



DENBIGH  
ADMINISTRATION

# DENBIGH ADMINISTRATION

## Compliance Module

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

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Macarthur Anglican School  
Cobbitty Road

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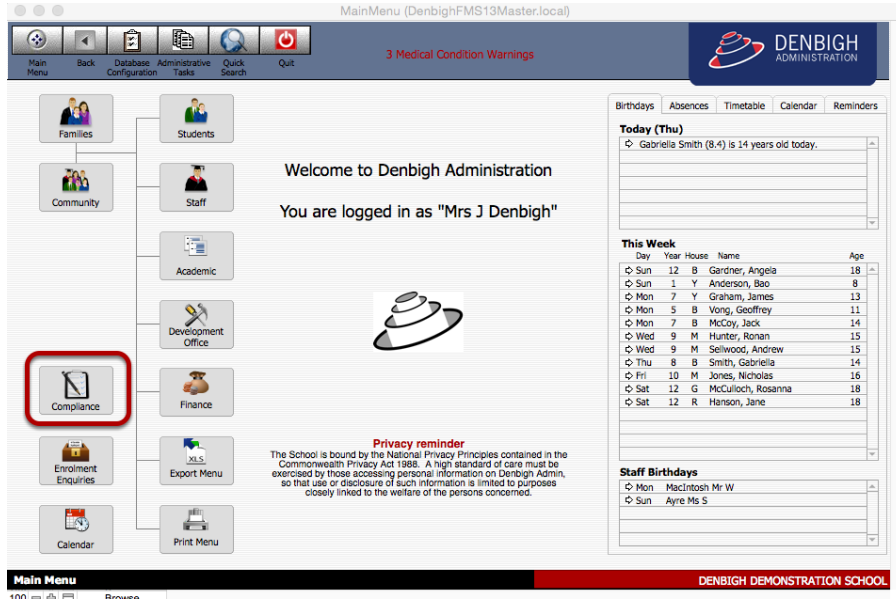
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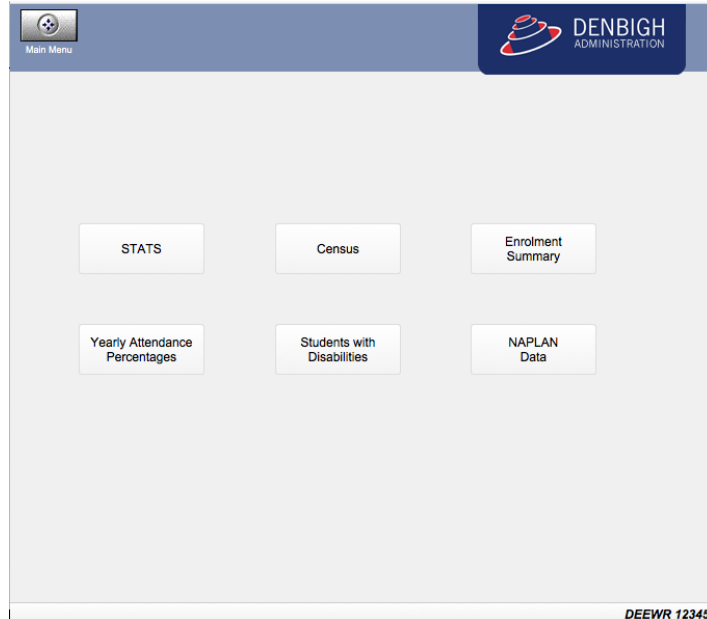
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Brings together all required Government reporting for schools.

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.



## Compliance Menu



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Cobbitty NSW 2570

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# STATS Export Function

Compliance Menu Main Menu DENBIGH ADMINISTRATION

School DEEWR/AGEID Number 12345

The DEEWR export process will automatically do the following:

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

Should you encounter any issues then please contact Denbigh Support

Dates Academic Years

Start Date [calendar icon] Start Year 1

End Date [calendar icon] End Year 10

Report Title [text input]

Export Historical Report Process with Date Range

DEEWR 12345

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 DENBIGH ADMINISTRATION

Main Menu Compliance Menu

School DEEWR/AGEID Number 12345

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 Excel file and place it on your desktop

Should you encounter any issues then please contact Denbigh Support.

Dates Academic Years

Start Date 27/01/2015 [calendar icon] Start Year 1




End Date 27/04/2015 [calendar icon] End Year 10

Report Title First Term 2015

Creating Report Please Wait... Create New Report

Existing Reports

Report Title	Date Created

Main Menu    Compliance Menu

School DEEWR/AGEID Number

*The STATS export process will automatically do the following:*

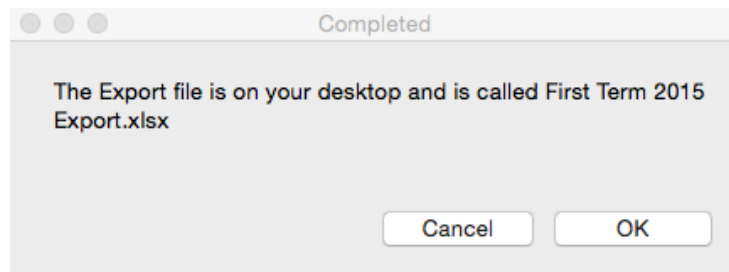
- \* Exclude all Part Time students in Current Students
- \* Generate the Attendance statistics for all Academic Years WITHIN the years specified below
- \* Export all statistics to a Excel file and place it on your desktop

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

Dates	Academic Years	
Start Date <input type="text" value="27/01/2015"/>	Start Year <input type="text" value="1"/>	<input type="button" value="Create New Report"/>
End Date <input type="text" value="27/04/2015"/>	End Year <input type="text" value="10"/>	
Report Title <input type="text" value="First Term 2015"/>		

**Existing Reports**

Report Title	Date Created	Export	Delete
First Term 2015	27/04/2015	<input type="button" value="Export"/>	<input type="button" value="Delete"/>



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

## STATS Export example

AGID	Year Level	Collection	Gender	Indigenous	Enrolment Days	Attendances	Count Students Below 90 Percent	Count Students Above 90 Percent
2	12345 Y1	Semester 1	M	T	220	220	0	4
3	12345 Y1	Semester 1	F	T	504	460	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	T	392	391	0	7
7	12345 Y2	Semester 1	F	T	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	T	280	279	0	5
11	12345 Y3	Semester 1	F	T	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	T	392	392	0	7
15	12345 Y4	Semester 1	F	T	896	896	0	16
16	12345 Y4	Semester 1	M	I	0	0	0	0
17	12345 Y4	Semester 1	F	I	0	0	0	0
18	12345 Y5	Semester 1	M	T	560	560	0	10
19	12345 Y5	Semester 1	F	T	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	T	1400	1400	0	25
24	12345 Y6	Semester 1	M	I	56	56	0	1
25	12345 Y6	Semester 1	F	I	56	56	0	1
26	12345 Y7	Semester 1	M	T	1400	1400	0	25
27	12345 Y7	Semester 1	F	T	1568	1568	0	28
28	12345 Y7	Semester 1	M	I	112	112	0	2
29	12345 Y7	Semester 1	F	I	56	56	0	1
30	12345 Y8	Semester 1	M	T	1568	1565	0	28
31	12345 Y8	Semester 1	F	T	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	M	T	1064	1064	0	19
35	12345 Y9	Semester 1	F	T	1364	1363	0	24
36	12345 Y9	Semester 1	M	I	168	167.5	0	3
37	12345 Y9	Semester 1	F	I	0	0	0	0
38	12345 Y10	Semester 1	M	T	1232	1198	1	21
39	12345 Y10	Semester 1	F	T	1792	1792	0	32
40	12345 Y10	Semester 1	M	I	168	168	0	3
41	12345 Y10	Semester 1	F	I	112	110	0	2
42								

## Census Data Collection

Main Menu
 Compliance Menu
 **Census Data Entry**

*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

**Existing Reports**

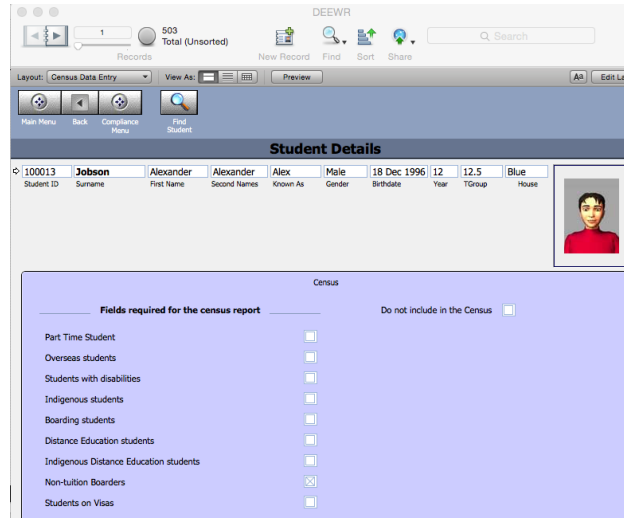
Report Title	Date Created	
April Report	27/04/2015	View & Print
New New april report	27/04/2015	View & Print

AEGID 12345

- 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



The screenshot shows a web application interface for managing student records. At the top, there is a navigation bar with a search bar and a 'Records' section showing '503 Total (Unsorted)'. Below this is a 'Layout: Census Data Entry' dropdown and a 'View As:' menu. The main content area is titled 'Student Details' and displays the following information:

Student ID	Surname	First Name	Second Names	Known As	Gender	Birthdate	Year	TGroup	House
100013	Jobson	Alexander	Alexander	Alex	Male	18 Dec 1996	12	12.5	Blue

To the right of the student details is a small profile picture of a young man with dark hair wearing a red shirt.

Below the student details is a section titled 'Census' with a sub-section 'Fields required for the census report'. This section contains a list of student categories with checkboxes to select or deselect them for the report. A 'Do not include in the Census' checkbox is also present.

Field	Selected
Part Time Student	<input type="checkbox"/>
Overseas students	<input type="checkbox"/>
Students with disabilities	<input type="checkbox"/>
Indigenous students	<input type="checkbox"/>
Boarding students	<input type="checkbox"/>
Distance Education students	<input type="checkbox"/>
Indigenous Distance Education students	<input type="checkbox"/>
Non-tuition Boarders	<input checked="" type="checkbox"/>
Students on Visas	<input type="checkbox"/>


View or edit the data if required.

# Enrollment Summary

The screenshot shows the Denbigh Administration Enrollment Summary web application. At the top, there is a navigation bar with 'Main Menu' and 'Compliance Menu' on the left, and the 'DENBIGH ADMINISTRATION' logo on the right. Below the navigation bar, a heading states: 'The Enrollment Summary process will automatically do the following:'. This is followed by a numbered list of four instructions: 1. Include the count of all Future Students with an enrolment date within the date range 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. Below the instructions, a note says: 'Should you encounter any issues then please contact Denbigh Support'. The main form area contains several sections: 'Dates' with 'Start Date' (1/01/2015) and 'End Date' (31/1/2015) fields; 'Report Title' field; 'Status to include in report' section with checkboxes for 'Inquiry made', 'Registered', 'Waiting', 'Interview', 'Offer', 'Accepted', 'Def'd Offer Accept', and 'Rejected'; 'Term used for Accepted\*' field with 'Accepted' entered; 'Include Boarders' checkbox; and a 'Create New Report' button. Below the form, there is an 'Existing Reports' section with radio buttons for 'Preview only', 'Print only', and 'Preview and Print'. A table lists existing reports with columns for 'Report Title' and 'Date Created'. One report is visible: 'April Report' created on '22/04/2015', with 'Print' and delete icons. The footer of the page contains the text 'AEGID 12345'.

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.





**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
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
<b>Year 10</b>			
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
<b>Year 11</b>			
Accepted	0	0	0
Def'd 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
Def'd 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.

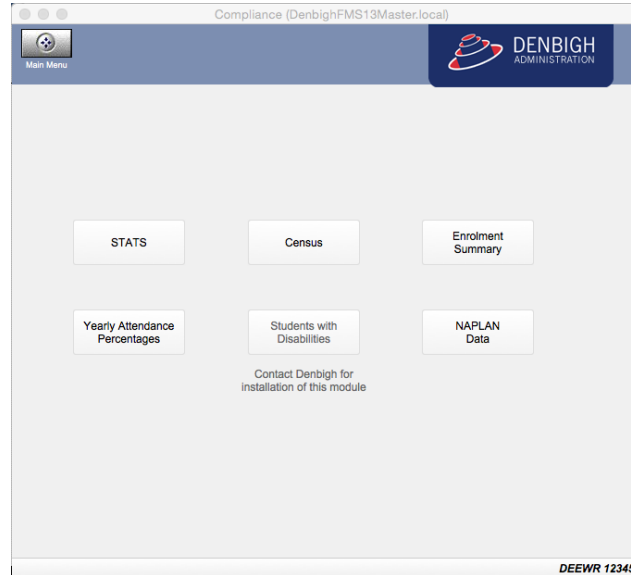
# Yearly Percentage Report

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.

	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%
<b>Total Average</b>	<b>99.22%</b>

Example of data from Yearly Attendance percentages Report.

## Students with Disabilities



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

The screenshot shows a dialog box titled 'SWD Export' with a 'Close' button in the top right corner. The 'Reporting Year' is set to '2015'. Below this, a section titled 'Please confirm the following details:' contains three fields: 'AGEID' with the value '12345', 'State' with the value 'NSW', and 'Systemic status' with the value 'IND'. An 'Export CSV' button is located at the bottom right of the dialog. At the bottom of the window, there is a 'Browse' button and a zoom level indicator showing '100'.

Enter the Calendar year, and Export the CSV file.

## NAPLAN data (MCEECDYA data collection)

The Yearly NAPLAN Export process will automatically do the following:

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

Should you encounter any issues then please contact Denbigh Support.

Academic Years  3  7  
 5  9

Process with years

AEGID 12345

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 MCEETYA/NAPLAN data.

Should you encounter any issues then please contact Denbigh Support.

Academic Years  3  7  
 5  9

Please Check

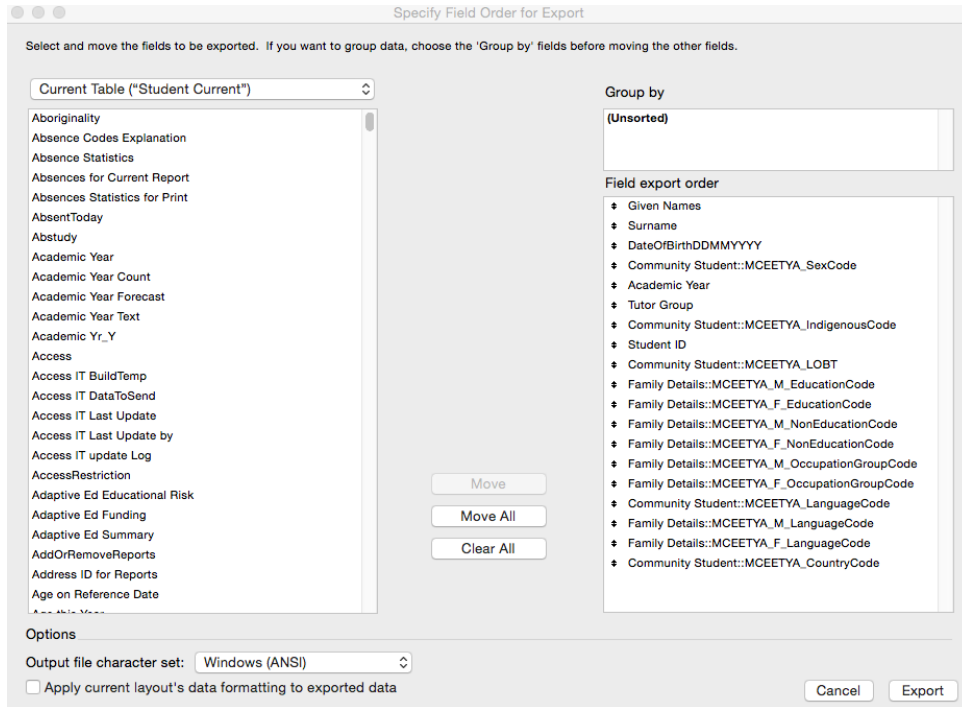
The export is set to the default order. Please check the fields to ensure they are correct and in the order you want them

OK

Process with years

AEGID 12345

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



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.