

DENBIGH ADMINISTRATION

Compliance Module

www.denbigh.com.au

Tel +61 2 4647 1375 Fax +61 2 4647 3410 ABN 99 167 352 749

Macarthur Anglican School Cobbitty Road PO Box 3166 Narellan NSW 2567 Australia



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Brings together all required Government reporting for schools.

STATS, Census, Enrollment Summary, Yearly Attendance Percentages, Students with Disabilities, NAPLAN (MCEECDYA data) and Enrollment Reports. All reports are stored and are either export or printed reports depending on requirements.

Main Back Database Configuratio	Administrative Quick in Tasks Search	Quit 3 Medical Condition Warnings			4	ا	DENB	IGH ration
Families	Students		Birthdays Today (© Gabr	Absend (Thu) riella Smit	ces th (8.4	Timetable) is 14 years	Calendar s old today.	Reminde
	Ā	Welcome to Denbigh Administration						
Community	Staff	You are logged in as "Mrs J Denbigh"						
	- E		This W	eek				
			Day	Year Hou	use M	lame		Age
	Academic		¢ Sun	12 B	Ga	dner, Ange	a	18
			¢ sun	1 Y	An	terson, Bao		8
	<u>\$</u> \$	27-	C Mon	5 8	Gra	nam, Jame	5	13
	× 1		rb Mon	7 8	Mo	Toy Jack		14
	Development		© Wed	9 M	Hu	nter, Ronan		15
	Office	\sim	¢ Wed	9 M	Se	wood, And	ew	15
			🗘 Thu	8 B	Sm	ith, Gabriell	а	14
(1)	1		🜩 Fri	10 M	1 Jor	es, Nichola	5	16
			Sat	12 G	i Mo	Culloch, Ros	anna	18
Compliance	Finance		¢ Sat	12 R	На	nson, Jane		18
**	XI S	Privacy reminder The School is bound by the National Privacy Principles contained in the						
Enrolment	Export Menu	Commonwealth Privacy Act 1988. A high standard of care must be exercised by those accessing personal information on Denbioh Admin.	Staff Bi	rthdays				
Enquiries		so that use or disclosure of such information is limited to purposes	🗘 Mon	MacInto	osh Mi	w		
		crosery in Neu to the wenare of the persons concerned.	🗘 Sun	Ayre Ms	s S			
	<u></u>				_			
Calendar	Print Menu							

Compliance Menu

Main Menu		
STATS	Census	Enrolment Summary
Yearly Attendance	Students with	NAPLAN
Percentages	Disabilities	Data
		DEEWR 12345

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Macarthur Anglican School Cobbitty Road Cobbitty NSW 2570 PO Box 3166 Narellan NSW 2567 Australia

STATS Export Function

Compliance Menu	Main Menu				
	School DEEWR/AGEID N	umber 12345			
	The DEEWR export p 1. Exclude all Part Ti 3. Generate the Atter 4. Export all statistic Should you encount	process will automa me students in Cui idance statistics fo s to a Excel file and er any issues then	atically do the rrent Students r all Academic d place it on yo please contac	following: : Years WIT our desktop t Denbigh S	HIN the years specified below
		Dates	Acad	amic Years	
	Start Date		Start Year	1 🔻	
	End Date		End Year	10 🔻	
	Report Title				
	Expo Historical I	rt Report			Process with Date Range

Enter the Start and End dates required and the Start and End Academic Years. Enter a report title reports now can be saved and historical reports exported at any time.

		DEEWR		
Main Menu Compliance Menu			Ę	
School DEEWR/AGEID	Number 12345			
The STATS export pro	cess will automatical	ly do the followi	ng:	
* Exclude all Part Time * Generate the Attenda * Export all statistics to Should you encounter	students in Current ince statistics for all <i>i</i> a Excel file and plac any issues then plea	Students Academic Years te it on your des se contact Dent	WITHIN th ktop bigh Suppor	ne years specified below rt.
1	Dates	Academ	nic Years	
Start Date	27/01/2015	Start Year	1 🔻	Creating Report Please Wait
End Date	27/04/2015	End Year	10 🔻	Create New
Report Title	First Term 2015			Report
Existing Reports				
Report Title		Date C	reated	

Main Menu Compliance Menu				4	Ð	DENBIG ADMINISTRATIO	H ¤	
School DEEWR/AGEID The STATS export pro * Exclude all Part Time * Generate the Attende * Export all statistics to Should you encounter	Number 12 cess will autor e students in C ance statistics a Excel file ar any issues the	345 matically do th urrent Studer for all Acader nd place it on on please con	ne follow nts nic Year your des tact Den	ing: s WITHII sktop bigh Sup	N the year	rs specified below	v	
I Start Date End Date Report Title	Dates 27/01/2015 27/04/2015 First Term 20	Sta	Acader art Year nd Year	mic Year 1 ▼ 10 ▼	s	Create New Report		
Existing Reports Report Title First Term 2015			Date 0	Created V/2015		Export	1	
The Export	file is on y	Com vour desk	pletec top ar	nd is c	alled F	irst Term 20	15	

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

Cancel

ок

STATS Export example

\diamond	A	В	С	D	E	F	G	н	1
1	AGEID	Year Level	Collection	Gender	Indigenous	Enrolment Days	Attendances	Count Students Below 90 Percent	Count Students Above 90 Percent
2	12345	Y1	Semester 1	M	т	220	220	0	4
3	12345	Y1	Semester 1	F	т	504	480	1	8
4	12345	Y1	Semester 1	M	I	52	52	0	1
5	12345	Y1	Semester 1	F	I	0	0	0	0
6	12345	Y2	Semester 1	M	т	392	391	0	7
7	12345	Y2	Semester 1	F	т	392	391	0	7
8	12345	Y2	Semester 1	M	I	0	0	0	0
9	12345	Y2	Semester 1	F	I	0	0	0	0
10	12345	Y3	Semester 1	M	т	280	279	0	5
11	12345	Y3	Semester 1	F	т	672	626	1	11
12	12345	Y3	Semester 1	M	I	0	0	0	0
13	12345	Y3	Semester 1	F	I	0	0	0	0
14	12345	Y4	Semester 1	M	т	392	392	0	7
15	12345	Y4	Semester 1	F	т	896	896	0	16
16	12345	Y4	Semester 1	м	I	0	0	0	0
17	12345	Y4	Semester 1	F	I	0	0	0	0
18	12345	Y5	Semester 1	M	т	560	560	0	10
19	12345	Y5	Semester 1	F	т	728	728	0	13
20	12345	Y5	Semester 1	M	I	0	0	0	0
21	12345	Y5	Semester 1	F	I	0	0	0	0
22	12345	Y6	Semester 1	M	T	448	448	0	8
23	12345	Y6	Semester 1	F	т	1400	1400	0	25
24	12345	Y6	Semester 1	м	I	56	56	0	1
25	12345	Y6	Semester 1	F	I	56	56	0	1
26	12345	Y7	Semester 1	м	т	1400	1400	0	25
27	12345	Y7	Semester 1	F	т	1568	1568	0	28
28	12345	Y7	Semester 1	м	I	112	112	0	2
29	12345	Y7	Semester 1	F	I	56	56	0	1
30	12345	Y8	Semester 1	M	т	1568	1565	0	28
31	12345	Y8	Semester 1	F	т	1008	1008	0	18
32	12345	Y8	Semester 1	M	I	0	0	0	0
33	12345	Y8	Semester 1	F	I	56	56	0	1
34	12345	Y9	Semester 1	м	т	1064	1064	0	19
35	12345	Y9	Semester 1	F	т	1344	1343	0	24
36	12345	Y9	Semester 1	м	I	168	167.5	0	3
37	12345	Y9	Semester 1	F	I	0	0	0	0
38	12345	Y10	Semester 1	м	т	1232	1198	1	21
39	12345	Y10	Semester 1	F	т	1792	1792	0	32
40	12345	Y10	Semester 1	м	I	168	168	0	3
41	12345	Y10	Semester 1	F	Î	112	110	0	2
42									-
43	1								

Census Data Collection

Main Menu Compliance Menu Data Entry		
The Census Report process will automatics	ally do the following:	
 Create Census data records for years sp Save data with title provided Calculate student ages based on the Rei Process then Print report. 	pecified ference date specified.	
Should you encounter any issues then plea	ase contact Denbigh Support	
Academic Years -1 0 1 2 3 4 Preview only	5 6 7 8 9 9 Print only Preview and	x 10 11 x 12
Report Title	Age Reference Date	Create New Report
Report Title April Report	Date Created 27/04/2015	View & Print
New New april report	27/04/2015	View & Print
		•
		AECID 122

1 - Select the Academic years, Enter a report Title and the Age Reference date to Create the new Report.

2 - Click to check on any data in the Current Student Census fields

3 - All reports created will appear in the below portal. These can be viewed and printed at any time.

Current Student - Census data

						DEEWR					
	< 3 b	1	503 Total (Uni	sorted)	1	Q,	Lt 🔍				
		Reco	irds	N	ew Record	Find 8	Sort Share				
1	ayout: Cens	us Data Entry	View As:		Preview						Aa Edit Lay
	•	•									
ľ	Main Menu	Back Compliance Menu	Find Student								
					Studer	nt Deta	ails				
φ	100013	Jobson	Alexander	Alexander	Alex	Male	18 Dec 1996	12	12.5	Blue	
	Student ID	Surname	First Name	Second Names	Known As	Gender	Birthdate	Year	TGroup	House	
					(Census					
		Fields re	quired for the	census report		Census	Do not inclu	de in ti	he Census		
	Part T	Fields re	quired for the	census report		Census 	Do not inclu	de in ti	he Census		
	Part T Overse	Fields re ime Student eas students	quired for the	census report		Census 	Do not inclu	de in ti	he Census		
	Part T Overse Studer	Fields re ime Student eas students nts with disabilitie	quired for the o	census report		Census 	Do not inclu	de in ti	he Census		
	Part Ti Overse Studer Indige	Fields re ime Student eas students nts with disabilitie mous students	quired for the	census report		Census 	Do not inclu	de in ti	he Census		
	Part T Overse Studer Indige Boardi	Fields re ime Student eas students nts with disabilitie enous students ing students	quired for the	census report		Census 	Do not inclu	de in ti	he Census		
	Part T Oversi Studei Indige Boardi Distan	Fields re ime Student eas students nts with disabilitie nous students ing students ice Education stud	quired for the s	census report		Census 	Do not inclu	de in t	he Census		
	Part T Oversu Studer Indige Boardi Distan Indige	Fields re ime Student eas students ints with disabilitie nous students ing students ice Education stud nous Distance Edi	quired for the s s ents ucation students	census report		Census]]]]	Do not inclu	de in ti	he Census		
	Part T Oversi Studei Indige Boardi Distan Indige Non-tu	Fields re ime Student eas students ints with disabilitie mous students ing students ing students ince Education stud mous Distance Ed- uition Boarders	quired for the of the o	census report		Census 	De not inclu	de in ti	he Census	-	

View or edit the data if required.

Enrollment Summary

1 Include	the count of all Ful	ture Students with an	enclment date within the dat	o rango		
specified Status of This report	and with the selecte Accepted will be tot rt assumes correct	ad Status to include in talled with the already Enrolment Date data	n report selected. NOTE: only renrolled students. to be present.	Future S	tudents with	a
2. Include	the count of all cur	rently enrolled stude	nts.			
3. Group I an enrolm	the report by Enroln tent date within the	ment Status and give specified range.	a count of the Enrolled and Ad	ccepted s	students witi	t I
4. Once p	rinted, the report da	ata can be saved for	reprinting or deleted if no long	er require	əd.	
Should yo	ou encounter any is	sues then please con	tact Denbigh Support			
	Dates		Report Title			
Start Date	1/01/2015					
End Date	31/1/2015		Torm used for Asserted"			
Status to	Inquiry made	× Offer	Accepted			
include in report	Registered × Waiting	× Accepted × Def'd Offer Accept	nt			
	Interview	Rejected				
	oarders				Create Ne	w Repo
Include B						
Include B						
Include B Existing	Reports O Pre	eview only OPrint	Preview and Print Date Created			
Existing Report Title	Reports OPre	eview only O Print (Preview and Print Date Created 22/04/2015		Print	÷
Existing Report Title April Rep	Reports Pro e xort	eview only OPrint e	Preview and Print Date Created 22/04/2015		Print	Ū
Existing Report Title April Rep	Reports Pro e port	eview only C Print o	Preview and Print Date Created 22/04/2015		Print	Ū
Existing Report Title	Reports Pro e xort	eview only ု Print i	Preview and Print Date Created 22/04/2015		Print	Ū
Existing Report Title	Reports OPro e xont	eview only O Print	Preview and Print Date Created 22/04/2015		Print	Ē
Existing Report Title	Reports Pro e xort	eview only OPrint	Preview and Print Date Created 22/04/2015		Print	Û
Include B Existing Report Title April Rep	Reports Pro e xxrt	eview only OPrint i	Preview and Print Date Created 22/04/2015		Print	1
Include B Existing Report Title April Rep	Reports Prree	eview only 🕐 Print -	nly • Preview and Print Date Created 22/04/2015		Print	1

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

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

Analysis of Current Stude	nts as at Tuesday, 28 April 2015		
	Total S	Students	Tota
	Male	Female	
Year 9			
Accepted	0	0	0
Def'd Offer Accept	0	0	0
Offer	0	0	0
Total Enrolled	22	24	46
Total Enrolled & Accepted	22	24	46
Waiting	0	0	0
Year 10			
Accepted	1	0	1
Def'd Offer Accept	0	0	0
Offer	0	0	0
Total Enrolled	25	34	59
Total Enrolled & Accepted	26	34	60
Waiting	1	0	1
Year 11			
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
Year 12			
Accented	0	0	0
Defd Offer Accept	0	õ	0
Offer	0	0	0
Total Enrolled	31	40	71
Total Enrolled & Accepted	31	40	71
Waiting	0	0	0
Primary School		-	-
Primary			
, mary	53	97	150
Secondary School			
Secondary			
	180	192	372

Example of Enrolment Summary.

Yearly Percentage Report

Main Menu Compliance Menu		DENBIGH ADMINISTRATION	
School DEEWR/J The Yearly Attent 1. Averages Stud year to date. Should you encou	AGEID Number 12345 dance Percentage Report process lents Attendance Percentages per unter any issues then please cont	s will automatically do the following: r year group from the start of the current tact Denbigh Support	
Start Date End Date Report Title	Dates 1/01/2015 28/04/2015	Create New Report	
Existing Reports Report Title test	Date	e Created /04/2015 Print 🗑 🌢	
		▼ AEGID 173	345

Year 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 2015 for reporting in 2016.

De Average of Att	Denbigh Demonstration School ATTENDANCE PERCENTAGES Average of Attendance Percentage of Current Students per Year group as at Tuesday, 28 April 2015			
	Percentage			
Year 0	99.92%			
Year 1	96.83%			
Year 2	99.74%			
Year 3	94.88%			
Year 4	100%			
Year 5	100%			
Year 6	100%			
Year 7	100%			
Year 8	99.88%			
Year 9	99.94%			
Year 10	98.87%			
Year 11	99.87%			
Year 12	99.93%			
Total Average	99.22%			

Example of data from Yearly Attendance percentages Report.

Students with Disabilities

	Compliance (DenbighFMS13N	laster.local)
Main Menu		
		Enrolment
STATS	Census	Summary
Yearly Attendance	Students with	NAPLAN
Percentages	Disabilities Contact Denbigh for	Data
	installation of this module	

This report will only be available if you Student with Disabilities Module has been installed.

SWD (Denbig	hFMS13Mas	ter.loca	I)	
SWD Export			Close	
Reporting Year	2015	•		
Please confirm the following details:				
AGEID	12345			
State	NSW			
Systemic status	IND	•		
		Exp	ort CSV	
100 - 🕂 🗖 Browse				

Enter the Calendar year, and Export the CSV file.

NAPLAN data (MCEECDYA data collection)



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



This will go to the Export order layout as some states require a different order of fields. Name the File

Colort and move the fields to be even start. If you w	Specify Field Order	for Export
Select and move the fields to be exported. If you w Current Table ("Student Current") Aboriginality Absence Statistics Absences Statistics Absences Statistics for Print AbsentToday Abstudy Academic Year Academic Year Count Academic Year Forecast Academic Year Forecast Academic Year Forecast Academic Year Text Academ	Move Move All Clear All	by' fields before moving the other fields. Group by (Unsorted) Field export order Given Names Surname DateOfBirhDDMMYYYY Community Student::MCEETYA_SexCode Academic Year Tutor Group Community Student::MCEETYA_LOBT Family Details::MCEETYA_LOBT Family Details::MCEETYA_M_EducationCode Family Details::MCEETYA_M_EducationCode Family Details::MCEETYA_M_CocupationGroupCode Family Details::MCEETYA_M_CocupationGroupCode Family Details::MCEETYA_F_CoupationGroupCode Family Details::MCEETYA_F_CocupationGroupCode Family Details::MCEETYA_F_CacupationGroupCode Family Details::MCEETYA_F_CacupationGroupCode Family Details::MCEETYA_F_LanguageCode Family Details::MCEETYA_LanguageCode Family Details::MCEETYA_F_LanguageCode Community Student::MCEETYA_CountryCode
Options		
Output file character set: Windows (ANSI)	\$	
Apply current layout's data formatting to	exported data	Cancel Export

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.