Bromcom j

No.1 Choice for Cloud MIS & Finance

Top 12 Attendance Reports

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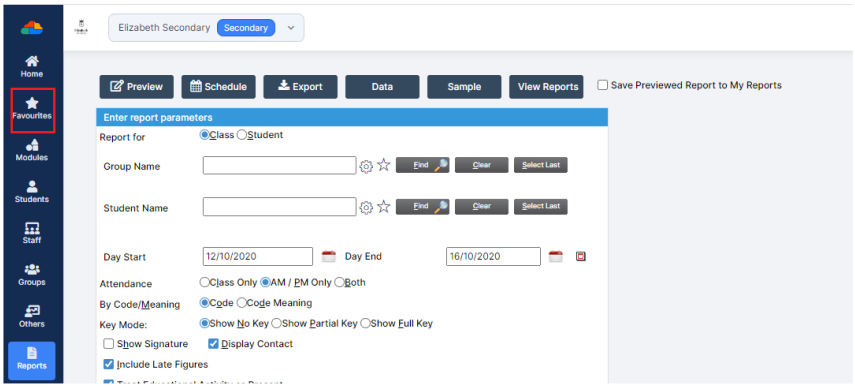
Introduction

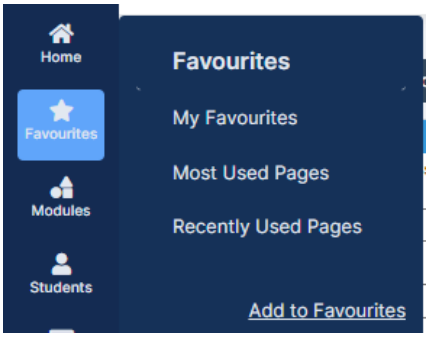
This guide shows examples of running the Top 12 Attendance Reports.
All the reports in this guide given options to choose date ranges for Attendance.

Favourites

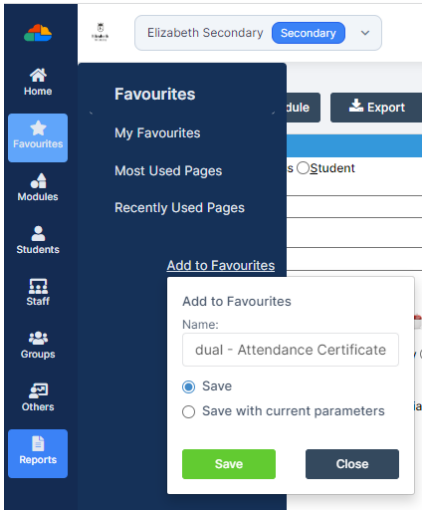
Reports can be **added to favourites** by clicking the **Star Favourites** icon when you open the Report with the option to re-name the report



Click **Add to Favourites**



Change the **Name** if required with option to **Save** or **Save with current parameters.**



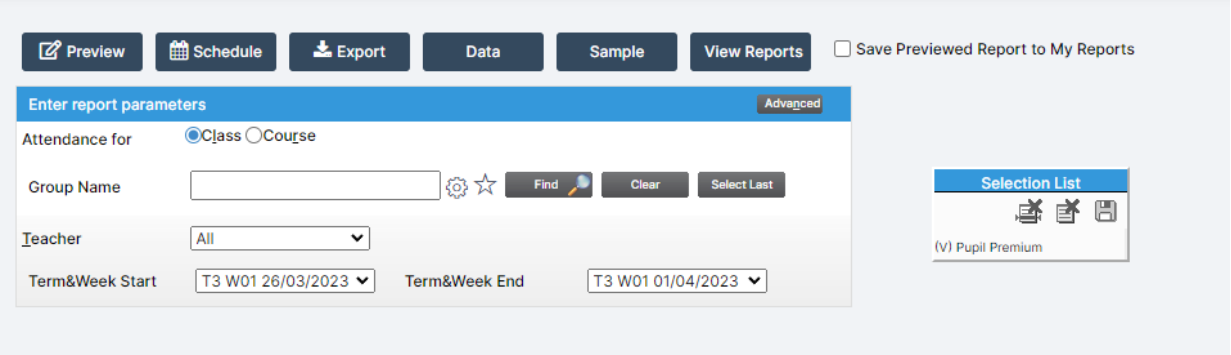
All Own Attendance Statistics Report

Reports>Attendance>Weekly>All Own Attendance Statistics Report

This **Student List Report** shows groups of students attendance by Student Name and a summary at the bottom

This report can **display lists of children** by Tutor groups, Year Groups, Houses, Classes, and Report Groups

Complete the report parameters as below and then click **Preview,** in this example (V) Pupil Premium has been selected however, you can choose more than one **Group Name.**



All/Own Attendance Statistics Report

Elizabeth Secondary

Class/Group: (V) Pupil Premium - All Attendance between 27/03/2023 and 31/03/2023

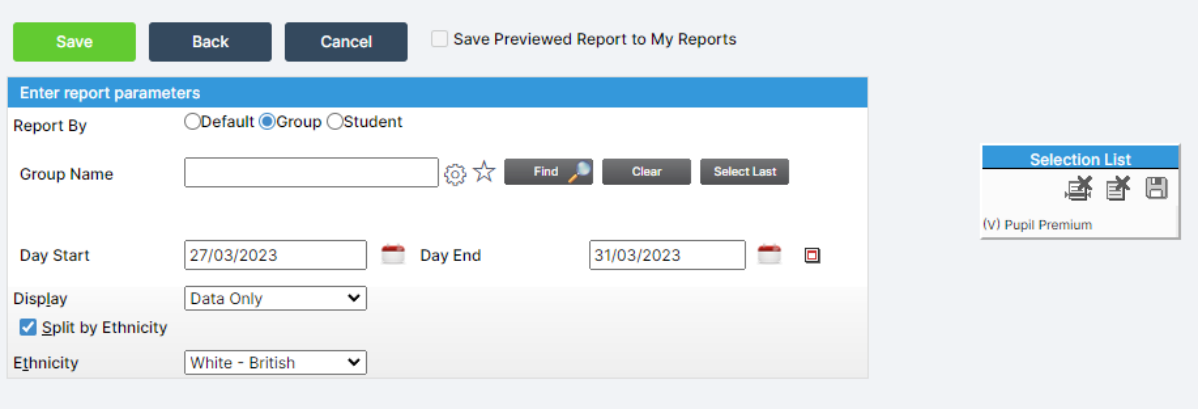
Student Name	Poss.	Present	%	Auth.	Unauth	Educ.	?	Can.
Burke Sumayyah (11B)	17	0	0%	0	17	0	0	0
Gillard Sophie (11A)	21	21	100%	0	0	0	0	0
Hamer Roy (10A)	24	0	0%	24	0	0	0	0
Hawker Chelsey (11B)	17	17	100%	0	0	0	0	0
Jones Lisa (11B)	10	10	100%	0	0	0	0	0
Khan Hussain (11B)	21	21	100%	0	0	0	0	0
Naylor Zara (11A)	17	17	100%	0	0	0	0	0
Tasker Rhiannon (11B)	17	17	100%	0	0	0	0	0
Vekria Jean (10B)	24	24	100%	0	0	0	0	0
Welsh Maya (11A)	21	21	100%	0	0	0	0	0
Williams Louisa (10A)	18	18	100%	0	0	0	0	0
Total :	207	166	80%	24	17	0	0	0

AM/PM Attendance Analysis

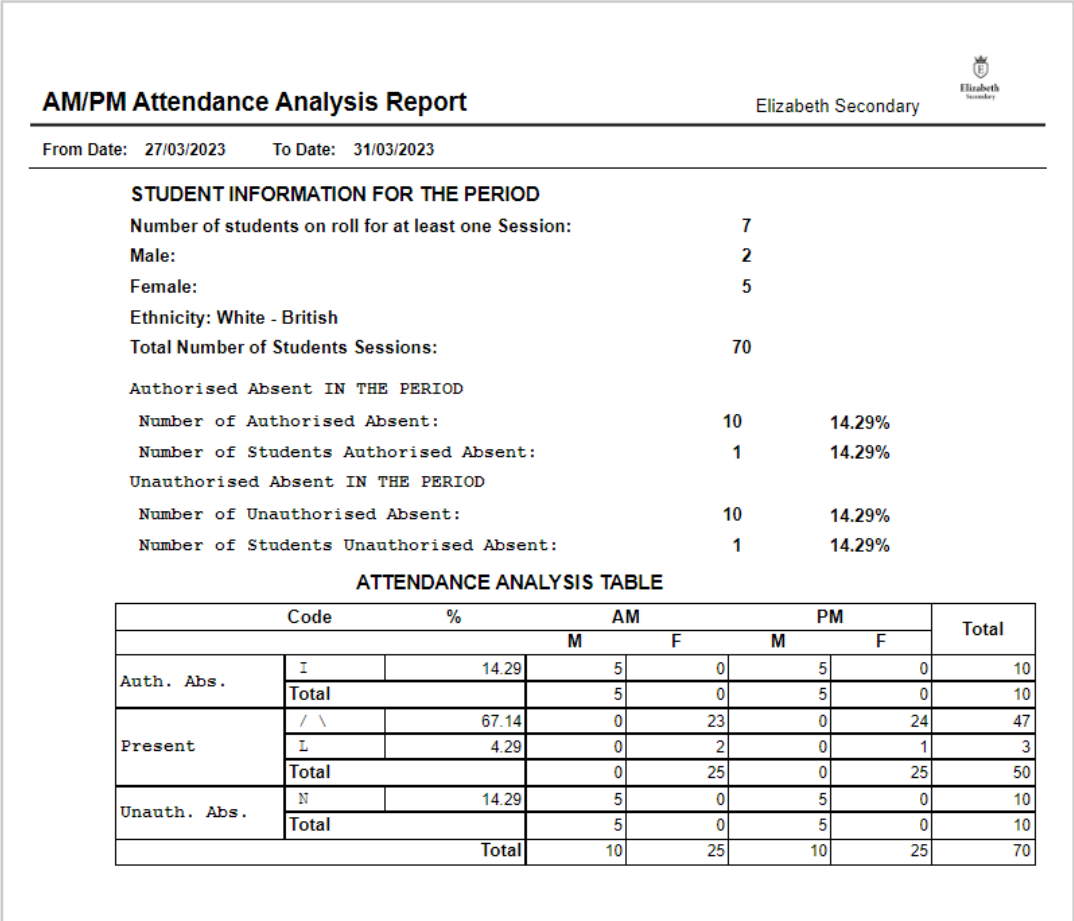
Reports>Attendance>Summary>AM PM Attendance Analysis

This **Group Summary** report gives the choice to report by **Default** where Year Group(s) are chosen, **Group** or **Student** with **Date Start and End** with the added function to **split by ethnicity** and Display **Data Only, Chart Only** or **Both** (Date and Chart)

In the example below **(V) Pupil Premium** has been chosen with **Split by Ethnicity** ticked, with **White British** selected



Click **Preview.**
In this example they are 10 pupil premium students however only 7 have the ethnicity White-British hence the report just shows 7 students,



AM/PM Attendance Analysis Report Elizabeth Secondary

From Date: 27/03/2023 To Date: 31/03/2023

STUDENT INFORMATION FOR THE PERIOD

Number of students on roll for at least one Session:	7	
Male:	2	
Female:	5	
Ethnicity: White - British		
Total Number of Students Sessions:	70	
Authorised Absent IN THE PERIOD		
Number of Authorised Absent:	10	14.29%
Number of Students Authorised Absent:	1	14.29%
Unauthorised Absent IN THE PERIOD		
Number of Unauthorised Absent:	10	14.29%
Number of Students Unauthorised Absent:	1	14.29%

ATTENDANCE ANALYSIS TABLE

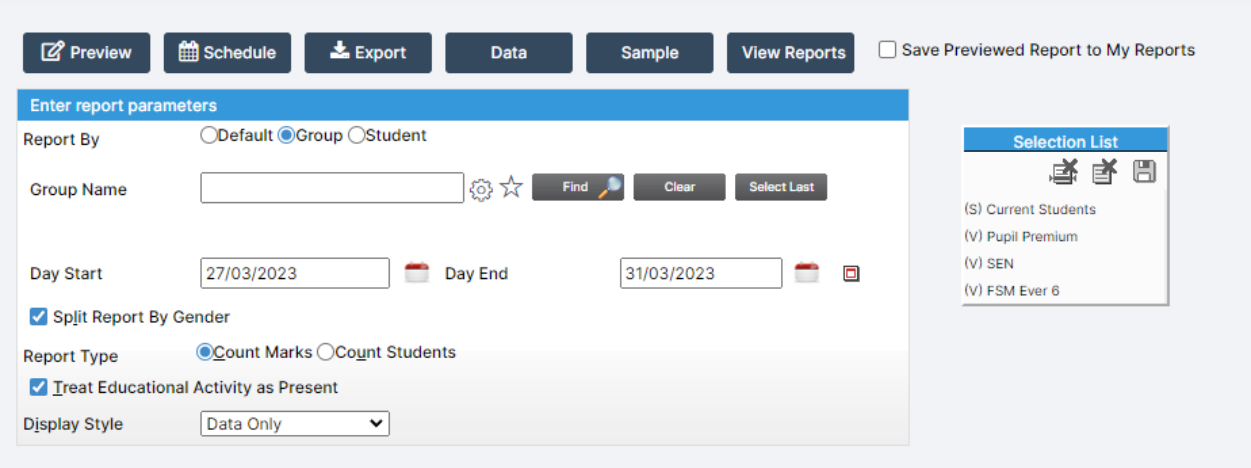
Code		%	AM		PM		Total
			M	F	M	F	
Auth. Abs.	I	14.29	5	0	5	0	10
	Total		5	0	5	0	10
Present	/ \	67.14	0	23	0	24	47
	L	4.29	0	2	0	1	3
	Total		0	25	0	25	50
Unauth. Abs.	N	14.29	5	0	5	0	10
	Total		5	0	5	0	10
		Total	10	25	10	25	70

Attendance Summaries Report

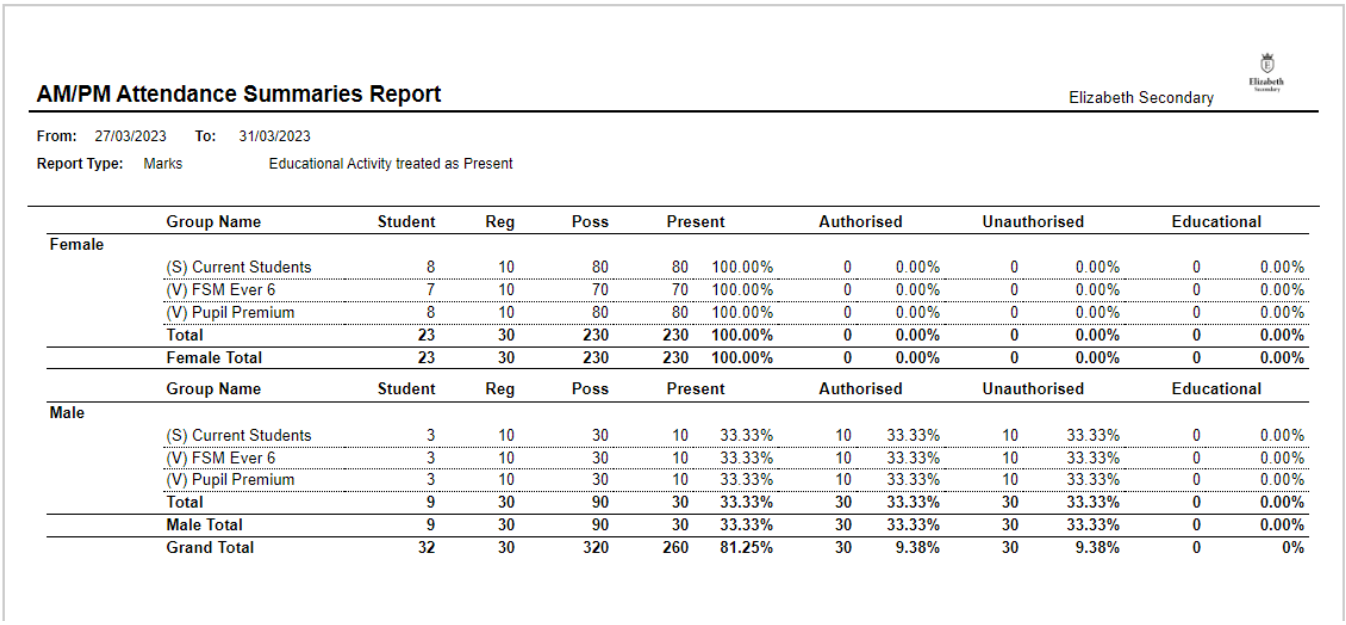
Reports>Attendance>Summary>AM PM Attendance Summaries

This **Group Summary** report gives the choice to report by **Default**, Group and Student with the added function to show attendance summaries for multiple groups and **split by gender.**

In this example several **Groups** have been chosen and **'split by gender'** selected



Click **Preview**



AM/PM Attendance Summaries Report Elizabeth Secondary

From: 27/03/2023 **To:** 31/03/2023

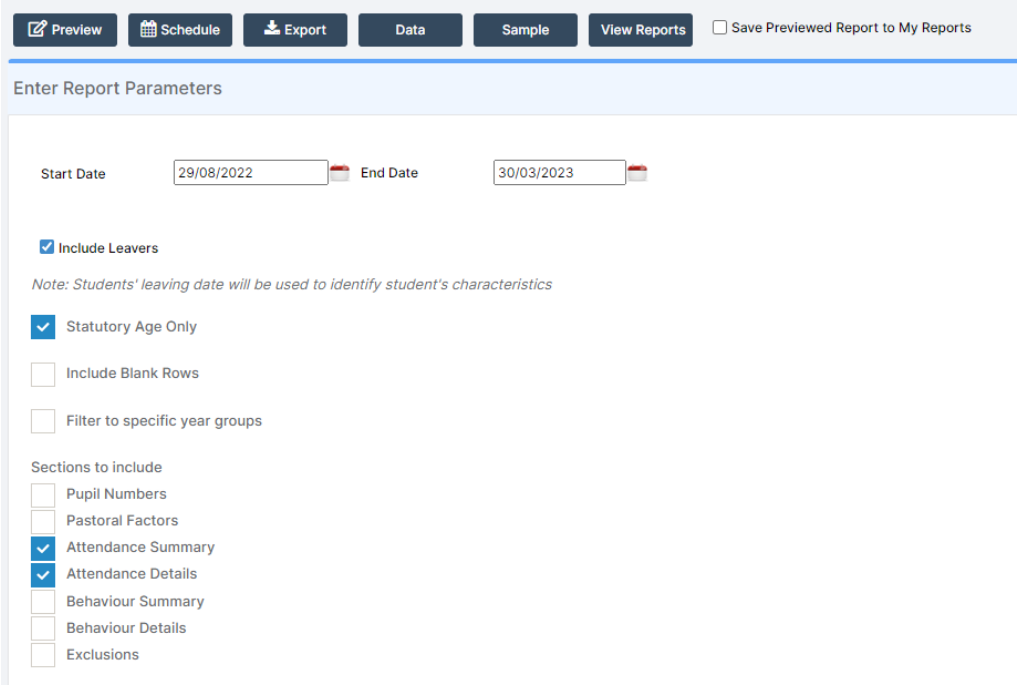
Report Type: Marks Educational Activity treated as Present

	Group Name	Student	Reg	Poss	Present		Authorised		Unauthorised		Educational	
Female												
	(S) Current Students	8	10	80	80	100.00%	0	0.00%	0	0.00%	0	0.00%
	(V) FSM Ever 6	7	10	70	70	100.00%	0	0.00%	0	0.00%	0	0.00%
	(V) Pupil Premium	8	10	80	80	100.00%	0	0.00%	0	0.00%	0	0.00%
	Total	**23**	**30**	**230**	**230**	**100.00%**	**0**	**0.00%**	**0**	**0.00%**	**0**	**0.00%**
	Female Total	**23**	**30**	**230**	**230**	**100.00%**	**0**	**0.00%**	**0**	**0.00%**	**0**	**0.00%**
	Group Name	**Student**	**Reg**	**Poss**	**Present**		**Authorised**		**Unauthorised**		**Educational**	
Male												
	(S) Current Students	3	10	30	10	33.33%	10	33.33%	10	33.33%	0	0.00%
	(V) FSM Ever 6	3	10	30	10	33.33%	10	33.33%	10	33.33%	0	0.00%
	(V) Pupil Premium	3	10	30	10	33.33%	10	33.33%	10	33.33%	0	0.00%
	Total	**9**	**30**	**90**	**30**	**33.33%**	**30**	**33.33%**	**30**	**33.33%**	**0**	**0.00%**
	Male Total	**9**	**30**	**90**	**30**	**33.33%**	**30**	**33.33%**	**30**	**33.33%**	**0**	**0.00%**
	Grand Total	**32**	**30**	**320**	**260**	**81.25%**	**30**	**9.38%**	**30**	**9.38%**	**0**	**0%**

School Summary Report

Reports>Administration>School Summary Report

This **Group Summary** report gives information on **Pupil Numbers, Pastoral Factors, Attendance, Behaviour and Exclusions** with the ability **to Include Leavers**, set if **Statutory Age** or all Ages and Filter to **Specific Year Groups.** As we are looking at **Attendance Reports** the following parameters have been set.



Click **Preview**.

School Summary Report **Elizabeth Secondary**

School Details

Head Teacher	Governance	School Years	School Phase	Local Authority	Pupils of this school
Mr Simon Lewin	Community	Year 7 to Year 14	Secondary	HACKNEY	102

Session Attendance Summary, 29/08/2022 - 30/03/2023

	8	9	10	11	All Years
Attendance	100.00%	100.00%	97.38%	97.57%	97.73%
Authorised	0.00%	0.00%	1.93%	1.16%	1.36%
Unauthorised	0.00%	0.00%	0.69%	1.27%	0.91%
Pers. Absence >=10%			4 9.52%	4 8.16%	8 7.92%
Educational Activity	0.00%	0.00%	0.00%	0.00%	0.00%
Present	100.00%	100.00%	97.38%	97.57%	97.73%
Late	0.00%	0.00%	0.07%	0.17%	0.11%

Then the following tables **split by pastoral groups** show data for Attendance Summary, Authorised Absence, Unauthorised Absence, Persistent Absence, Educational Activity, Present and Lates

School Summary Report

Session Attendance Summary for Attendance, 29/08/2022 - 30/03/2023

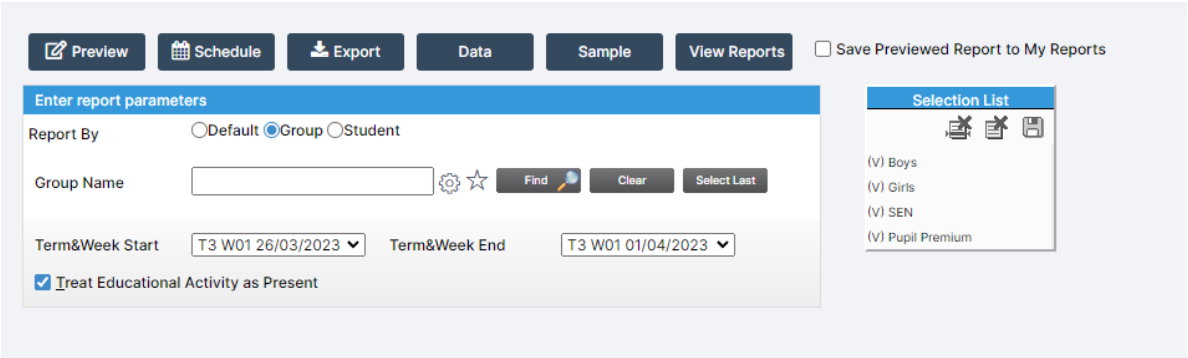
	8	9	10	11	All Years
All	100.00%	100.00%	97.38%	97.57%	97.73%
EAL: No	100.00%	100.00%	97.09%	97.51%	97.47%
EAL: Yes			100.00%		100.00%
FSM: No	100.00%	100.00%	97.74%	98.40%	98.29%
FSM: Yes			93.65%	93.54%	93.57%
Gender: Female	100.00%		96.54%	97.70%	97.31%
Gender: Male	100.00%	100.00%	98.63%	97.40%	98.26%
LAC or FSM: No	100.00%	100.00%	97.74%	98.40%	98.29%
Pupil Premium: No	100.00%	100.00%	97.74%	98.35%	98.27%
Pupil Premium: Yes			93.65%	94.35%	94.16%
SEN: No	100.00%	100.00%	97.32%	97.57%	97.71%
SEN: Yes			100.00%		100.00%

Attendance and Punctuality Report

Reports>Attendance>Summaries>Attendance and Punctuality

This **Group Summary** report gives the choice to report by **Default** , **Group** or **Student** with **Date Start and End** and gives attendance percentages as well as Number of Lates and **Number of Missing Marks**

In this example several report groups have been selected from **Group > Group Name**



Click **Preview**

Compulsory Students

Subject	% Attendance	% Absence	No. of unauth. absence	% Unauth absence	No of lates	No of missing
(V) Boys	33.33%	66.67%	10	33.33%	1	430
(V) Girls	100.00%	0.00%	0	0.00%	3	480
(V) Pupil Premium	81.82%	18.18%	10	9.09%	4	0
(V) SEN	0.00%	0.00%	0	0.00%	0	10

Non-Compulsory Students

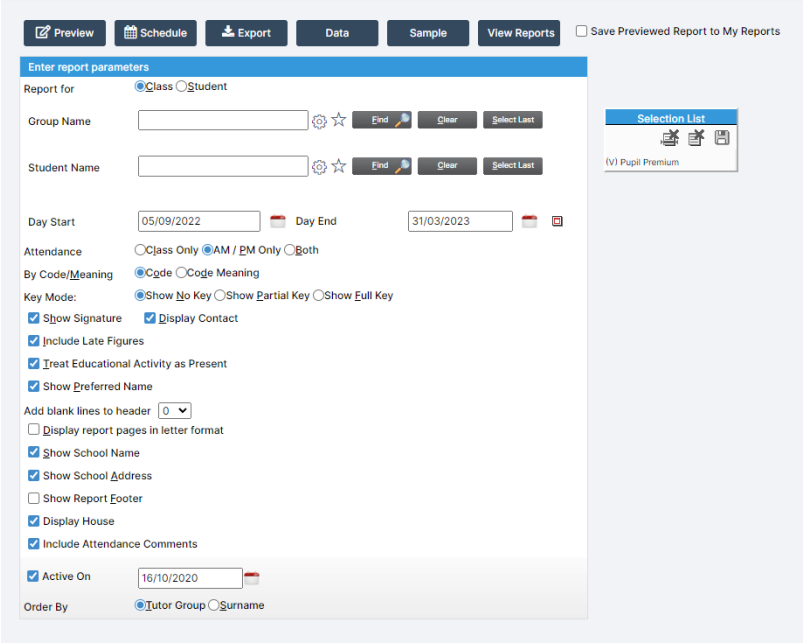
Subject	% Attendance	% Absence	No. of unauth. absence	% Unauth absence	No of lates	No of missing
(V) Boys	0.00%	0.00%	0	0.00%	0	770
(V) Girls	0.00%	0.00%	0	0.00%	0	850
(V) SEN	0.00%	0.00%	0	0.00%	0	140

Attendance Certificate Report

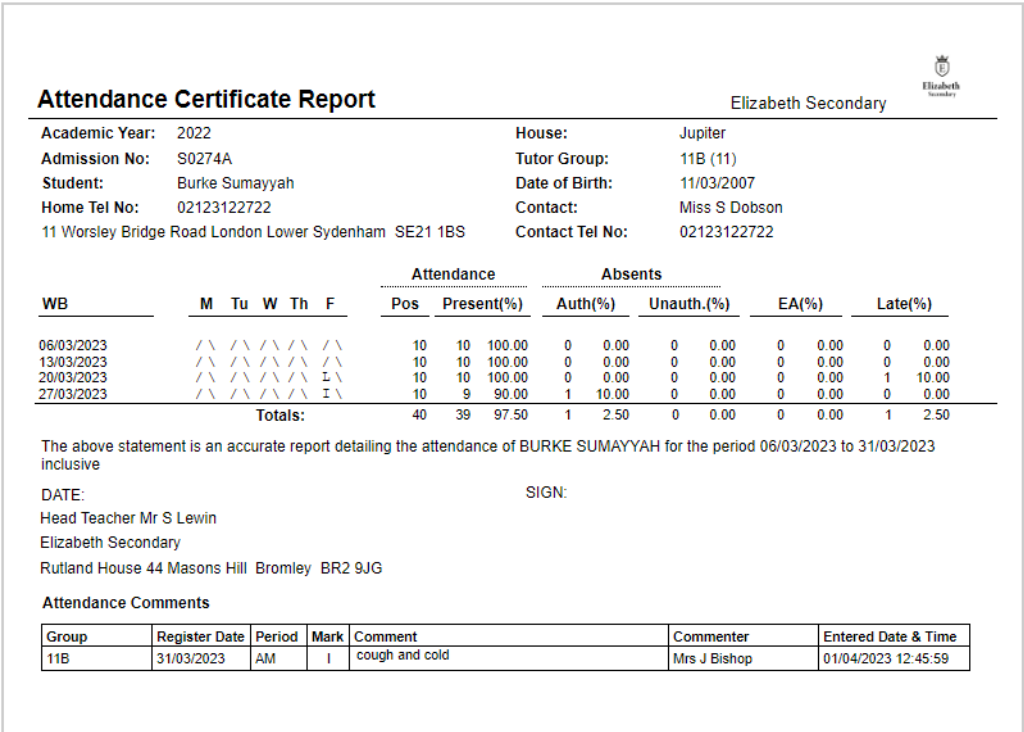
Reports>Attendance>Individual> Attendance Certificate

This **Individual Student Report** gives detailed information on **Student** Attendance with the option to choose by Class (which includes Groups) as well a Student. In the example below we have chosen the (V)Pupil Premium Group.

You then can choose date ranges and further adapt the report to include more information for example **Include Late Figures** or **Include Attendance Comments**, if you are for example sending the report to a parent you can **Show Report Footer.**



Click **Preview**



Attendance Certificate Report

Elizabeth Secondary

Academic Year:	2022	**House:**	Jupiter
Admission No:	S0274A	**Tutor Group:**	11B (11)
Student:	Burke Sumayyah	**Date of Birth:**	11/03/2007
Home Tel No:	02123122722	**Contact:**	Miss S Dobson
11 Worsley Bridge Road London Lower Sydenham SE21 1BS		**Contact Tel No:**	02123122722

		Attendance			Absents							
WB	**M Tu W Th F**	**Pos**	**Present(%)**		**Auth(%)**		**Unauth.(%)**		**EA(%)**		**Late(%)**	
06/03/2023	/ \ / \ / \ / \ / \	10	10	100.00	0	0.00	0	0.00	0	0.00	0	0.00
13/03/2023	/ \ / \ / \ / \ / \	10	10	100.00	0	0.00	0	0.00	0	0.00	0	0.00
20/03/2023	/ \ / \ / \ / \ L \	10	10	100.00	0	0.00	0	0.00	0	0.00	1	10.00
27/03/2023	/ \ / \ / \ / \ I \	10	9	90.00	1	10.00	0	0.00	0	0.00	0	0.00
	Totals:	40	39	97.50	1	2.50	0	0.00	0	0.00	1	2.50

The above statement is an accurate report detailing the attendance of BURKE SUMAYYAH for the period 06/03/2023 to 31/03/2023 inclusive

DATE: SIGN:

Head Teacher Mr S Lewin

Elizabeth Secondary

Rutland House 44 Masons Hill Bromley BR2 9JG

Attendance Comments

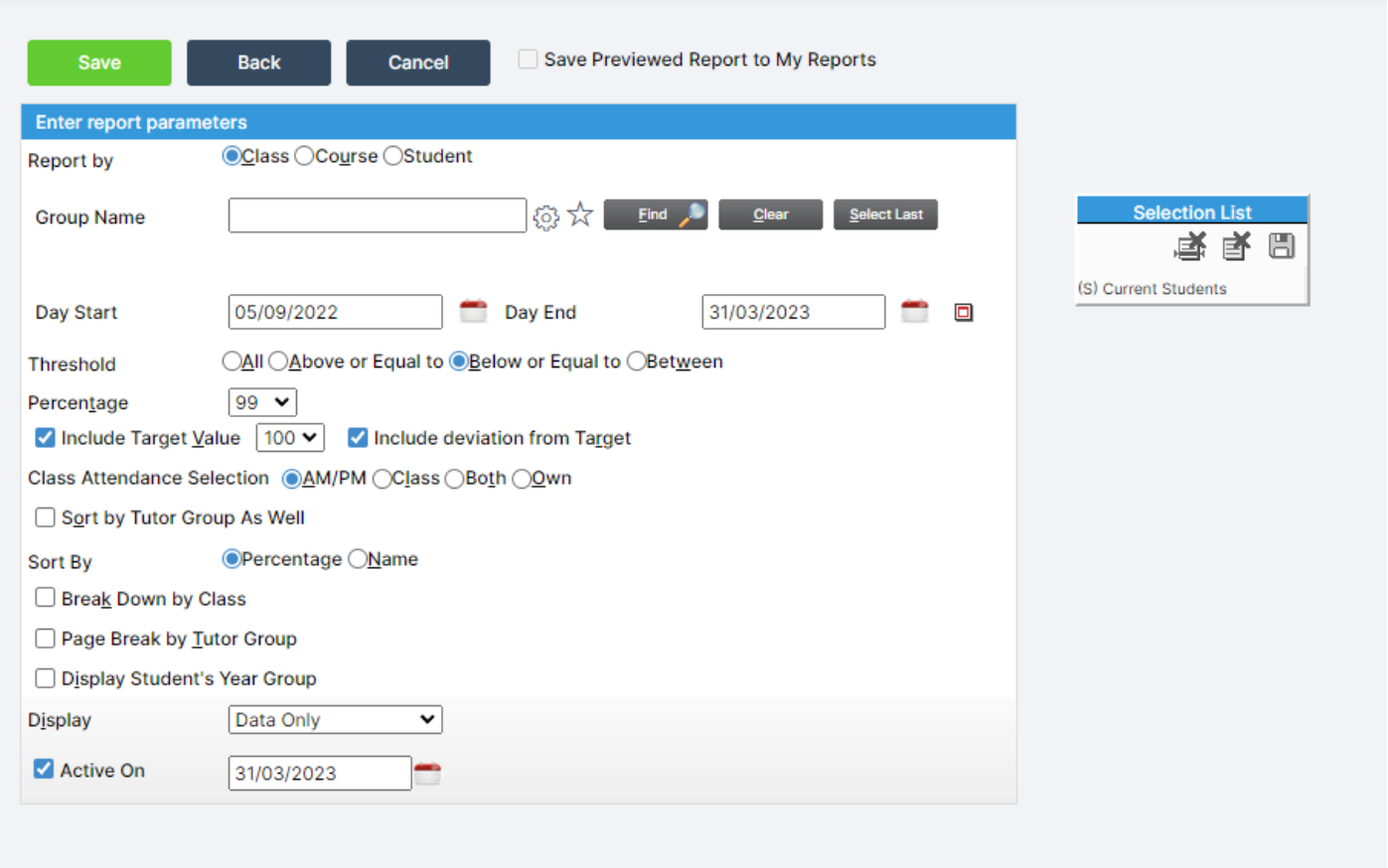
Group	Register Date	Period	Mark	Comment	Commenter	Entered Date & Time
11B	31/03/2023	AM	I	cough and cold	Mrs J Bishop	01/04/2023 12:45:59

Attendance History

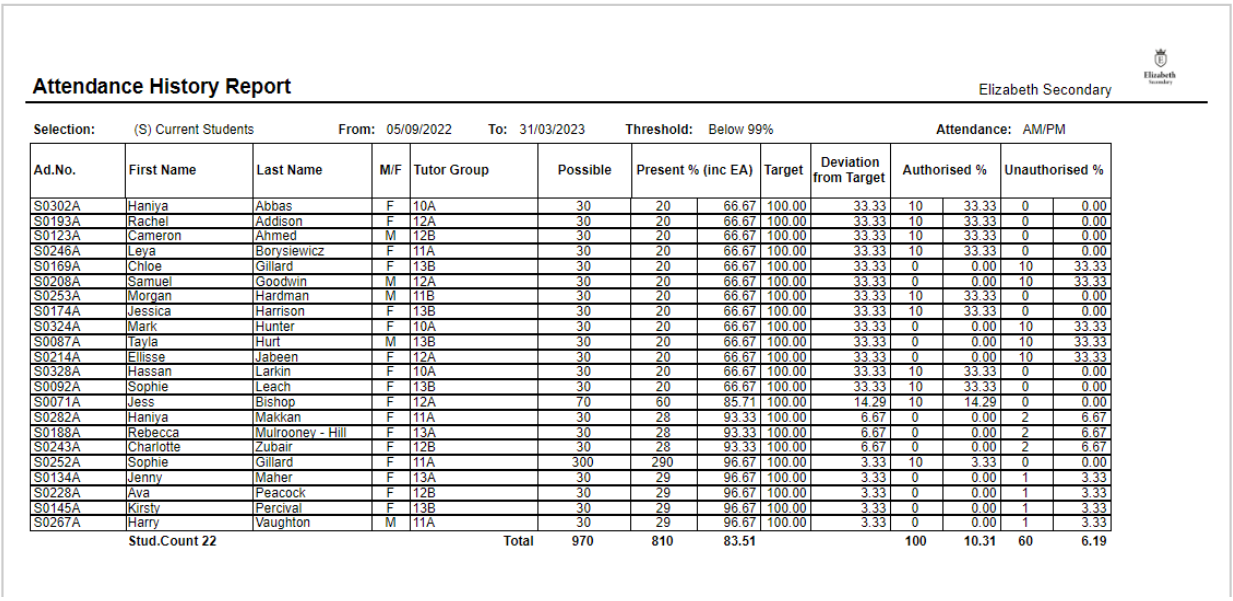
Reports>Attendance>Summary>Attendance History

This **Student List Report** gives the added function to define an **Attendance Threshold** for selected Classes/Groups, Courses or Students. More than one Group can be selected.

In the example below we have selected the (S) Current Students and asked to see Students Below or Equal to 99% and include a **Target Value** of 100% and **Include Deviation from Target.** We have also asked to **Sort by Percentage.**



Click **Preview**



Attendance History Report Elizabeth Secondary

Selection: (S) Current Students **From:** 05/09/2022 **To:** 31/03/2023 **Threshold:** Below 99% **Attendance:** AM/PM

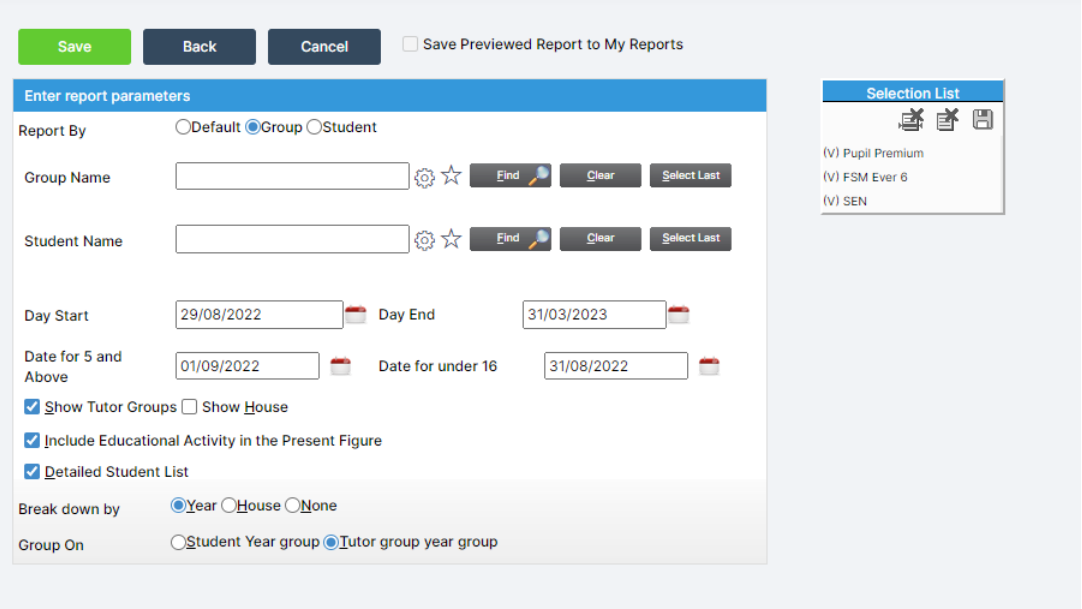
Ad.No.	First Name	Last Name	M/F	Tutor Group	Possible	Present % (inc EA)		Target	Deviation from Target	Authorised %		Unauthorised %	
S0302A	Haniya	Abbas	F	10A	30	20	66.67	100.00	33.33	10	33.33	0	0.00
S0193A	Rachel	Addison	F	12A	30	20	66.67	100.00	33.33	10	33.33	0	0.00
S0123A	Cameron	Ahmed	M	12B	30	20	66.67	100.00	33.33	10	33.33	0	0.00
S0246A	Leya	Borysiewicz	F	11A	30	20	66.67	100.00	33.33	10	33.33	0	0.00
S0169A	Chloe	Gillard	F	13B	30	20	66.67	100.00	33.33	0	0.00	10	33.33
S0208A	Samuel	Goodwin	M	12A	30	20	66.67	100.00	33.33	0	0.00	10	33.33
S0253A	Morgan	Hardman	M	11B	30	20	66.67	100.00	33.33	10	33.33	0	0.00
S0174A	Jessica	Harrison	F	13B	30	20	66.67	100.00	33.33	10	33.33	0	0.00
S0324A	Mark	Hunter	F	10A	30	20	66.67	100.00	33.33	0	0.00	10	33.33
S0087A	Tayla	Hurt	M	13B	30	20	66.67	100.00	33.33	0	0.00	10	33.33
S0214A	Ellisse	Jabeen	F	12A	30	20	66.67	100.00	33.33	0	0.00	10	33.33
S0328A	Hassan	Larkin	F	10A	30	20	66.67	100.00	33.33	10	33.33	0	0.00
S0092A	Sophie	Leach	F	13B	30	20	66.67	100.00	33.33	10	33.33	0	0.00
S0071A	Jess	Bishop	F	12A	70	60	85.71	100.00	14.29	10	14.29	0	0.00
S0282A	Haniya	Makkan	F	11A	30	28	93.33	100.00	6.67	0	0.00	2	6.67
S0188A	Rebecca	Mulrooney - Hill	F	13A	30	28	93.33	100.00	6.67	0	0.00	2	6.67
S0243A	Charlotte	Zubair	F	12B	30	28	93.33	100.00	6.67	0	0.00	2	6.67
S0252A	Sophie	Gillard	F	11A	300	290	96.67	100.00	3.33	10	3.33	0	0.00
S0134A	Jenny	Maher	F	13A	30	29	96.67	100.00	3.33	0	0.00	1	3.33
S0228A	Ava	Peacock	F	12B	30	29	96.67	100.00	3.33	0	0.00	1	3.33
S0145A	Kirsty	Percival	F	13B	30	29	96.67	100.00	3.33	0	0.00	1	3.33
S0267A	Harry	Vaughton	M	11A	30	29	96.67	100.00	3.33	0	0.00	1	3.33
	Stud.Count 22			**Total**	**970**	**810**	**83.51**			**100**	**10.31**	**60**	**6.19**

Attendance Percentage

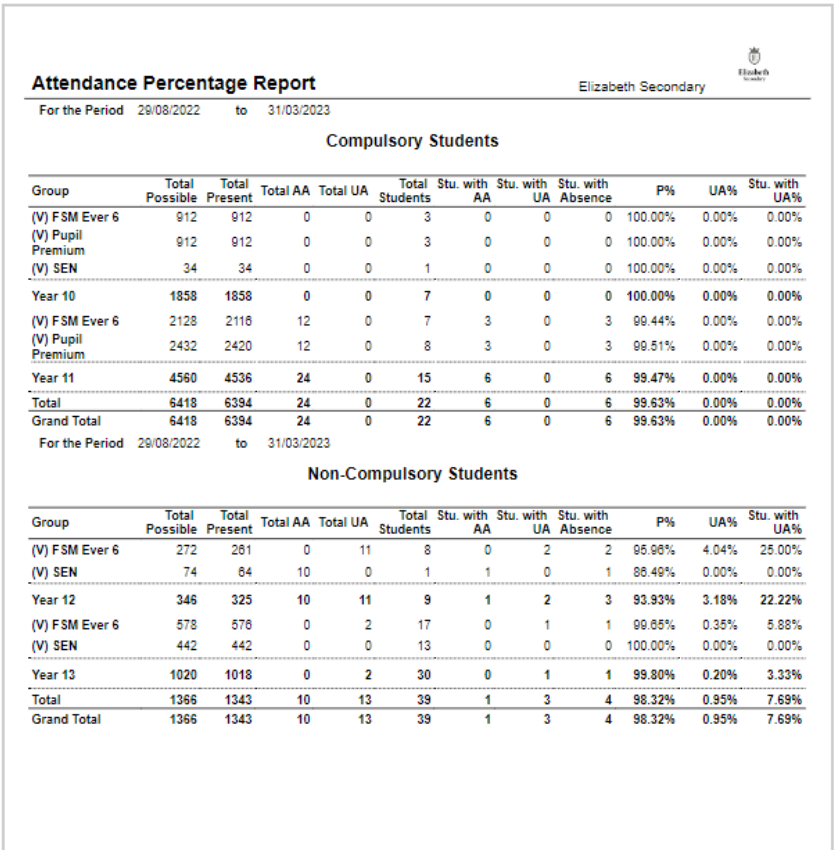
Reports>Attendance>Summary>Attendance Percentage

This **Group Summary Report** has the option to include **Student Names** as well. It also shows **Compulsory** and **Non Compulsory Students** in the Group Report

In this example **3 Reporting Groups** have been chosen, **Detailed Student List** has been selected and as **Breakdown by Year** has been selected we then have the option to Group On **Year Group** or Tutor Group/Year Group



Click **Preview**



Attendance Percentage Report Elizabeth Secondary

For the Period 29/08/2022 to 31/03/2023

Compulsory Students

Group	Total Possible	Total Present	Total AA	Total UA	Total Students	Stu. with AA	Stu. with UA	Stu. with Absence	P%	UA%	Stu. with UA%
(V) FSM Ever 6	912	912	0	0	3	0	0	0	100.00%	0.00%	0.00%
(V) Pupil Premium	912	912	0	0	3	0	0	0	100.00%	0.00%	0.00%
(V) SEN	34	34	0	0	1	0	0	0	100.00%	0.00%	0.00%
Year 10	1858	1858	0	0	7	0	0	0	100.00%	0.00%	0.00%
(V) FSM Ever 6	2128	2116	12	0	7	3	0	3	99.44%	0.00%	0.00%
(V) Pupil Premium	2432	2420	12	0	8	3	0	3	99.51%	0.00%	0.00%
Year 11	4560	4536	24	0	15	6	0	6	99.47%	0.00%	0.00%
Total	6418	6394	24	0	22	6	0	6	99.63%	0.00%	0.00%
Grand Total	6418	6394	24	0	22	6	0	6	99.63%	0.00%	0.00%

For the Period 29/08/2022 to 31/03/2023

Non-Compulsory Students

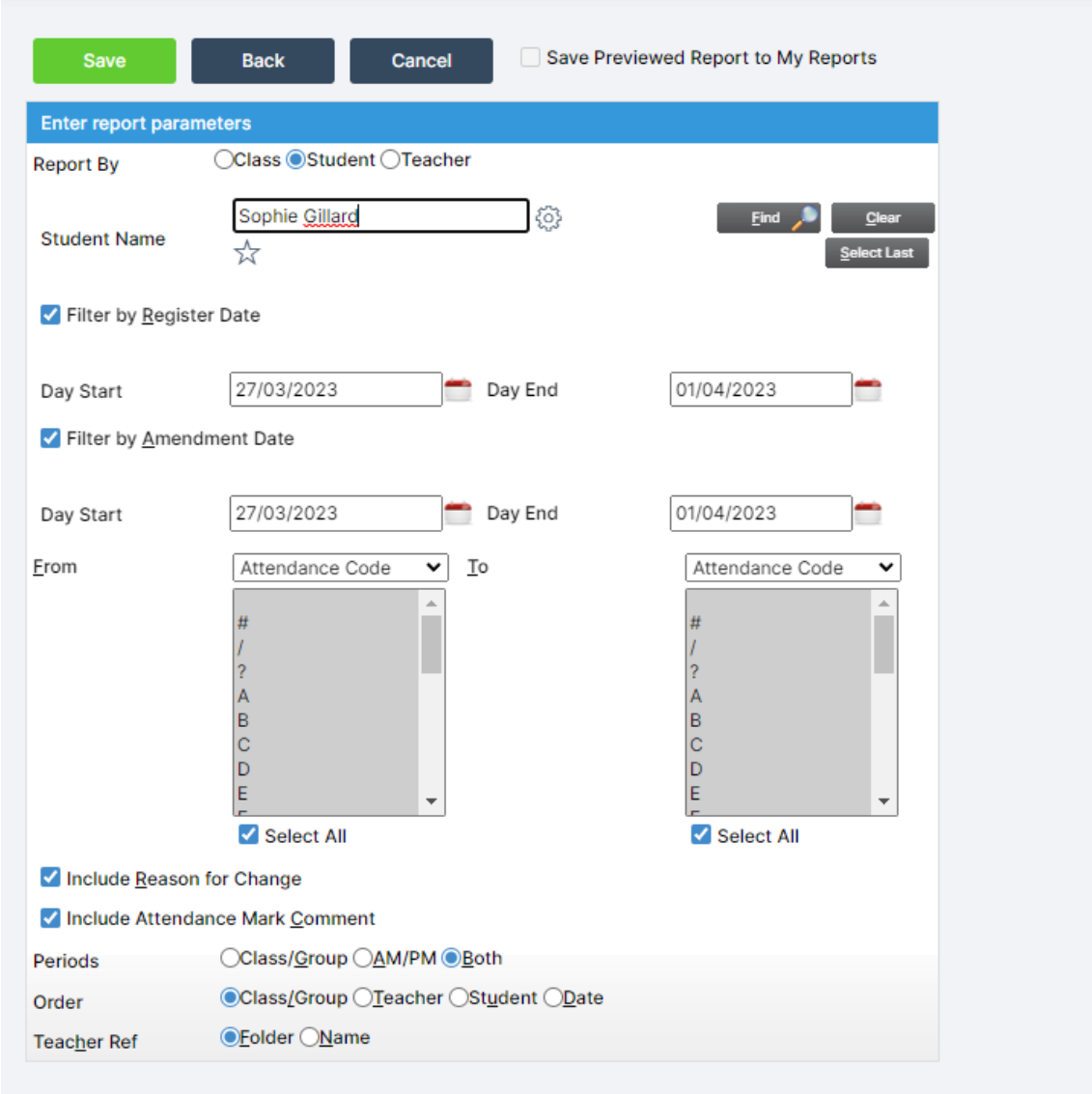
Group	Total Possible	Total Present	Total AA	Total UA	Total Students	Stu. with AA	Stu. with UA	Stu. with Absence	P%	UA%	Stu. with UA%
(V) FSM Ever 6	272	261	0	11	8	0	2	2	95.96%	4.04%	25.00%
(V) SEN	74	64	10	0	1	1	0	1	86.49%	0.00%	0.00%
Year 12	346	325	10	11	9	1	2	3	93.93%	3.18%	22.22%
(V) FSM Ever 6	578	576	0	2	17	0	1	1	99.65%	0.35%	5.88%
(V) SEN	442	442	0	0	13	0	0	0	100.00%	0.00%	0.00%
Year 13	1020	1018	0	2	30	0	1	1	99.80%	0.20%	3.33%
Total	1366	1343	10	13	39	1	3	4	98.32%	0.95%	7.69%
Grand Total	1366	1343	10	13	39	1	3	4	98.32%	0.95%	7.69%

Register Audit

Reports>Attendance> Audit>Register Audit

This **Student List Report** reports on changes made to attendance marks. You can choose to report by Class, Group, Student or Teacher.

In the example below we have looked at a specific **Student** and defined the register and amendment date ranges, we have selected all attendance marks, ticked **Include Reason for Change** and **Include Attendance Mark Comment.**



Click Preview

Register Audit

Elizabeth Secondary

Register Date **From:** 27/03/2023 **To:** 01/04/2023 **Amendment Date** **From:** 27/03/2023 **To:** 01/04/2023

Selection: Student

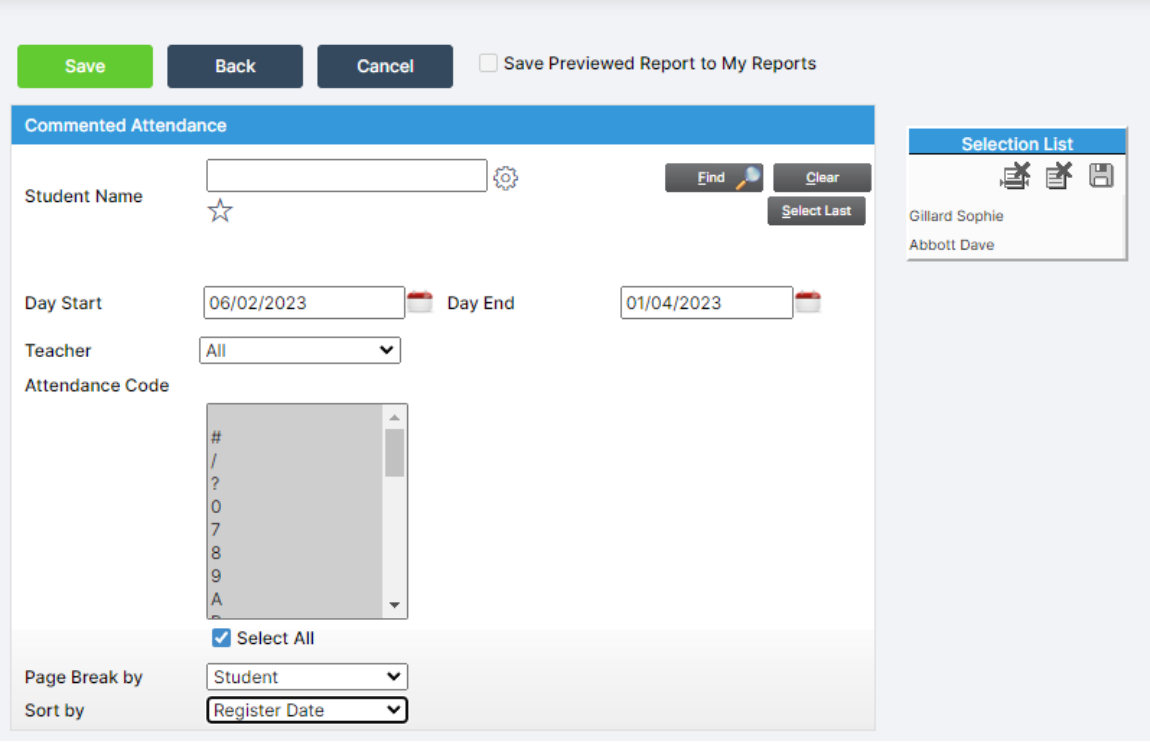
Class	Student	Register Date	Period	Date & Time of Change	Change	Changed by
11A	Gillard Sophie	27/03/2023	AM	01/04/2023 12:42:53	?--/	JB
11A	Gillard Sophie	27/03/2023	AM	01/04/2023 12:45:59	/--I	JB

Commented Attendance

Reports>Attendance>Audit>Commented Attendance

This **Student List Report** gives the ability to Report on Attendance Comments with the option to choose Student(s). You can also **Page Break by Student** for Individual Reports

In the example below 2 Students have been selected and all **Attendance Codes**, **Page Break by Student** and **Sort by Register Date** have been ticked.



Click **Preview**

Commented Attendance Report

Elizabeth Secondary

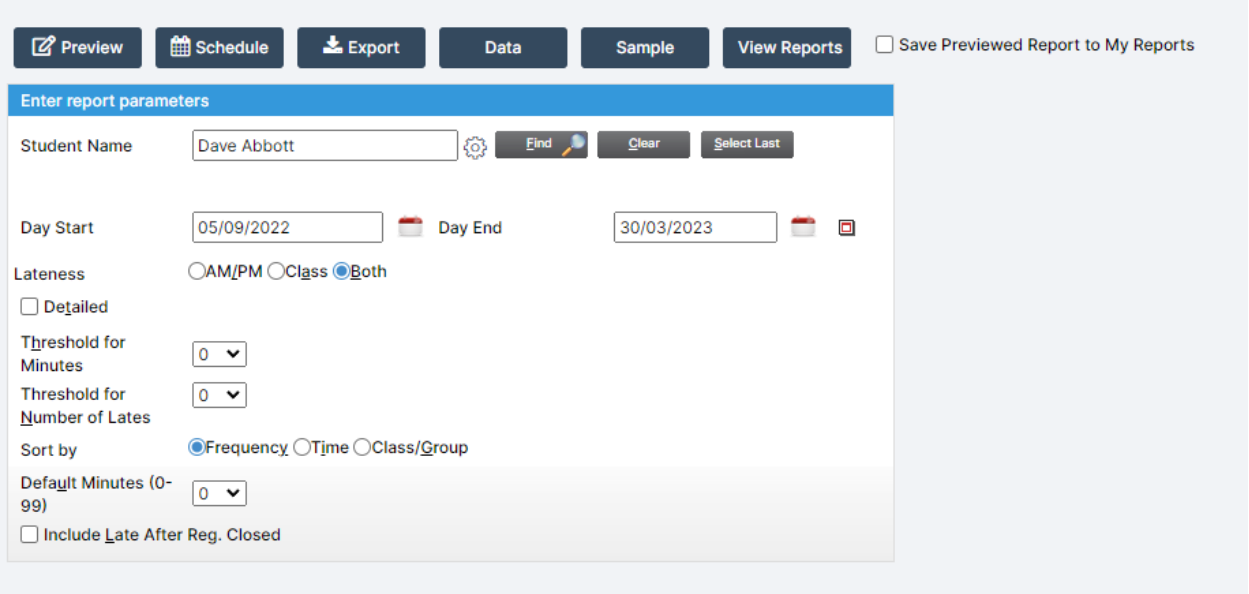
Register Date From: 06/02/2023 To: 01/04/2023

Class	Student	Register Date	Period	Mark	Comment	Commenter
11A	Gillard Sophie	27/02/2023	AM	L	Over slept	Mrs J Bishop
11A	Gillard Sophie	07/03/2023	AM	L	Missed the bus	Mrs J Bishop
MA11/A1	Gillard Sophie	16/03/2023	5	L	No reason	Mrs J Bishop
11A	Gillard Sophie	22/03/2023	PM	/	No blazer	Mrs J Bishop

Lateness by Student

Reports>Attendance>Attendance Code Analysis>Lateness by Student

This **Individual Student Report** is used to report on **Lateness** with the ability to define **thresholds** for **minutes late** and **number of lates.** Selecting **Detailed** shows each individual late and if not selected shows the **total number of minutes late** for the defined period



Click **Preview**
Detailed

Lateness By Student Report

Elizabeth Secondary

Admission No:	00145	**From:**	05/09/2022	**To:**	30/03/2023
Name:	Abbott Dave	**Tutor Group:**	98A		

Class Name	Date	Period	Minutes Late HH:MM
98A	20/02/2023	PM	00:02
98A	24/02/2023	AM	00:00
98A	27/02/2023	AM	00:02
98A	08/03/2023	PM	00:05
98A	15/03/2023	PM	00:00
98A	24/03/2023	PM	00:06
98A	27/03/2023	PM	00:01
		Total:	**00 : 16**

Not Detailed

Lateness By Student Report

Elizabeth Secondary

Admission No:	00145	**From:**	05/09/2022	**To:**	30/03/2023
Name:	Abbott Dave	**Tutor Group:**	98A		

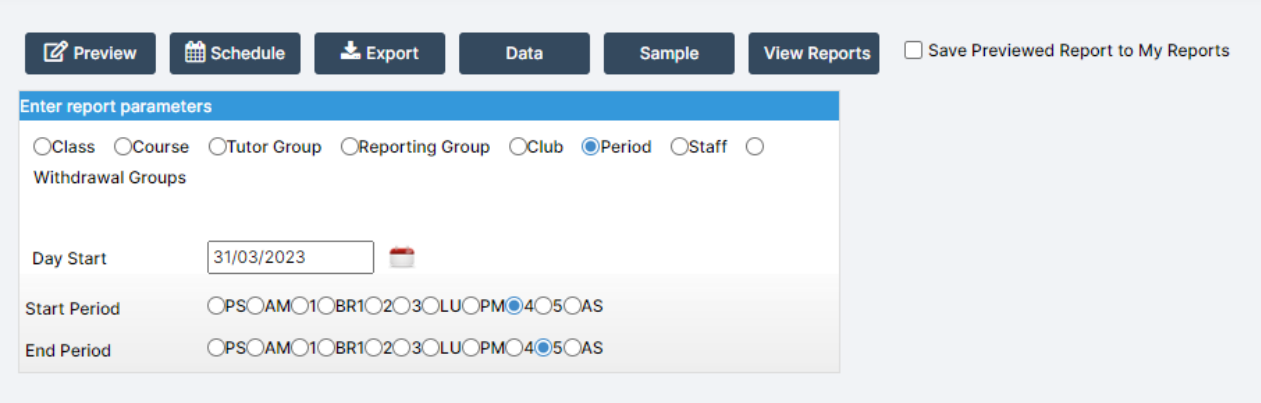
Classes Affected	Number of Lates	Time HH:MM
98A	7	0:16
Total:	**7**	**00 : 16**

Blank Registers

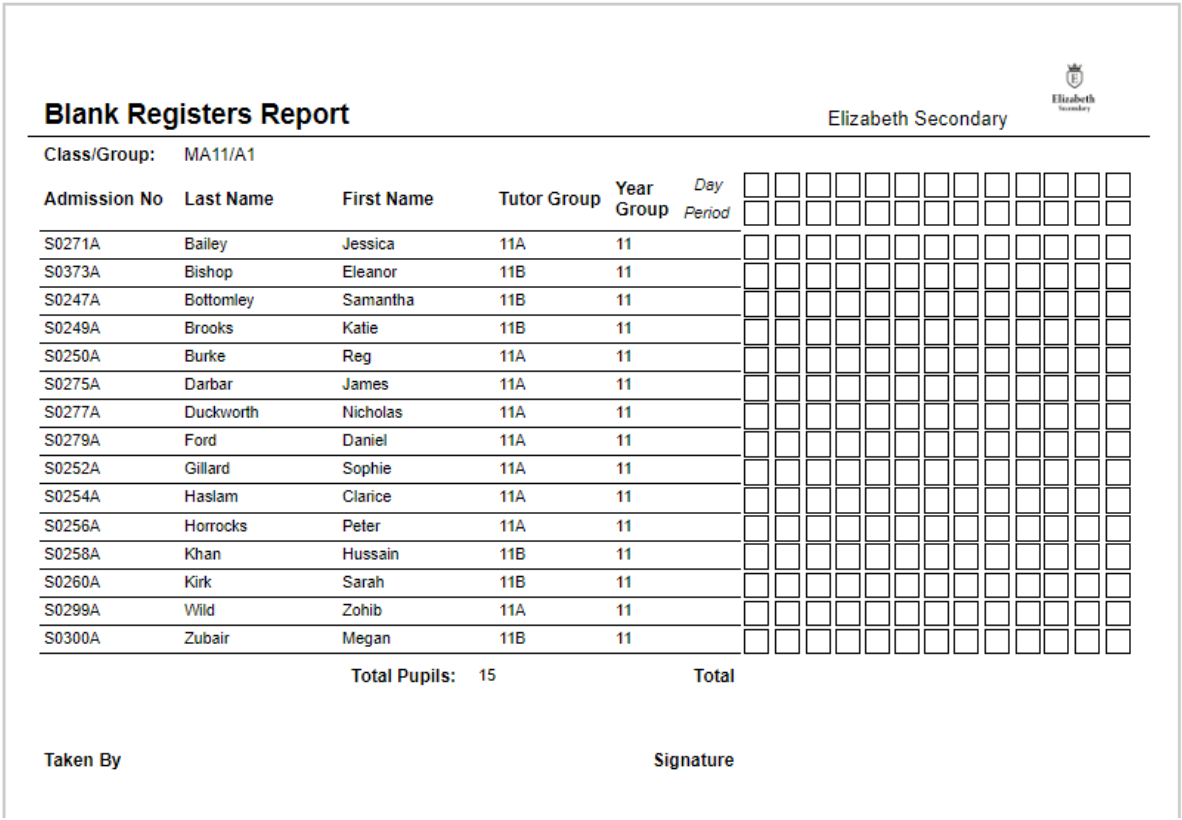
Reports>Attendance>Attendance>Blank Registers

Use this **Register** report to produce **Blank Registers** that can be used in the example Staff and Students are asked to leave the building for a fire drill or to keep on file in the event staff are unable to log on to access online registers

In this example **Period** has been chosen to Start at Period 4 and End at Period 5. This will produce **individual registers** for the selected **Periods**



Click **Preview**



Blank Registers Report Elizabeth Secondary

Class/Group: MA11/A1

Admission No	Last Name	First Name	Tutor Group	Year Group	Day / Period
S0271A	Bailey	Jessica	11A	11	
S0373A	Bishop	Eleanor	11B	11	
S0247A	Bottomley	Samantha	11B	11	
S0249A	Brooks	Katie	11B	11	
S0250A	Burke	Reg	11A	11	
S0275A	Darbar	James	11A	11	
S0277A	Duckworth	Nicholas	11A	11	
S0279A	Ford	Daniel	11A	11	
S0252A	Gillard	Sophie	11A	11	
S0254A	Haslam	Clarice	11A	11	
S0256A	Horrocks	Peter	11A	11	
S0258A	Khan	Hussain	11B	11	
S0260A	Kirk	Sarah	11B	11	
S0299A	Wild	Zohib	11A	11	
S0300A	Zubair	Megan	11B	11	

Total Pupils: 15 **Total**

Taken By **Signature**

This is the end of this guide.