

Absence Report Pack

This function allows users to produce a set of reports that can be used to analyse absence information using detailed and summarised reports.

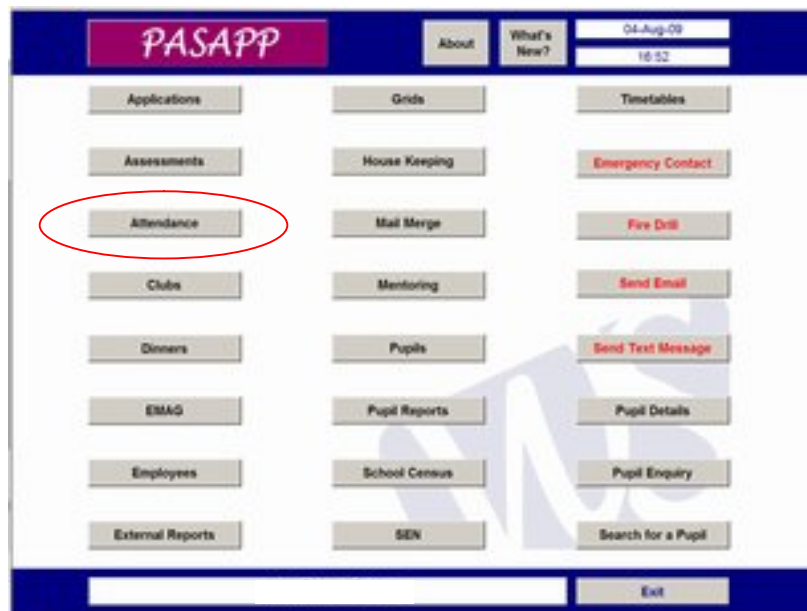
The function will allow the following:

- Specify number of broken weeks to include. Broken weeks is the number of weeks where an absence occurs at least once during that week
- Specify a range of dates
- Specify percentage of children to include
- Specify to include Authorised only, Unauthorised only or All absences
- Sort by Attendance, Pupil or Class
- Produce Detailed and Summarised data

The function will also allow you to produce A4 pupil attendance reports listing each week with pupil and contact details.

There is also the facility to save a group of pupils so that the group of pupils can be tracked throughout an academic year. For example, if you run the report for September to October and save the pupils. You can then run the report again using different criteria on the pupils within that group.

To use this function click on ATTENDANCE from the MAIN MENU



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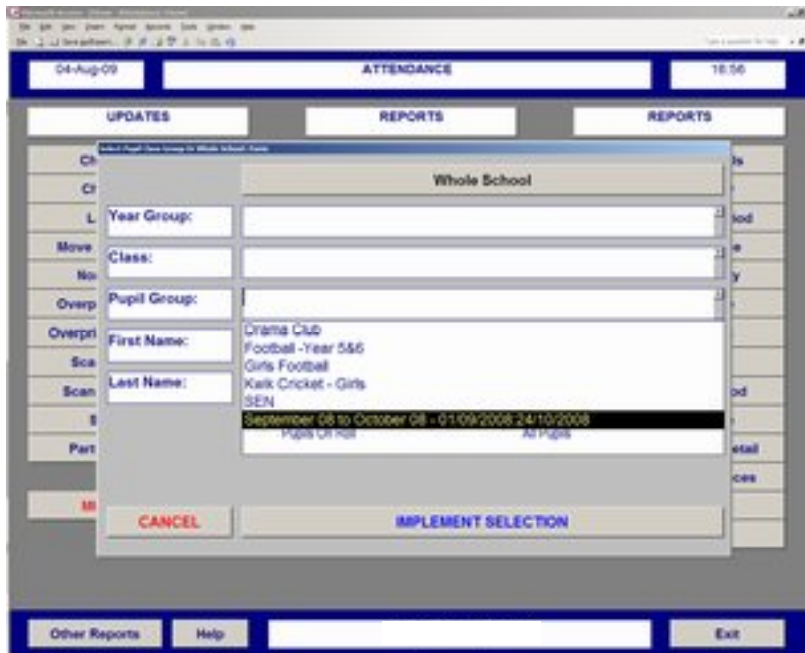


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From the ATTENDANCE menu click on ABSENCE REPORT PACK



Select the pupils you wish to work with. For example, you can select a previously saved group from the Pupil Group drop down box:



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At this stage you can select the appropriate criteria for your report. You can also at this point tick Pupil Attendance if you would like an A4 pupil attendance report as well as the absence report. Once the criteria has been entered, you can save this pupil group by entering a description in the 'Save Pupil Group' area. This allows you to select the group again in the future.

Checking to see if there is attendance information for the date(s) which you requested

No. Of Broken Weeks:	3	Pupil Attendance	<input type="checkbox"/>
Date:	From: 11-Sep-08	To: 24-Oct-08	
Avg. Percentage:	From: 0	To: 85	

Authorised Only Unauthorised Only All absences

Sort By
 Attendance Pupil Class

Report Type
 Detail Summary Both

Save Pupil Group: September 08-Oct 2008

IMPLEMENT SELECTION Exit

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This will allow you to produce the following three reports:

Pupil Attendance

04-Aug-09		Ke [REDACTED]		
Address: 40 [REDACTED]	Contact: Miss C [REDACTED]			
		DOB: 15 [REDACTED]		
Potential Attendance: 71 Actual Attendance: 33 of which 31 were on time and 2 were late				
Authorised Absence: 36		Unauthorised Absence: 2		
Attendance: 46.5%	AA: 50.7%	UA: 2.8%	On Time: 43.7%	
FROM 01 September 2008 TO 24 October 2008				
W	T	W	Th	F
01-09-2008	/	X	/	X
08-09-2008	/	/	/	/
15-09-2008	/	X	/	/
22-09-2008	M	M	M	M
29-09-2008	/	/	/	/
06-10-2008	/	/	/	/

Absence Summary

04/08/2009		Absences and Attendance Percentage between 01/09/2008				
	Broken Weeks	PR	AA	UA	Total DOB Days	Discussion with School
Ro [REDACTED]	5	51.35%(38)	48.65%(36)	0.00%(0)	18	27/03/2003
Ab [REDACTED]	3	64.87%(46)	0.00%(0)	35.14%(26)	13	11/08/2003
Ha [REDACTED]	3	78.38%(58)	21.62%(16)	0.00%(0)	8	19/11/1999

Absence Detail

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Absences and Attendance Percentage between 01/09/2008 and 24/10/2008 (Authorised and Unauthorised)

Pupil: [Redacted] 4 [Redacted]
 Home Telephone: [Redacted] 6 [Redacted]

Parents/Careers: [Redacted] Main Contact Number: [Redacted]

Subject: [Redacted] Present: 48.48% Authorised Absence: 32.70% Unauthorised Absence: 1.82%

W/C:	1	2	3	4	5	6	7	8	9	10
08/09/2008										
15/09/2008										
22/09/2008										
06/10/2008										
13/10/2008										
20/10/2008										

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