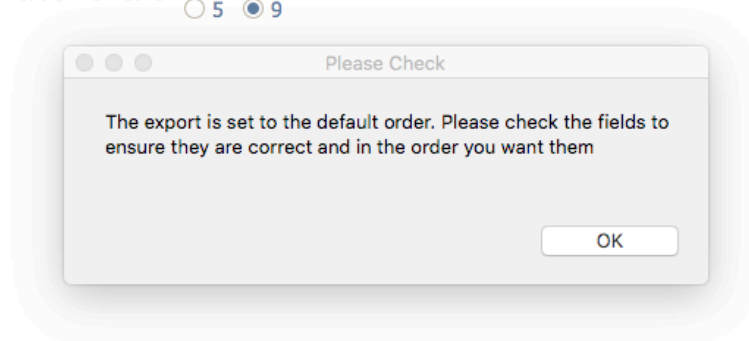


*The Yearly NAPLAN Export process will automatically do the following:*

*1. Select relevant year group of students and export the MCEECDYA/NAPLAN data.*

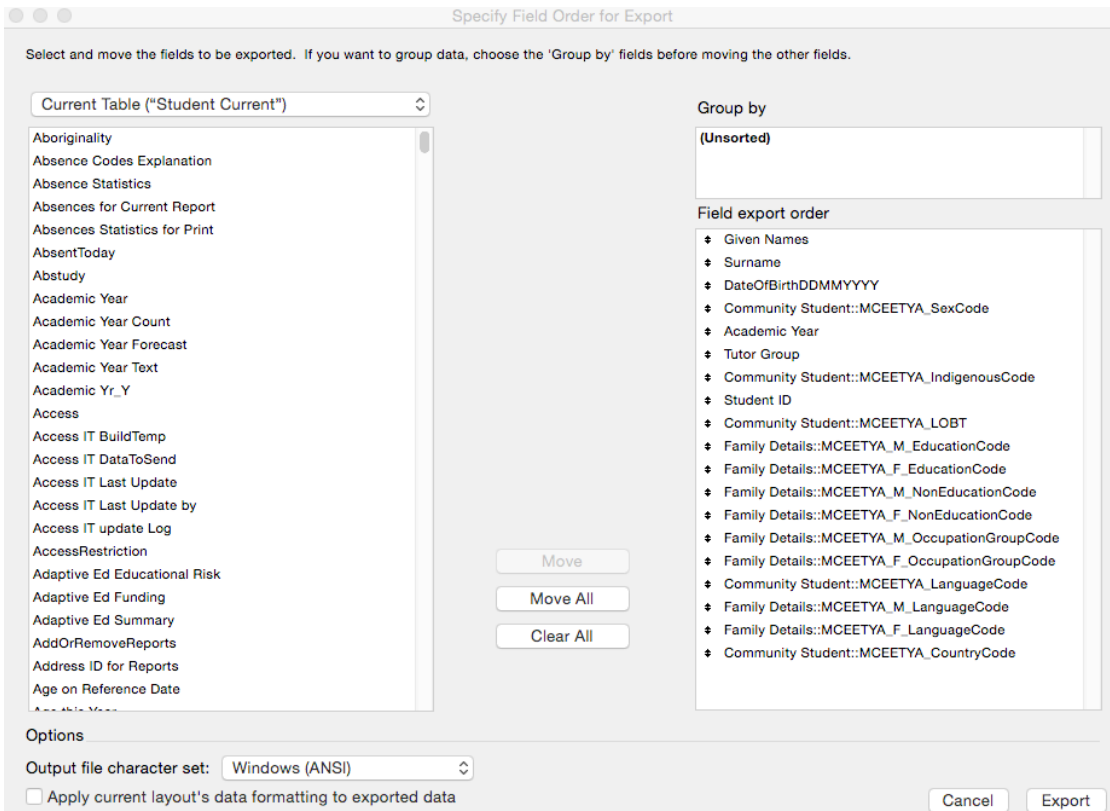
*Should you encounter any issues then please contact Denbigh Support.*

Academic Years  3  7  
 5  9



AGEID 12345

Name the file. It will go to the Export order function, as some states require different order of fields.



If the fields are in the wrong order or other fields need to be used, this can be done at this point. Click "Export" when all is correct.

naplan.tab																		
Any Tahlia	Graham	27/02/2002	2	9	9.2		100039		4	3	7	6	1	2	4202	4202	1101	1101
James Tobias	Condoleson	11/05/2002	1	9		9.1	100079	100078										
Ronan Edmund	Hunter	18/03/2003	1	9	9.2		100079											
Cameron Percival	Mackellar	Reinhardt	25/09/2003	1	9		9.2	103157										1101
Sarah Courtney	Jones	17/09/2003	2	9	9.1		100180											1101
Andrew Khosi	Roper	19/12/2003	1	9	9.1		100154											1101
Georgina Georgia	Dene	11/05/2003	2	9	9.1		104192											

Sample of data export.