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REPORTING

Registration Reports Guide

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Web-based MIS for the entire school community

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Introduction

To help our schools with their reporting, we offer a variety of customisable report templates and features to help improve the efficiency of their report-writing processes.

This document catalogues each of the reports available within the iSAMS system and should be used to help you identify which reports should be used for what purpose.

Reports Matrix

Report Name	Orientation	Type	AM / PM Only	Code or type specific	Attendance listed	Attendance category Totals / %	Code Totals / %	Over all Totals / %	Late Time	Absence reasons	Code Names
Certificate by Day		Individual pupil			●	●	●		●		●
Certificate by Week		Individual pupil			●	●	●		●		●
Certificate by Month		Individual pupil			●	●	●		●		●
Individual Register Report		Individual pupil			●	●		●	●		●
Student Specific Code Analysis		Groups of pupils		●	●	●		●			
Student Session Analysis		Groups of pupils				●		●			
Student Session Analysis by AMPM		Groups of pupils	●			●		●			
Student Session Analysis Week Day		Groups of pupils	●	●		●					
Student Session Analysis by Week		Groups of pupils		●		●					
Student Analysis by Code		Groups of pupils				●	●	●			
Student Analysis by Registration Group		Groups of pupils		●		●					
Student Group by Day		Groups of pupils			●						
Student Group by Week		Groups of pupils			●						●
Student Group by Month		Groups of pupils			●	●		●			●
Student Group Status		Groups of pupils		●	●	●	●	●	●	●	●
Teaching Group Session		Groups of pupils		●	●					●	●
Teaching group Attendance by Specific Code		Groups of pupils		●	●				●		●
Group Analysis Attendance by Session		Groups only		●		●			●		
Group Analysis Session Analysis		Groups only				●		●	●		
Group Analysis Session Analysis AMPM		Groups only	●			●		●	●		
Group Session Analysis Week Day		Groups only	●	●		●		●			
Group Session Analysis by Week		Groups only		●		●					
Group Analysis by Code		Groups only				●	●	●			●

Parameters

When running each of these reports, there are a variety of parameters available which can be used to control what data is included within the report and how it looks.

Most of these parameters are the same across the reports, such as 'date range' or 'group by', though some are more specific to certain reports - like 'registration code'. These parameters will depend on the type of report and if you would apply them.

Generic Parameters

1. **Date range**
   This selects the dates that are used to filter the report by. Please note that these are inclusive. There are also drop-down options below each date, enabling you to auto-populate set dates like the start or end of term.

2. **Times**
   This gives you the option to filter by AM, PM or both. Alternatively, you can filter to selected times.

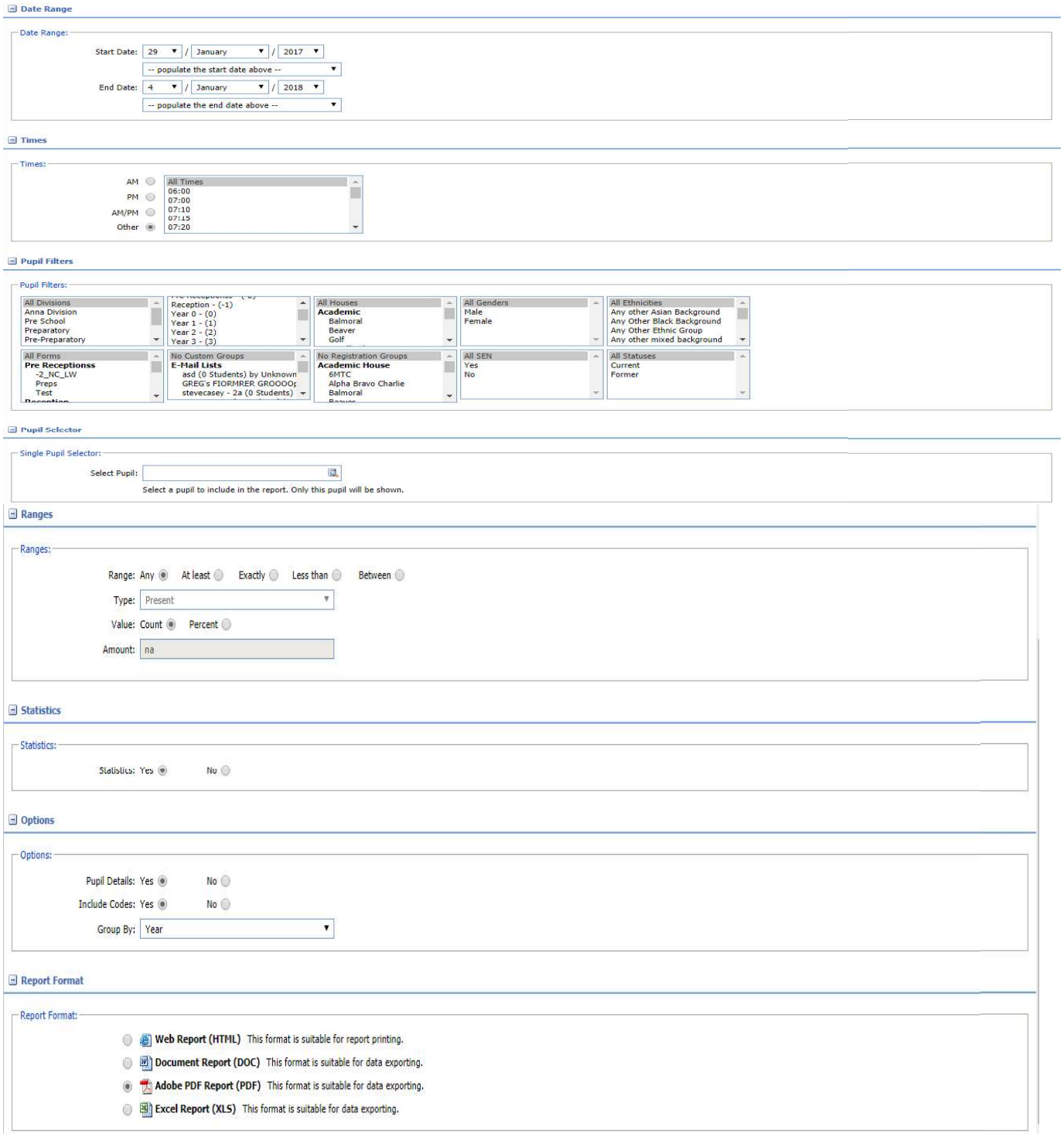
3. **Pupil Filters**
   Filter to certain pupils using group-based filters such as Divisions, Years, Houses, Gender, Ethnicity, Forms, Custom Groups (Set-up in pupil manager), Registration groups, SEN, and Current or Former pupils.

4. **Pupil Selector**
   Select a single pupil to filter the report to.

5. **Ranges**
   Filter the pupils selected based on number/percentage of Present, Absence or Not Registered.

6. **Options**
   The options available depend on which report is selected and will be covered in their relevant section.

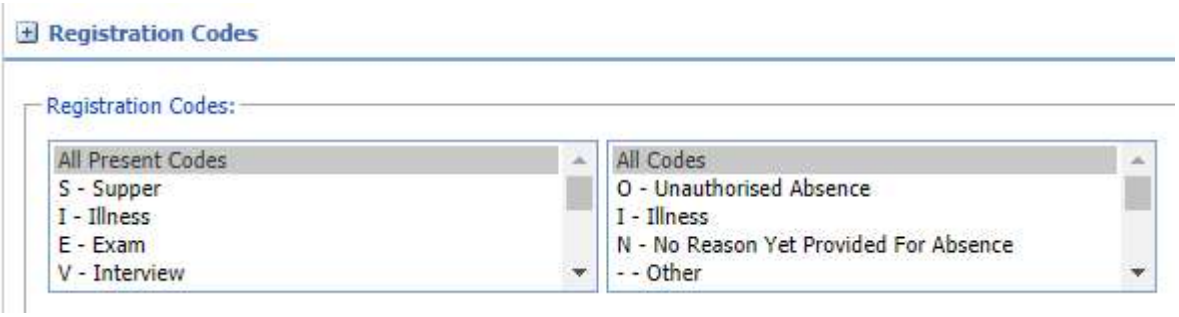
7. **Report Format**
   Select how to export the report. Please note that these reports are only designed to work when exported as a PDF, so there may be some formatting problems if exported into other formats.



Specific Parameters

The following parameters listed are more specific to individual reports, depending on their purpose and your individual requirements.

1. **Registration Codes**
   This parameter is used for any specific code reports. It filters the report to specific absence or present code(s), defaulting to all.



2. **Statistics and Monthly Statistics**
   These two are report-specific options that hide the registration statistics tables.

For example, the below table would be hidden if the Statistics option above was set to 'no'.

Registration Statistics	Count	%
Registration Count	14	
Present AM	3	21.4
Present PM	0	0
Present Count	3	21.4
Late	1	7.1
Authorised Absence	4	28.6
Unauthorised Absence	6	42.9
Absence Count	10	71.4
Not Registered	1	7.1

Individual Student Reports

The four reports in this section consist of three certificate reports for day/week/month and an individual registration report.

Each of these reports are focused on the individual pupils, breaking down their attendance alongside relevant statistics surrounding it.

The certificate reports are designed to be sent home with the reports containing the parental address and explanation of the codes.

The Individual report is like the 'certificate report by week' but with less formatting. This allows a larger date range to fit onto one page.

Certificate report by day

This report has the pupil's attendance broken down by day, with a row for each. It has registration statistics and a count of the codes given to the pupil for the relevant date range.

To improve its readability, it also includes the pupil's details, such as their home address, and an explanation for each of the codes.

Format:

- One page per pupil, with a table displaying the attendance for each individual pupil, a row per date and a column per registration time.
- Registration statistics for count and percentage of each registration code and category.
- A4 portrait.

Options:

- **Pupil Details:** This setting controls the display of the pupil details box, which contains the pupil's home address and other information.
- **Include Codes:** This option controls the display of the box at the bottom including the code names, explaining what each absence code stands for.
- **Group By:** This option sets how the individual pupils' pages are grouped so that pupils in the same Form/Year etc can be grouped together.

Please see an example of this type of report on the following page.

Registration Certificate by Day
16/04/2018 - 15/05/2018

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Pupil Details			
Forename	Alena	Surname	Blackman
Middle	Annie	Pref	Alyonushka
Date of Birth	03/08/1998	Gender	F
Year	Senior 11	Form	PVIBa
SEN	Yes	A. House	Senior School
Parents	Mr & Mrs G Blackman		
Address	1 Maids of Honour Row Kew Richmond Surrey TW1 2DZ		
Phone	01818 820392		

Registration Statistics	Count	%
Registration Count	52	N/A
Present AM	15	28.8
Present PM	22	42.3
Present Count	37	71.2
Late	0	0
Authorised Absence	5	9.6
Unauthorised Absence	8	15.4
Absence Count	13	25
Not Registered	2	3.8
Total Minutes Late	0	N/A

Present Codes		Count	%
/	Present AM	15	28.8
\	Present PM	22	42.3

Absence Codes		Type	Count	%
\	Absent AM	U	0	0
/	Absent PM	U	0	0
N	No Reason Yet Provided For Abs	U	1	1.9
I	Illness	A	1	1.9
U	Late (After Registers Closed)	U	1	1.9
O	Unauthorised Absence	U	3	5.8
H	Family Holiday (Agreed)	A	1	1.9
E	Excluded	U	1	1.9
S	Study Leave	U	1	1.9
R	Religious Observance	U	1	1.9
A	University Open Day	A	3	5.8

		08:15	13:15
Mon	16/04/2018	A	\
Tue	17/04/2018	/	\
Wed	18/04/2018	/	S
Thu	19/04/2018	R	H
Fri	20/04/2018	U	\
Sat	21/04/2018		\
Sun	22/04/2018		\
Mon	23/04/2018	O	O
Tue	24/04/2018	/	N
Wed	25/04/2018	/	\
Thu	26/04/2018		
Fri	27/04/2018	/	\
Sat	28/04/2018		\
Sun	29/04/2018		\
Mon	30/04/2018	/	\
Tue	01/05/2018	/	\
Wed	02/05/2018	/	\
Thu	03/05/2018	/	\
Fri	04/05/2018	/	\
Sat	05/05/2018		\
Sun	06/05/2018		\
Mon	07/05/2018	/	\
Tue	08/05/2018	/	\
Wed	09/05/2018	/	\
Thu	10/05/2018	/	A
Fri	11/05/2018	/	\
Sat	12/05/2018		\
Sun	13/05/2018		\
Mon	14/05/2018	A	E
Tue	15/05/2018	I	O

Present Codes
/ Present AM
\ Present PM
B Boarding
S Supper
G Going home with parents
GH Mentoring
F Flexi Boarding Yes

D Detention
JT Free Time
C Club

Authorised Absence Codes
M Medical / Dental Appointments
I Illness
V Educational Visit or Trip
B Educated Off Site

School Closed To Pupils
A University Open Day

Unauthorised Absence Codes
N No Reason Yet Provided For Absence
C Other Authorised Circumstances
U Late (After Registers Closed)
G Family Holiday (NOT Agreed)
P Approved Sporting Activity

- Unknown
E Excluded
S Study Leave
R Religious Observance
Y Enforced Closure
Z Pupil Not Yet On Roll

Certificate report by week

This report breaks down each pupil's attendance by week, with a row for each week. It has registration statistics and a count of the codes given to the pupil for the relevant date range.

To improve its readability, it also includes the pupil's details, such as their home address, and an explanation for each of the codes.

Format:

- One page per pupil, with a table displaying the attendance of each pupil, a row per week and a column per registration time. Each week has a statistical breakdown of the registration categories.
- Registration statistics for count and percentage of each registration code and category.
- A4 portrait.

Options:

- **Pupil Details:** This setting controls the display of the pupil details box, which contains the pupils home address and other information.
- **Include Codes:** This option controls the display of the box at the bottom including the code names, explaining what each absence code stands for.
- **Group By:** This option sets how the individual pupils' pages are grouped so that pupils in the same Form/Year etc can be grouped together.

Please see an example of this type of report on the following page.

Registration Certificate by Week
16/04/2018 - 16/05/2018

Pupil Details

Forename	Alena	Surname	Blackman
Middle	Annie	Pref	Alyonushka
Date of Birth	03/08/1998	Gender	F
Year	Senior 11	Form	PVIBa
SEN	Yes	A. House	Senior School
Parents	Mr & Mrs G Blackman		
Address	1 Maids of Honour Row Kew Richmond Surrey TW1 2DZ		
Phone	01818 820392		

	Mo	Tu	We	Th	Fr	Sa	Su	R#	Present AM	Present PM	Absent L	Absent A	Absent U	Absent NR
16/04/2018	A\	/\	/S	RH	U\	\	\	12	2	5	0	2	3	0
23/04/2018	OO	/N	/\		/\	\	\	12	3	4	0	0	3	2
30/04/2018	/\	/\	/\	/\	/\	\	\	12	5	7	0	0	0	0
07/05/2018	/\	/\	/\	/A	/\	\	\	12	5	6	0	1	0	0
14/05/2018	AE	IO						6	0	0	0	2	2	2
								54	**15**	**22**	**0**	**5**	**8**	**4**

Registration Statistics

Registration Statistics	Count	%
Registration Count	54	N/A
Present AM	15	27.8
Present PM	22	40.7
Present Count	37	68.5
Late	0	0
Authorised Absence	5	9.3
Unauthorised Absence	8	14.8
Absence Count	13	24.1
Not Registered	4	7.4
Total Minutes Late	0	N/A

Present Codes

	Present Codes	Count	%
/	Present AM	15	27.8
\	Present PM	22	40.7

Absence Codes

	Absence Codes	Type	Count	%
\	Absent AM	U	0	0
/	Absent PM	U	0	0
N	No Reason Yet Provided For Abs	U	1	1.9
I	Illness	A	1	1.9
U	Late (After Registers Closed)	U	1	1.9
O	Unauthorised Absence	U	3	5.6
H	Family Holiday (Agreed)	A	1	1.9
E	Excluded	U	1	1.9
S	Study Leave	U	1	1.9
R	Religious Observance	U	1	1.9
A	University Open Day	A	3	5.6

Present Codes
/ Present AM
\ Present PM
B Boarding
S Supper
G Going home with parents
GH Mentoring
F Flexi Boarding Yes
E Exam
ML Music Lesson
D Detention
JT Free Time
C Club

Authorised Absence Codes
M Medical / Dental Appointments
I Illness
V Educational Visit or Trip
B Educated Off Site
J Interview
H Family Holiday (Agreed)
School Closed To Pupils
A University Open Day

Unauthorised Absence Codes
N No Reason Yet Provided For Absence
C Other Authorised Circumstances
U Late (After Registers Closed)
G Family Holiday (NOT Agreed)
P Approved Sporting Activity
W Work Experience
O Unauthorised Absence
- Unknown
E Excluded
S Study Leave
R Religious Observance
Y Enforced Closure
Z Pupil Not Yet On Roll

Certificate report by month

This report breaks down each pupil's attendance by month, with a row for each month. It has registration statistics and a count of the codes given to the pupil for the relevant date range.

To improve its readability, it also includes the pupil's details, such as their home address, and an explanation for each of the codes.

Format:

- One page per pupil, with a table displaying the attendance for each individual, a row per week and a column per registration time. Each week has a statistical breakdown of the registration categories.
- Registration statistics for count and percentage of each registration code and category.
- A4 portrait.

Options:

- **Pupil Details:** This setting controls the display of the pupil details box, which contains the pupil's home address and other information.
- **Include Codes:** This option controls the display of the box at the bottom including the code names, explaining what each absence code stands for.
- **Group By:** This option sets how individual pupils' pages are grouped so that pupils in the same Form/Year etc can be grouped together.

Please see an example of this type of report on the following page.

Registration Certificate by Month
16/04/2018 - 16/05/2018

Pupil Details			
Forename	Alena	Surname	Blackman
Middle	Annie	Pref	Alyonushka
Date of Birth	03/08/1998	Gender	F
Year	Senior 11	Form	PVIBa
SEN	Yes	A. House	Senior School
Parents	Mr & Mrs G Blackman		
Address	1 Maids of Honour Row Kew Richmond Surrey TW1 2DZ		
Phone	01818 820392		

Registration Statistics	Count	%
Registration Count	54	N/A
Present AM	15	27.8
Present PM	22	40.7
Present Count	37	68.5
Late	0	0
Authorised Absence	5	9.3
Unauthorised Absence	8	14.8
Absence Count	13	24.1
Not Registered	4	7.4
Total Minutes Late	0	N/A

Present Codes		Count	%
/	Present AM	15	27.8
\	Present PM	22	40.7

Absence Codes		Type	Count	%
\	Absent AM	U	0	0
/	Absent PM	U	0	0
N	No Reason Yet Provided For Absence	U	1	1.9
I	Illness	A	1	1.9
U	Late (After Registers Closed)	U	1	1.9
O	Unauthorised Absence	U	3	5.6
H	Family Holiday (Agreed)	A	1	1.9
E	Excluded	U	1	1.9
S	Study Leave	U	1	1.9
R	Religious Observance	U	1	1.9
A	University Open Day	A	3	5.6

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	R#	Present AM	Present PM	Present L	Absent A	Absent U	Absent NR	% P	% L	% A	% NR
April																A\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	6	10	0	2	6	2	61.5	0	30.8	7.7
May	/\	/\	/\	/\	\	\	/\	/\	/\	/A	/\	\	\	AE	IO																28	9	12	0	3	2	2	75	0	17.9	7.1
																															54	**15**	**22**	**0**	**5**	**8**	**4**	**68.5**	**0**	**24.1**	**7.4**

Present Codes
/ Present AM
\ Present PM
B Boarding
S Supper
G Going home with parents
GH Mentoring
F Flexi Boarding Yes

E Exam
ML Music Lesson
D Detention
JT Free Time
C Club

Authorised Absence Codes
M Medical / Dental Appointments
I Illness
V Educational Visit or Trip
B Educated Off Site
J Interview
H Family Holiday (Agreed)
School Closed To Pupils
A University Open Day

Unauthorised Absence Codes
N No Reason Yet Provided For Absence
C Other Authorised Circumstances
U Late (After Registers Closed)
G Family Holiday (NOT Agreed)
P Approved Sporting Activity
W Work Experience
O Unauthorised Absence
- Unknown
E Excluded
S Study Leave
R Religious Observance
Y Enforced Closure
Z Pupil Not Yet On Roll

Individual report

This report breaks down pupils' attendance with total and percentages for each registration group that the pupil is in, as well as overall in the selected date range. Absence code information is also listed at the bottom of the report.

Format:

- One page per pupil. The top table displays a breakdown of attendance per week for the pupil, with a row for the week and columns for the registration times. The second table displays the total and percentages per registration group, with an overall total at the bottom.
- Registration statistics are included as a count and percentage of each registration code and category.
- A4 portrait.

Options:

- **Include Codes**: This option controls the display of the box at the bottom, which includes the code names to explain what each absence code stands for.
- **Group By:** This option sets how the individual pupils pages are grouped, so that pupils in the same Form/Year etc can be grouped together more easily.

Please see an example of this type of report on the following page.

Individual Register Report
16/04/2018 - 16/05/2018

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Pupil Details							
Forename	Alena	Pref	Alyonushka	Middle Names	Annie	Surname	Blackman
Date of Birth	03/08/1998	Gender	F	Year	Senior 11	Form	PVIBa
SEN	Yes	A. House	Senior School				

Week Beginning	Mo		Tu		We		Th		Fr		Sa	Su
	08:15	13:15	08:15	13:15	08:15	13:15	08:15	13:15	08:15	13:15	13:15	13:15
16/04/2018	A	\	/	\	/	S	R	H	U	\	\	\
23/04/2018	O	O	/	N	/	\			/	\	\	\
30/04/2018	/	\	/	\	/	\	/	\	/	\	\	\
07/05/2018	/	\	/	\	/	\	/	A	/	\	\	\
14/05/2018	A	E	I	O								

Registration Group	Teacher	Reg#	Present		Late		Mins	Auth. Abs.		Unauth. Abs.		Not Reg.	
Form: PVIBa	Ms Hughes	54	37	68.5%	0	0%	0	5	9.3%	8	14.8%	4	7.4%
Total		**54**	**37**	**68.5%**	**0**	**0%**	**0**	**5**	**9.3%**	**8**	**14.8%**	**4**	**7.4%**

Present Codes		Authorised Absence Codes		Unauthorised Absence Codes			
/ Present AM	D Detention	M Medical / Dental Appointments		# School Closed To Pupils		- Unknown	
\ Present PM	JT Free Time	I Illness		A University Open Day		E Excluded	
B Boarding	C Club	V Educational Visit or Trip		N No Reason Yet Provided For Absence		S Study Leave	
S Supper		B Educated Off Site		C Other Authorised Circumstances		R Religious Observance	
G Going home with parents		J Interview		U Late (After Registers Closed)		Y Enforced Closure	
GH Mentoring		H Family Holiday (Agreed)		G Family Holiday (NOT Agreed)		Z Pupil Not Yet On Roll	
F Flexi Boarding Yes				P Approved Sporting Activity			
E Exam				W Work Experience			
ML Music Lesson				O Unauthorised Absence			

Student Analysis Reports

The following reports in this section focus on analysing student attendance, across the group and by option selected. Each of the reports offer different break downs of the attendance data across specific codes, days and times.

Student Specific Code Analysis

The student specific code analysis report displays a list of all the selected codes and the number that each pupil was given in the date range, like the list view in the registration module. The 'group by' option allows the report to be a total, displayed as either a single page per pupil or as a group (as the example below).

Format:

- A section spanning page(s) per group, with new rows per pupil per code and a total count of each. The total for each group is featured at the end of each group's section.
- A4 portrait.

Options:

- **Group By**: This option affects how the pupils are listed and how the totals are calculated, with a section for each grouping in the group - for example, one grouping per form.

Student Group with Specific Code Analysis
16/04/2018 - 16/05/2018

Year: 11	Form	Year	House	Tutor	Code	Sessions
Blackman, Alyonushka	PVIBa	S11	Senior School	KA	/	37
Blackman, Alyonushka	PVIBa	S11	Senior School	KA		4
Blackman, Alyonushka	PVIBa	S11	Senior School	KA	N	1
Blackman, Alyonushka	PVIBa	S11	Senior School	KA	I	1
Blackman, Alyonushka	PVIBa	S11	Senior School	KA	U	1
Blackman, Alyonushka	PVIBa	S11	Senior School	KA	O	3
Blackman, Alyonushka	PVIBa	S11	Senior School	KA	H	1
Blackman, Alyonushka	PVIBa	S11	Senior School	KA	E	1
Blackman, Alyonushka	PVIBa	S11	Senior School	KA	S	1
Blackman, Alyonushka	PVIBa	S11	Senior School	KA	R	1
Blackman, Alyonushka	PVIBa	S11	Senior School	KA	A	3
Bonnor, Charlie	PVIBa	S11	Senior School	KA	/	38
Bonnor, Charlie	PVIBa	S11	Senior School	KA		6
Bonnor, Charlie	PVIBa	S11	Senior School	KA	N	1
Bonnor, Charlie	PVIBa	S11	Senior School	KA	I	1
Bonnor, Charlie	PVIBa	S11	Senior School	KA	U	3
Bonnor, Charlie	PVIBa	S11	Senior School	KA	O	2
Bonnor, Charlie	PVIBa	S11	Senior School	KA	H	1
Bonnor, Charlie	PVIBa	S11	Senior School	KA	S	1

Student Session Analysis

This report contains an analysis for the date range selected, sorted by the amount and percentage of each category of registration instead of by code.

Format:

- Sections spanning page(s) per group, with rows dedicated to each pupil and columns to each attendance category.

- Counts and percentages per registration category, including the totals for these for each group, are included at the bottom of the report.
- A4 portrait.

Options:

- **Group By:** This option affects how the pupils are listed and how the totals are calculated, with a section for each grouping in the group - for example, one grouping per form.

Student Group Sessions Analysis
16/04/2018 - 20/05/2018

Year: 11	Form	Year	Tutor	Reg#	Present		Late		Auth. Abs.		Unauth. Abs.		Not Reg.	
Blackman, Alyonushka	PVIBa	S11	KA	60	37	61.7	0	0	5	8.3	8	13.3	10	16.7
Bonnor, Charlie	PVIBa	S11	KA	60	38	63.3	0	0	2	3.3	8	13.3	12	20
Brereton, Gillian	PVIBa	S11	KA	60	39	65	0	0	2	3.3	7	11.7	12	20
Brewer Pool, John	PVIBa	S11	KA	60	39	65	0	0	1	1.7	8	13.3	12	20
Browne, Dhirren	PVIBa	S11	KA	60	39	65	0	0	1	1.7	8	13.3	12	20
Bugra, Tommy	PVIBa	S11	KA	60	39	65	0	0	1	1.7	8	13.3	12	20
Bury, John	PVIBa	S11	KA	60	39	65	0	0	1	1.7	8	13.3	12	20
Carmichael, Zoe	PVIBa	S11	KA	60	39	65	0	0	2	3.3	7	11.7	12	20
Chisholm, Jack	PVIBa	S11	KA	60	39	65	0	0	3	5	6	10	12	20

Student Session Analysis by AMPM

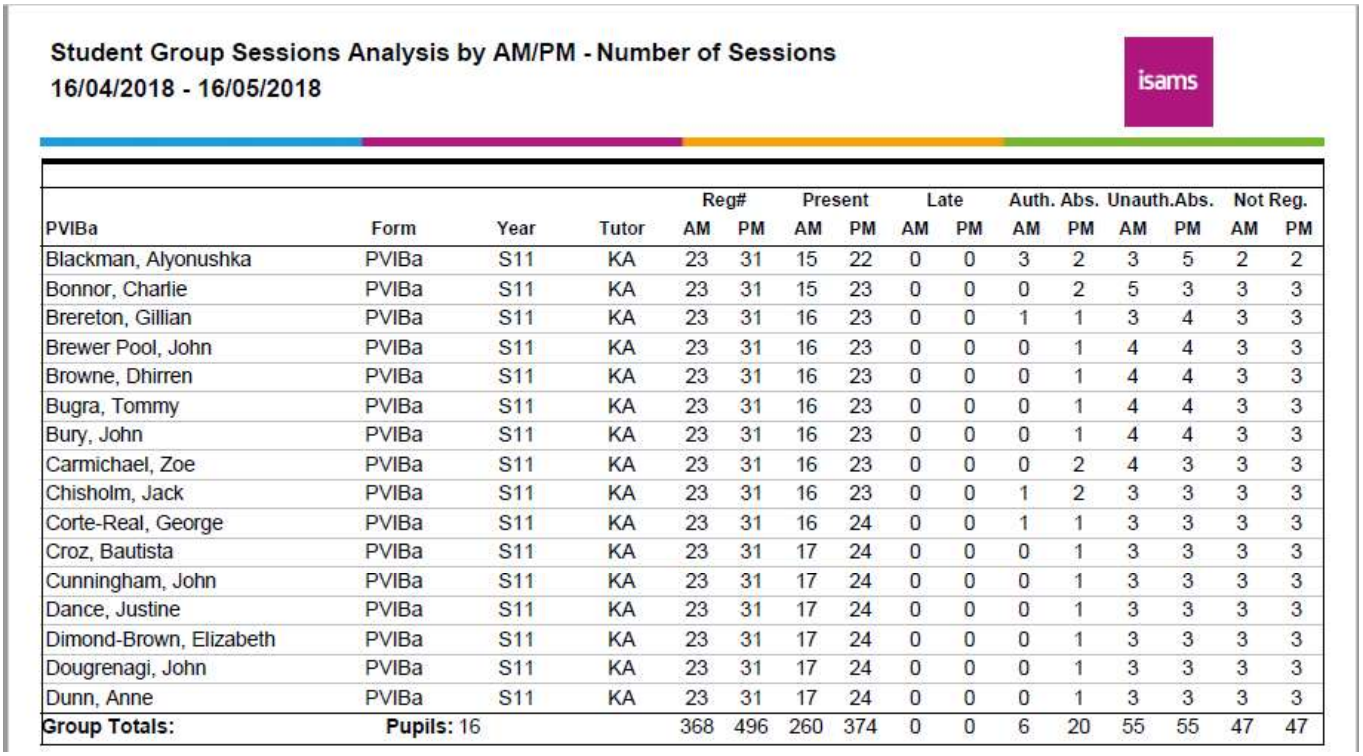
This report displays the count or percentage of the registration category for sessions marked as AM and PM, in the given date range. This report also has a specific option of "Display" which controls if the report displays as a percentage or a count.

Format:

- Sections spanning page(s) per group, with each row dedicated to a pupil and each column marking an attendance category.
- Counts and percentages per registration category, with totals for these for each group, are displayed at the bottom of the report.
- Filter options are for AM & PM registration sessions only.
- A4 portrait.

Options:

- **Display:** This option dictates if the figures display as a count or percentage.
- **Group By:** This option controls how the pupils are listed and how the totals are calculated, with a section for each group in the 'group by' - for example, one per form.



Student Group Sessions Analysis by AM/PM - Number of Sessions
16/04/2018 - 16/05/2018

				Reg#		Present		Late		Auth. Abs.		Unauth.Abs.		Not Reg.	
PVIBa	Form	Year	Tutor	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Blackman, Alyonushka	PVIBa	S11	KA	23	31	15	22	0	0	3	2	3	5	2	2
Bonnor, Charlie	PVIBa	S11	KA	23	31	15	23	0	0	0	2	5	3	3	3
Brereton, Gillian	PVIBa	S11	KA	23	31	16	23	0	0	1	1	3	4	3	3
Brewer Pool, John	PVIBa	S11	KA	23	31	16	23	0	0	0	1	4	4	3	3
Browne, Dhirren	PVIBa	S11	KA	23	31	16	23	0	0	0	1	4	4	3	3
Bugra, Tommy	PVIBa	S11	KA	23	31	16	23	0	0	0	1	4	4	3	3
Bury, John	PVIBa	S11	KA	23	31	16	23	0	0	0	1	4	4	3	3
Carmichael, Zoe	PVIBa	S11	KA	23	31	16	23	0	0	0	2	4	3	3	3
Chisholm, Jack	PVIBa	S11	KA	23	31	16	23	0	0	1	2	3	3	3	3
Corte-Real, George	PVIBa	S11	KA	23	31	16	24	0	0	1	1	3	3	3	3
Croz, Bautista	PVIBa	S11	KA	23	31	17	24	0	0	0	1	3	3	3	3
Cunningham, John	PVIBa	S11	KA	23	31	17	24	0	0	0	1	3	3	3	3
Dance, Justine	PVIBa	S11	KA	23	31	17	24	0	0	0	1	3	3	3	3
Dimond-Brown, Elizabeth	PVIBa	S11	KA	23	31	17	24	0	0	0	1	3	3	3	3
Dougrenagi, John	PVIBa	S11	KA	23	31	17	24	0	0	0	1	3	3	3	3
Dunn, Anne	PVIBa	S11	KA	23	31	17	24	0	0	0	1	3	3	3	3
Group Totals:	**Pupils:** 16			368	496	260	374	0	0	6	20	55	55	47	47

Student Session Analysis Week Day

The student session analysis week day report displays the number or percentage of a selected attendance category in the given date range. This is split by week, to help identify any specific days that may be causing the pupil problems.

Format:

- Sections spanning page(s) per group, with one row per pupil and one column per weekday.
- The count of the selected attendance mark each day, with total for the group, features at the bottom of the report.
- Filter options are for AM & PM registration sessions only.
- A4 portrait.

Options:

- **Display:** This option dictates if the figures display as a count or percentage.
- **Attendance:** This option filters the report by attendance category.
- **Group By:** This option controls how pupils are listed and how the totals are calculated, with a section for each group in the 'group by' - for example, one per form.

Student Group Sessions Analysis by Day of Week - Number of Sessions Present Marks
16/04/2018 - 27/05/2018

			Mo		Tu		We		Th		Fr		Sa		Su	
PVIBa	**Form**	**Year**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**	**AM**	**PM**
Possible Registrations			6	6	6	6	6	6	6	6	6	6	0	6	0	6
Blackman, Alyonushka	PVIBa	S11	2	3	4	3	4	3	2	1	3	4	0	4	0	4
Bonnor, Charlie	PVIBa	S11	3	4	4	3	4	3	1	1	3	4	0	4	0	4
Brereton, Gillian	PVIBa	S11	4	4	4	3	4	3	1	1	3	4	0	4	0	4
Brewer Pool, John	PVIBa	S11	4	4	4	3	4	3	1	1	3	4	0	4	0	4
Browne, Dhirren	PVIBa	S11	4	4	4	3	4	3	1	1	3	4	0	4	0	4
Bugra, Tommy	PVIBa	S11	4	4	4	3	4	3	1	1	3	4	0	4	0	4
Bury, John	PVIBa	S11	4	4	4	3	4	3	1	1	3	4	0	4	0	4
Carmichael, Zoe	PVIBa	S11	4	4	4	3	4	3	1	1	3	4	0	4	0	4
Chisholm, Jack	PVIBa	S11	4	4	4	3	4	3	1	1	3	4	0	4	0	4
Corte-Real, George	PVIBa	S11	4	4	4	3	4	3	1	2	3	4	0	4	0	4
Croz, Bautista	PVIBa	S11	4	4	4	3	4	3	2	2	3	4	0	4	0	4
Cunningham, John	PVIBa	S11	4	4	4	3	4	3	2	2	3	4	0	4	0	4
Dance, Justine	PVIBa	S11	4	4	4	3	4	3	2	2	3	4	0	4	0	4
Dimond-Brown, Elizabeth	PVIBa	S11	4	4	4	3	4	3	2	2	3	4	0	4	0	4
Dougrenagi, John	PVIBa	S11	4	4	4	3	4	3	2	2	3	4	0	4	0	4
Dunn, Anne	PVIBa	S11	4	4	4	3	4	3	2	2	3	4	0	4	0	4
Group Totals:	**Pupils:**	16	61	63	64	48	64	48	23	23	48	64	0	64	0	64

Student Session Analysis by Week

This report gives a count or percentage of a selected category of registration for each pupil, within a designated date range. This is totalled and split by week, so you can fit large date ranges on one page.

Format:

- Sections spanning page(s) per group, with a new row per pupil and a new column per week.
- The count of attendance type is displayed against the total number of possible sessions, with the overall total per group at the bottom of the report.
- A4 portrait.

Options:

- **Display:** This option dictates whether the figures display as a count or a percentage.
- **Attendance:** This option filers the report to display a particular category of attendance.
- **Group By:** This option controls how the pupils are listed and how the totals are calculated, with a section for each group in the 'group by' – for example, one per form.

Student Group Sessions Analysis by Week - Number of Sessions Present Marks
16/04/2018 - 28/05/2018

PVIBa	16/04/2018	23/04/2018	30/04/2018	07/05/2018	14/05/2018	21/05/2018	28/05/2018
Blackman, Alyonushka	7/12	7/12	12/12	11/12	0/12	0/12	0/2
Bonnor, Charlie	8/12	7/12	12/12	10/12	1/12	0/12	0/2
Brereton, Gillian	8/12	7/12	12/12	10/12	2/12	0/12	0/2
Brewer Pool, John	8/12	7/12	12/12	10/12	2/12	0/12	0/2
Browne, Dhirren	8/12	7/12	12/12	10/12	2/12	0/12	0/2
Bugra, Tommy	8/12	7/12	12/12	10/12	2/12	0/12	0/2
Bury, John	8/12	7/12	12/12	10/12	2/12	0/12	0/2
Carmichael, Zoe	8/12	7/12	12/12	10/12	2/12	0/12	0/2
Chisholm, Jack	8/12	7/12	12/12	10/12	2/12	0/12	0/2
Corte-Real, George	8/12	7/12	12/12	11/12	2/12	0/12	0/2
Croz, Bautista	8/12	7/12	12/12	12/12	2/12	0/12	0/2
Cunningham, John	8/12	7/12	12/12	12/12	2/12	0/12	0/2
Dance, Justine	8/12	7/12	12/12	12/12	2/12	0/12	0/2
Dimond-Brown, Elizabeth	8/12	7/12	12/12	12/12	2/12	0/12	0/2
Dougrenagi, John	8/12	7/12	12/12	12/12	2/12	0/12	0/2
Dunn, Anne	8/12	7/12	12/12	12/12	2/12	0/12	0/2
Totals:	127/192	112/192	192/192	174/192	29/192	0/192	0/32

Student Analysis by Code

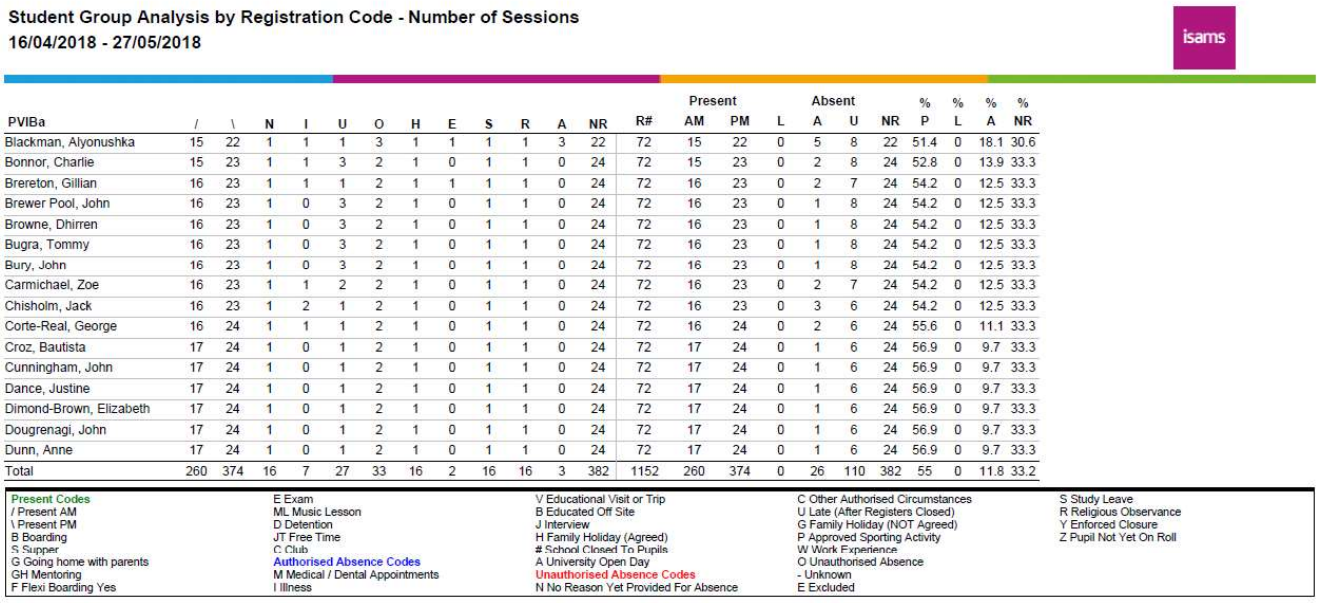
This report displays percentages and counts of codes and registration categories within the given date range. The total for each of these within each group are displayed, along with the attendance code details at the bottom of the report.

Format:

- Sections spanning page(s) per group, with rows per pupil and columns per attendance code. This is followed by a series of columns for each registration category.
- Count/percentage for each registration code is followed by count and percentage for each registration category.
- A4 portrait.

Options:

- **Include Codes**: This option controls the appearance of the box at the bottom of the report, which contains code names to explain what absence type A is, aiding readability for the recipient.
- **Display:** This option dictates if the figures display as a count or a percentage.
- **Group By:** This option controls how pupils are listed and how the totals are calculated, with a section for each group in the 'group by' - for example, one per form.



Student Group Analysis by Registration Code - Number of Sessions
16/04/2018 - 27/05/2018

														Present			Absent			%	%	%	%
PVIBa	/	\	N	I	U	O	H	E	S	R	A	NR	R#	AM	PM	L	A	U	NR	P	L	A	NR
Blackman, Alyonushka	15	22	1	1	1	3	1	1	1	1	3	22	72	15	22	0	5	8	22	51.4	0	18.1	30.6
Bonnor, Charlie	15	23	1	1	3	2	1	0	1	1	0	24	72	15	23	0	2	8	24	52.8	0	13.9	33.3
Brereton, Gillian	16	23	1	1	1	2	1	1	1	1	0	24	72	16	23	0	2	7	24	54.2	0	12.5	33.3
Brewer Pool, John	16	23	1	0	3	2	1	0	1	1	0	24	72	16	23	0	1	8	24	54.2	0	12.5	33.3
Browne, Dhirren	16	23	1	0	3	2	1	0	1	1	0	24	72	16	23	0	1	8	24	54.2	0	12.5	33.3
Bugra, Tommy	16	23	1	0	3	2	1	0	1	1	0	24	72	16	23	0	1	8	24	54.2	0	12.5	33.3
Bury, John	16	23	1	0	3	2	1	0	1	1	0	24	72	16	23	0	1	8	24	54.2	0	12.5	33.3
Carmichael, Zoe	16	23	1	1	2	2	1	0	1	1	0	24	72	16	23	0	2	7	24	54.2	0	12.5	33.3
Chisholm, Jack	16	23	1	2	1	2	1	0	1	1	0	24	72	16	23	0	3	6	24	54.2	0	12.5	33.3
Corte-Real, George	16	24	1	1	1	2	1	0	1	1	0	24	72	16	24	0	2	6	24	55.6	0	11.1	33.3
Croz, Bautista	17	24	1	0	1	2	1	0	1	1	0	24	72	17	24	0	1	6	24	56.9	0	9.7	33.3
Cunningham, John	17	24	1	0	1	2	1	0	1	1	0	24	72	17	24	0	1	6	24	56.9	0	9.7	33.3
Dance, Justine	17	24	1	0	1	2	1	0	1	1	0	24	72	17	24	0	1	6	24	56.9	0	9.7	33.3
Dimond-Brown, Elizabeth	17	24	1	0	1	2	1	0	1	1	0	24	72	17	24	0	1	6	24	56.9	0	9.7	33.3
Dougrenagi, John	17	24	1	0	1	2	1	0	1	1	0	24	72	17	24	0	1	6	24	56.9	0	9.7	33.3
Dunn, Anne	17	24	1	0	1	2	1	0	1	1	0	24	72	17	24	0	1	6	24	56.9	0	9.7	33.3
Total	260	374	16	7	27	33	16	2	16	16	3	382	1152	260	374	0	26	110	382	55	0	11.8	33.2

Present Codes
/ Present AM
\ Present PM
B Boarding
S Supper
G Going home with parents
GH Mentoring
F Flexi Boarding Yes

E Exam
ML Music Lesson
D Detention
JT Free Time
C Club
Authorised Absence Codes
M Medical / Dental Appointments
I Illness

V Educational Visit or Trip
B Educated Off Site
J Interview
H Family Holiday (Agreed)
School Closed To Pupils
A University Open Day
Unauthorised Absence Codes
N No Reason Yet Provided For Absence

C Other Authorised Circumstances
U Late (After Registers Closed)
G Family Holiday (NOT Agreed)
P Approved Sporting Activity
W Work Experience
O Unauthorised Absence
- Unknown
E Excluded

S Study Leave
R Religious Observance
Y Enforced Closure
Z Pupil Not Yet On Roll

Analysis by Registration Group

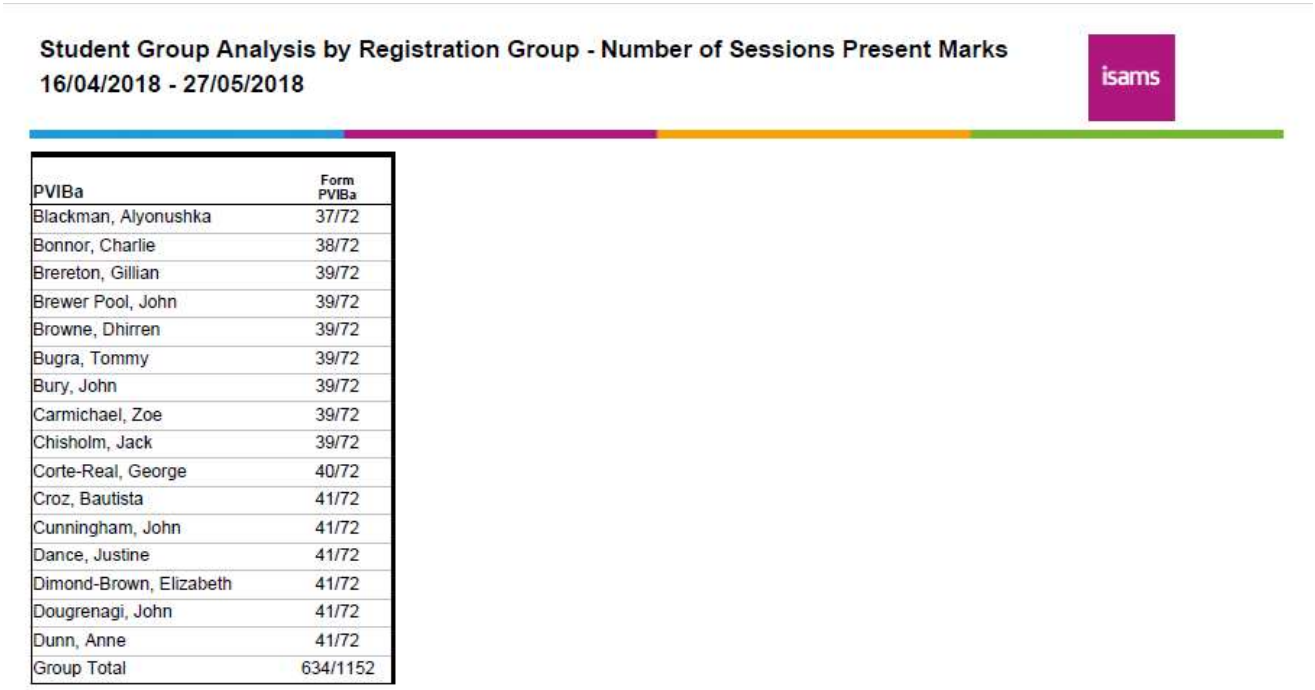
This report displays the number or percentage of a specific code in the date range. This is split by the registration group, to help identify specifics based on which lesson or group the attendance was taken for. Each column is totalled for the relevant group selected.

Format:

- Sections spanning page(s) per group, with rows per pupil and columns for each registration group.
- Count/percentage of the selected registration type is included for each registration group.
- A4 portrait.

Options:

- **Display:** This option dictates whether the figures display as a count or a percentage.
- **Attendance:** This option filters the report by attendance category.
- **Group By:** This option controls how the pupils are listed and how the totals are calculated, with a section for each group in the 'group by' – for example, one per form.



Student Group Analysis by Registration Group - Number of Sessions Present Marks
16/04/2018 - 27/05/2018

isams

PVIBa	Form PVIBa
Blackman, Alyonushka	37/72
Bonnor, Charlie	38/72
Brereton, Gillian	39/72
Brewer Pool, John	39/72
Browne, Dhirren	39/72
Bugra, Tommy	39/72
Bury, John	39/72
Carmichael, Zoe	39/72
Chisholm, Jack	39/72
Corte-Real, George	40/72
Croz, Bautista	41/72
Cunningham, John	41/72
Dance, Justine	41/72
Dimond-Brown, Elizabeth	41/72
Dougrenagi, John	41/72
Dunn, Anne	41/72
Group Total	634/1152

Complete Registration Reports

This section of reports displays attendance details for a selected group within specified date ranges. The reports highlight all the attendance codes given to the pupils for each period, broken down by day/week/month, with the status report filtering to a specific category of registration.

Student Group by Day

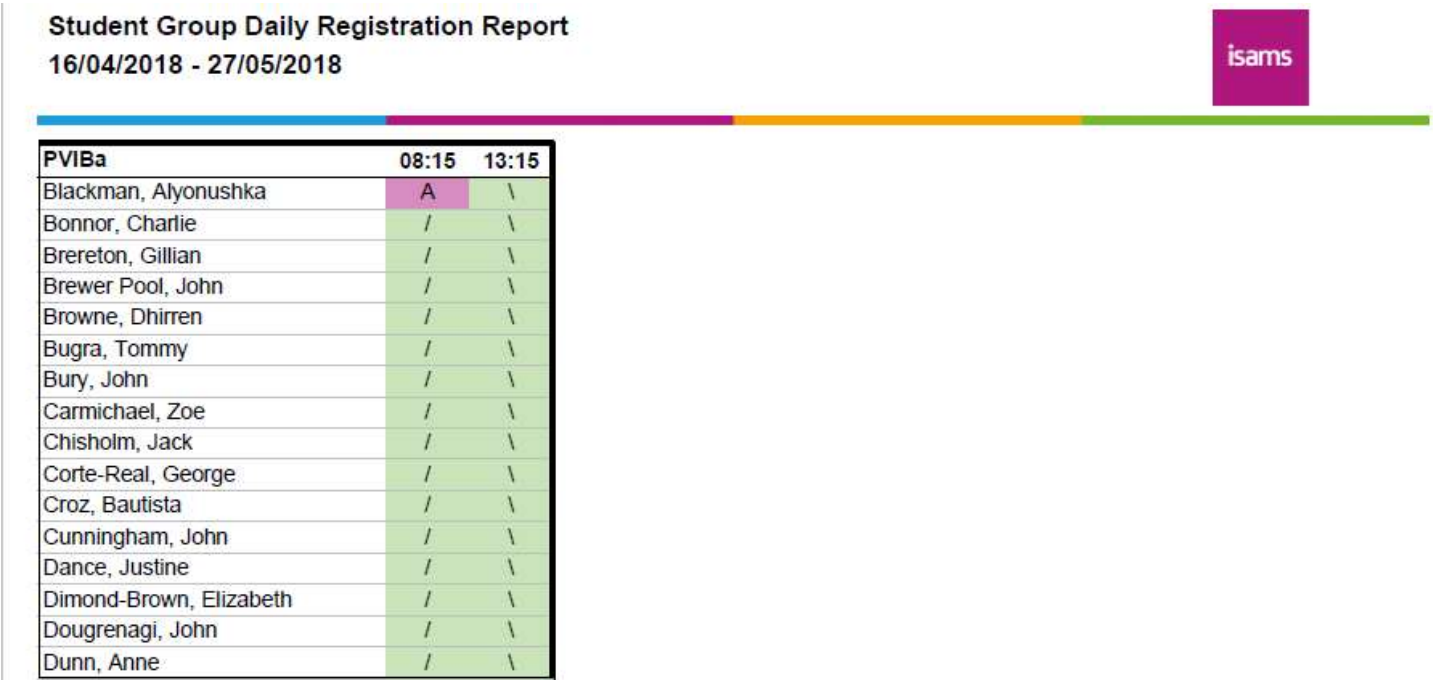
This report is designed to give a quick overview of the attendance codes given to pupils per day in the group. It has a row per pupil and displays a page per group, repeating this for each day in the date range.

Format:

- Sections spanning page(s) per group per day, with rows per pupil and columns per registration time.
- It features the attendance code given in each session.
- A4 portrait.

Options:

- **Group By**: This option dictates how the pupils are listed, with a section for each group in the 'group by' - for example, one per form.



Student Group Daily Registration Report
16/04/2018 - 27/05/2018

isams

PVIBa	08:15	13:15
Blackman, Alyonushka	A	\
Bonnor, Charlie	/	\
Brereton, Gillian	/	\
Brewer Pool, John	/	\
Browne, Dhirren	/	\
Bugra, Tommy	/	\
Bury, John	/	\
Carmichael, Zoe	/	\
Chisholm, Jack	/	\
Corte-Real, George	/	\
Croz, Bautista	/	\
Cunningham, John	/	\
Dance, Justine	/	\
Dimond-Brown, Elizabeth	/	\
Dougrenagi, John	/	\
Dunn, Anne	/	\

Student Group by Week

This report is designed to give a quick overview of the attendance codes given to pupils per week in the group. It has a row per pupil and displays a page per group, repeating this for each week in the date range. It also has the attendance codes detailed at the bottom, to explain what each code means.

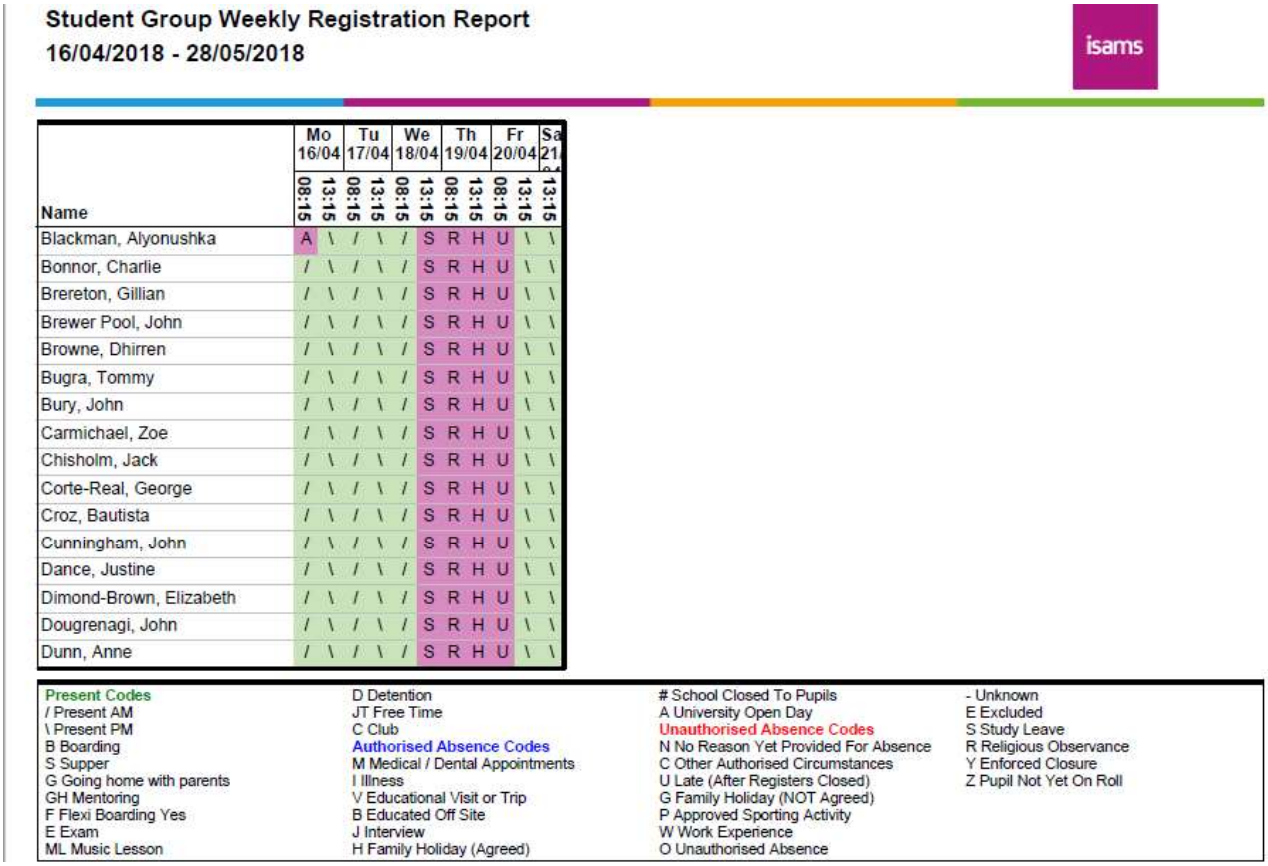
Format:

- Sections spanning page(s) per group, per week, with a new row for each pupil and columns per week day, per registration time.

- The attendance code is given in each session.
- A4 portrait.

Options:

- **Include Codes**: This option controls the display of the box at the bottom of the report, with the code names to explain what absence type A is.
- **Group By:** This option dictates how the pupils are listed, with a section for each group in the 'group by' – for example, one per form.



Student Group Weekly Registration Report
16/04/2018 - 28/05/2018

isams

Name	Mo 16/04 08:15	Mo 16/04 13:15	Tu 17/04 08:15	Tu 17/04 13:15	We 18/04 08:15	We 18/04 13:15	Th 19/04 08:15	Th 19/04 13:15	Fr 20/04 08:15	Fr 20/04 13:15	Sa 21 13:15
Blackman, Alyonushka	A	\	/	\	/	S	R	H	U	\	\
Bonnor, Charlie	/	\	/	\	/	S	R	H	U	\	\
Brereton, Gillian	/	\	/	\	/	S	R	H	U	\	\
Brewer Pool, John	/	\	/	\	/	S	R	H	U	\	\
Browne, Dhirren	/	\	/	\	/	S	R	H	U	\	\
Bugra, Tommy	/	\	/	\	/	S	R	H	U	\	\
Bury, John	/	\	/	\	/	S	R	H	U	\	\
Carmichael, Zoe	/	\	/	\	/	S	R	H	U	\	\
Chisholm, Jack	/	\	/	\	/	S	R	H	U	\	\
Corte-Real, George	/	\	/	\	/	S	R	H	U	\	\
Croz, Bautista	/	\	/	\	/	S	R	H	U	\	\
Cunningham, John	/	\	/	\	/	S	R	H	U	\	\
Dance, Justine	/	\	/	\	/	S	R	H	U	\	\
Dimond-Brown, Elizabeth	/	\	/	\	/	S	R	H	U	\	\
Dougrenagi, John	/	\	/	\	/	S	R	H	U	\	\
Dunn, Anne	/	\	/	\	/	S	R	H	U	\	\

Present Codes		Authorised Absence Codes		Unauthorised Absence Codes			
/ Present AM	D Detention	I Illness	# School Closed To Pupils	N No Reason Yet Provided For Absence	- Unknown		
\ Present PM	JT Free Time	V Educational Visit or Trip	A University Open Day	C Other Authorised Circumstances	E Excluded		
B Boarding	C Club	B Educated Off Site		U Late (After Registers Closed)	S Study Leave		
S Supper	M Medical / Dental Appointments	J Interview		G Family Holiday (NOT Agreed)	R Religious Observance		
G Going home with parents		H Family Holiday (Agreed)		P Approved Sporting Activity	Y Enforced Closure		
GH Mentoring				W Work Experience	Z Pupil Not Yet On Roll		
F Flexi Boarding Yes				O Unauthorised Absence			
E Exam							
ML Music Lesson							

Student Group by Month

This report displays attendance details as well as a statistical analysis for each pupil and every day for each month. It has a row for each pupil, with one page per group, and repeats this format for each month in the date range. Attendance codes are also detailed at the bottom, to explain what each code means.

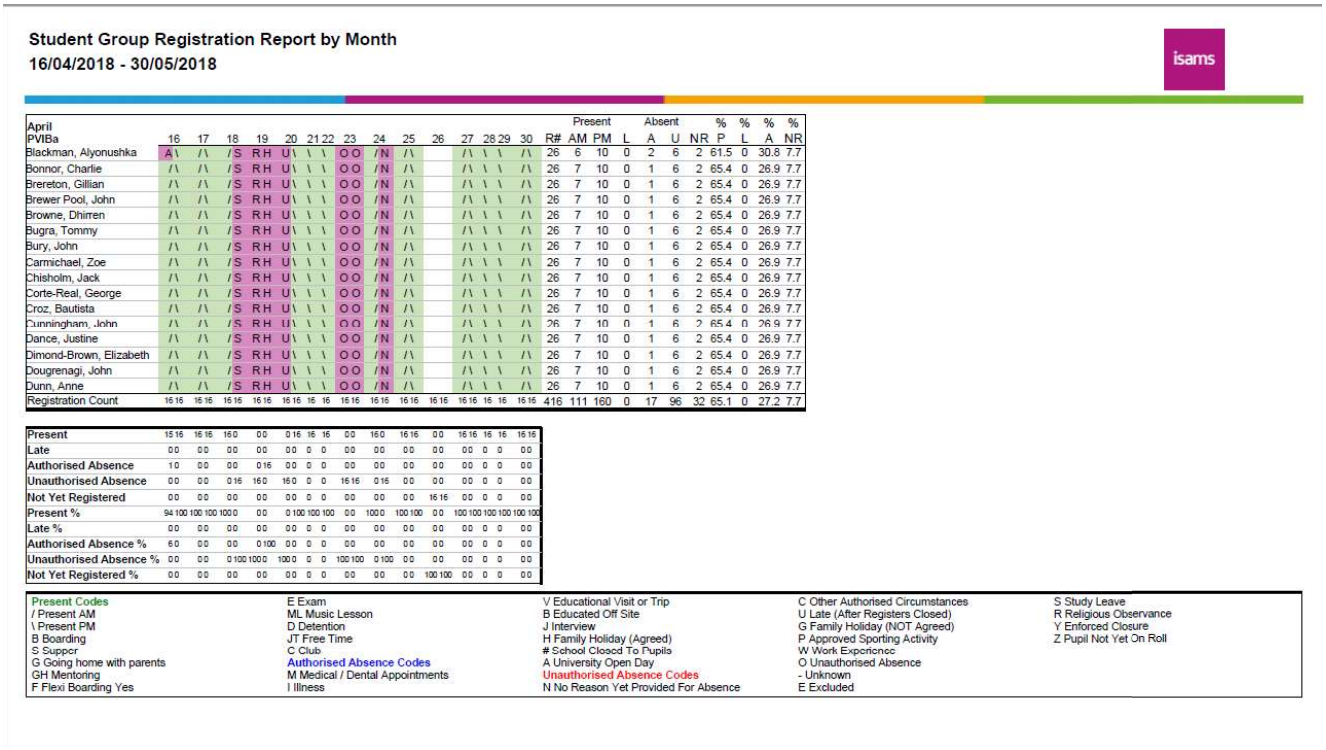
Format:

- Sections spanning page(s) per group, per month, with one row per pupil and one column per day, per registration time. This is followed by attendance categories columns.
- The attendance code is given in each session, followed by count and percentage for each attendance category for the pupil.
- The total for each registration category features at the bottom of the report, alongside a breakdown of the registration categories for each day.
- A4 Landscape.

Options:

- **Include Codes:** This option controls the display of the box at the bottom of the report, which details the code names to explain what absence type A is.

- **Group By:** This option dictates how the pupils are listed and how the totals are calculated, with a section for each group in the 'group by' – for example, one per form.



Student Group Registration Report by Month
16/04/2018 - 30/05/2018

isams

April PVIBa	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	R#	Present AM	Present PM	Absent L	Absent A	Absent U	NR	% P	% L	% A	% NR
Blackman, Alyonushka	A\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	6	10	0	2	6	2	61.5	0	30.8	7.7
Bonnor, Charlie	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Brereton, Gillian	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Brewer Pool, John	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Browne, Dhirren	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Bugra, Tommy	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Bury, John	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Carmichael, Zoe	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Chisholm, Jack	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Corte-Real, George	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Croz, Bautista	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Cunningham, John	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Dance, Justine	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Dimond-Brown, Elizabeth	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Dougrenagi, John	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Dunn, Anne	/\	/\	/S	RH	U\	\	\	OO	/N	/\		/\	\	\	/\	26	7	10	0	1	6	2	65.4	0	26.9	7.7
Registration Count	16 16	16 16	16 16	16 16	16 16	16	16	16 16	16 16	16 16	16 16	16 16	16	16	16 16	416	111	160	0	17	96	32	65.1	0	27.2	7.7

Present	15 16	16 16	16 0	0 0	0 16	16	16	0 0	16 0	16 16	0 0	16 16	16	16	16 16											
Late	0 0	0 0	0 0	0 0	0 0	0	0	0 0	0 0	0 0	0 0	0 0	0	0	0 0											
Authorised Absence	1 0	0 0	0 0	0 16	0 0	0	0	0 0	0 0	0 0	0 0	0 0	0	0	0 0											
Unauthorised Absence	0 0	0 0	0 16	16 0	16 0	0	0	16 16	0 16	0 0	0 0	0 0	0	0	0 0											
Not Yet Registered	0 0	0 0	0 0	0 0	0 0	0	0	0 0	0 0	0 0	16 16	0 0	0	0	0 0											
Present %	94 100	100 100	100 0	0 0	0 100	100	100	0 0	100 0	100 100	0 0	100 100	100	100	100 100											
Late %	0 0	0 0	0 0	0 0	0 0	0	0	0 0	0 0	0 0	0 0	0 0	0	0	0 0											
Authorised Absence %	6 0	0 0	0 0	0 100	0 0	0	0	0 0	0 0	0 0	0 0	0 0	0	0	0 0											
Unauthorised Absence %	0 0	0 0	0 100	100 0	100 0	0	0	100 100	0 100	0 0	0 0	0 0	0	0	0 0											
Not Yet Registered %	0 0	0 0	0 0	0 0	0 0	0	0	0 0	0 0	0 0	100 100	0 0	0	0	0 0											

Present Codes	E Exam	V Educational Visit or Trip	C Other Authorised Circumstances	S Study Leave
/ Present AM	ML Music Lesson	B Educated Off Site	U Late (After Registers Closed)	R Religious Observance
\ Present PM	D Detention	J Interview	G Family Holiday (NOT Agreed)	Y Enforced Closure
B Boarding	JT Free Time	H Family Holiday (Agreed)	P Approved Sporting Activity	Z Pupil Not Yet On Roll
S Supper	C Club	# School Closed To Pupils	W Work Experience	
G Going home with parents	Authorised Absence Codes	A University Open Day	O Unauthorised Absence	
GH Mentoring	M Medical / Dental Appointments	Unauthorised Absence Codes	- Unknown	
F Flexi Boarding Yes	I Illness	N No Reason Yet Provided For Absence	E Excluded	

Student Group Status

This report displays pupils' attendance details for each group in an easy-to-read format. It includes the reason and late time, to provide more information about why each code was given and how late they were. The report features a row per pupil and time, with a section for each group. It also totals up the number of each category for each group.

Format:

- Section per group spanning across page(s), with rows per pupil per session.
- Includes a count of the selected attendance type, reason and the late duration if late.
- The group and overall totals feature at the bottom of the report.
- A4 Landscape

Options:

- **Include Codes**: This option controls the display of the box at the bottom of the report, including the code names to explain what absence type A is.
- **Attendance:** This option filters the report by attendance category.
- **Group By:** This option controls how the pupils are listed and how the totals are calculated, with a section for each group in the 'group by' – for example, one per form.

Please see an example of this type of report on the following page.

Student Group Registration Status
16/04/2018 - 27/05/2018

PVIBa

Pupil Name	Reg. Name	Date	Time	Teacher	Status	Code	Reason	Late(H:M)	Form	A. House	Year
Blackman, Alyonushka		16/04/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	17/04/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka		17/04/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	18/04/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka		20/04/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka		21/04/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka		22/04/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	24/04/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	25/04/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka		25/04/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	27/04/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka		27/04/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka		28/04/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka		29/04/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	30/04/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka		30/04/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	01/05/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka		01/05/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	02/05/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka		02/05/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	03/05/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka		03/05/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	04/05/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka		04/05/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka		05/05/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka		06/05/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	07/05/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka		07/05/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	08/05/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka		08/05/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	09/05/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka		09/05/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	10/05/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka	Morning register	11/05/2018	08:15	Ms Hughes	Present	/			PVIBa	Senior School	S11
Blackman, Alyonushka		11/05/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11
Blackman, Alyonushka		12/05/2018	13:15	Ms Hughes	Present	\			PVIBa	Senior School	S11

Printed on 27 June 2018

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Teaching Group Reports

This section of reports displays registration and attendance details for selected teaching groups within specified date ranges.

Student Group Attendance by Sessions

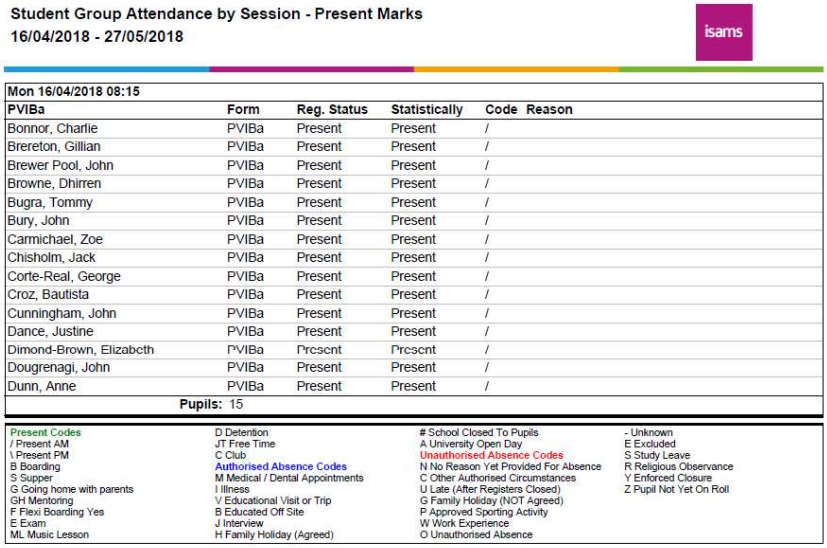
This report details all the registration data of a selected category, in one session, for each pupil in the group. This has a row per pupil, a section for each group and repeats this format for each session. It also includes absence reasons and the codes at the bottom, providing more details of the registration.

Format:

- Section per group, per registration session, spanning across page(s) and with one row per pupil.
- The report includes type, statistical type, code and reason given to the pupil in the session.
- A4 Landscape

Options:

- **Include Codes:** This option controls the display of the box at the bottom of the report, which includes the code names to explain what absence type A is.
- **Attendance:** This option filters the report by attendance category.
- **Group By:** This option dictates how the pupils are listed and how the totals are calculated, with a section for each group in the 'group by' – for example, one per form.



Student Group Attendance by Session - Present Marks
16/04/2018 - 27/05/2018

isams

Mon 16/04/2018 08:15

PVIBa	Form	Reg. Status	Statistically	Code	Reason
Bonnor, Charlie	PVIBa	Present	Present	/	
Brereton, Gillian	PVIBa	Present	Present	/	
Brewer Pool, John	PVIBa	Present	Present	/	
Browne, Dhirren	PVIBa	Present	Present	/	
Bugra, Tommy	PVIBa	Present	Present	/	
Bury, John	PVIBa	Present	Present	/	
Carmichael, Zoe	PVIBa	Present	Present	/	
Chisholm, Jack	PVIBa	Present	Present	/	
Corte-Real, George	PVIBa	Present	Present	/	
Croz, Bautista	PVIBa	Present	Present	/	
Cunningham, John	PVIBa	Present	Present	/	
Dance, Justine	PVIBa	Present	Present	/	
Dimond-Brown, Elizabeth	PVIBa	Present	Present	/	
Dougrenagi, John	PVIBa	Present	Present	/	
Dunn, Anne	PVIBa	Present	Present	/	

Pupils: 15

Present Codes		Authorised Absence Codes		Unauthorised Absence Codes		
/ Present AM	D Detention	M Medical / Dental Appointments	# School Closed To Pupils	N No Reason Yet Provided For Absence	- Unknown	
\ Present PM	JT Free Time	I Illness	A University Open Day	C Other Authorised Circumstances	E Excluded	
B Boarding	C Club	V Educational Visit or Trip	Unauthorised Absence Codes	U Late (After Registers Closed)	S Study Leave	
S Supper	Authorised Absence Codes	B Educated Off Site	N No Reason Yet Provided For Absence	G Family Holiday (NOT Agreed)	R Religious Observance	
G Going home with parents	M Medical / Dental Appointments	J Interview	C Other Authorised Circumstances	P Approved Sporting Activity	Y Enforced Closure	
GH Mentoring	I Illness	H Family Holiday (Agreed)	U Late (After Registers Closed)	W Work Experience	Z Pupil Not Yet On Roll	
F Flexi Boarding Yes	V Educational Visit or Trip		G Family Holiday (NOT Agreed)	O Unauthorised Absence		
E Exam	B Educated Off Site		P Approved Sporting Activity			
ML Music Lesson	J Interview		W Work Experience			
	H Family Holiday (Agreed)		O Unauthorised Absence			

Student Group Attendance by Specific Code

This report details all the sessions that have the selected codes for each pupil in a group. It can be used to easily identify all the instances of a code for each year group in the date range.

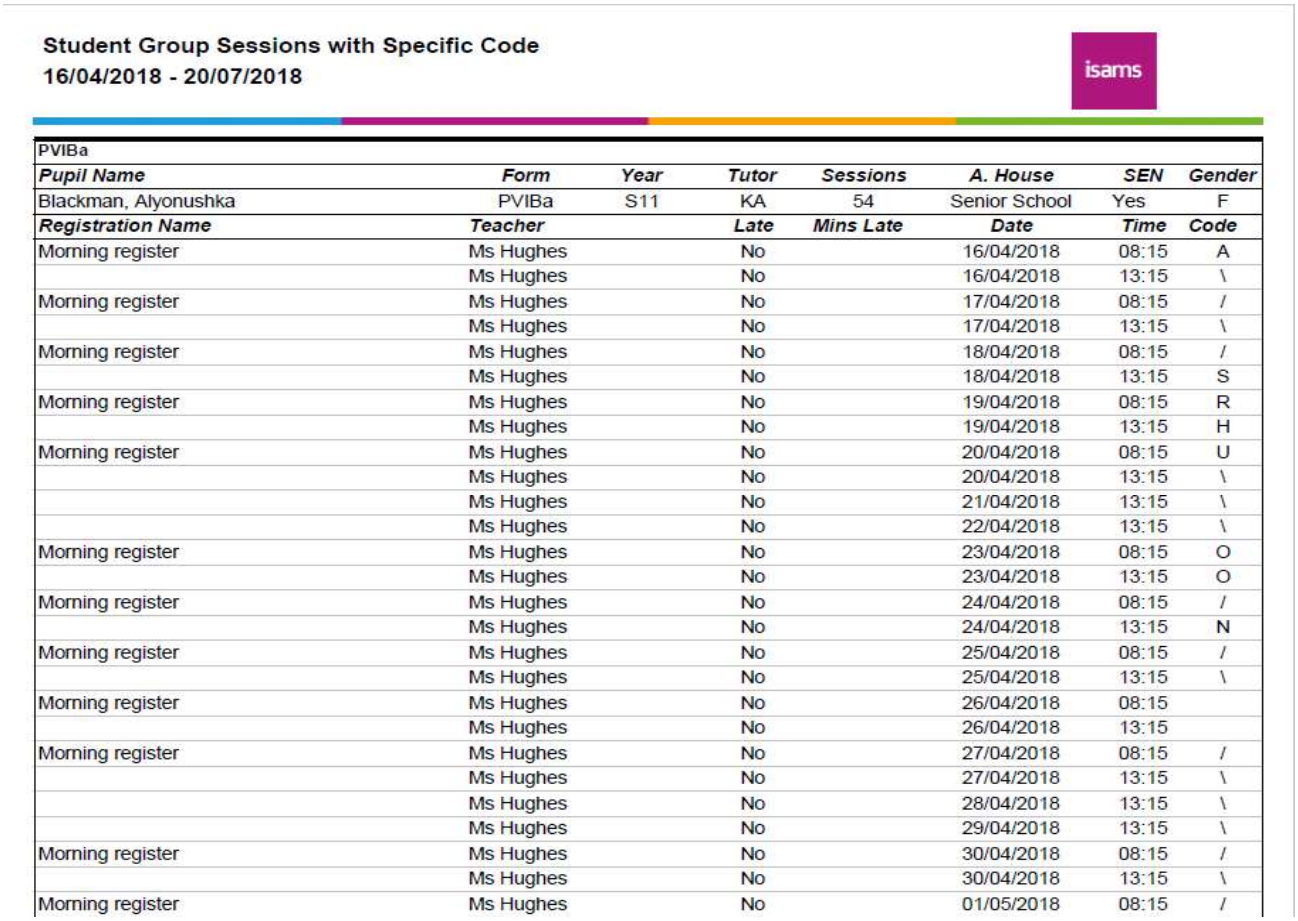
Format:

- Section per group spanning across page(s), with rows per pupil per session.
- The report includes the count of the selected attendance type, and the reason and late duration if late.

- The group and overall totals are featured at the bottom of the report.
- A4 Landscape

Options:

- **Group By:** This option dictates how the pupils are listed and how the totals are calculated, with a section for each group in the 'group by' – for example, one per form.



Student Group Sessions with Specific Code
16/04/2018 - 20/07/2018

isams

PVIBa							
Pupil Name	***Form***	***Year***	***Tutor***	***Sessions***	***A. House***	***SEN***	***Gender***
Blackman, Alyonushka	PVIBa	S11	KA	54	Senior School	Yes	F
Registration Name	***Teacher***		***Late***	***Mins Late***	***Date***	***Time***	***Code***
Morning register	Ms Hughes		No		16/04/2018	08:15	A
	Ms Hughes		No		16/04/2018	13:15	\
Morning register	Ms Hughes		No		17/04/2018	08:15	/
	Ms Hughes		No		17/04/2018	13:15	\
Morning register	Ms Hughes		No		18/04/2018	08:15	/
	Ms Hughes		No		18/04/2018	13:15	S
Morning register	Ms Hughes		No		19/04/2018	08:15	R
	Ms Hughes		No		19/04/2018	13:15	H
Morning register	Ms Hughes		No		20/04/2018	08:15	U
	Ms Hughes		No		20/04/2018	13:15	\
	Ms Hughes		No		21/04/2018	13:15	\
	Ms Hughes		No		22/04/2018	13:15	\
Morning register	Ms Hughes		No		23/04/2018	08:15	O
	Ms Hughes		No		23/04/2018	13:15	O
Morning register	Ms Hughes		No		24/04/2018	08:15	/
	Ms Hughes		No		24/04/2018	13:15	N
Morning register	Ms Hughes		No		25/04/2018	08:15	/
	Ms Hughes		No		25/04/2018	13:15	\
Morning register	Ms Hughes		No		26/04/2018	08:15	
	Ms Hughes		No		26/04/2018	13:15	
Morning register	Ms Hughes		No		27/04/2018	08:15	/
	Ms Hughes		No		27/04/2018	13:15	\
	Ms Hughes		No		28/04/2018	13:15	\
	Ms Hughes		No		29/04/2018	13:15	\
Morning register	Ms Hughes		No		30/04/2018	08:15	/
	Ms Hughes		No		30/04/2018	13:15	\
Morning register	Ms Hughes		No		01/05/2018	08:15	/

Group Analysis Reports

Attendance by session

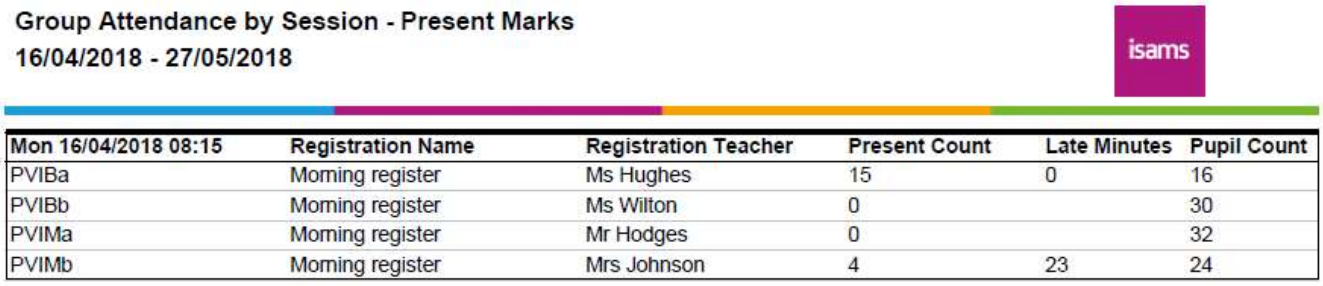
This report displays the total number of a category, by session, for each group. It has a section per session and a row per group, with a total count of the category and pupil number.

Format:

- Single section for all groups spanning across page(s), with rows per group.
- The report includes a count of the selected attendance type and pupils in group.
- A4 Portrait

Options:

- **Attendance:** This option filers the report by a specific attendance category.
- **Group By:** This option dictates how the pupils are listed and how the totals are calculated, with a section for each group in the 'group by' – for example, one per form.



Group Attendance by Session - Present Marks
16/04/2018 - 27/05/2018

Mon 16/04/2018 08:15	Registration Name	Registration Teacher	Present Count	Late Minutes	Pupil Count
PVIBa	Morning register	Ms Hughes	15	0	16
PVIBb	Morning register	Ms Wilton	0		30
PVIMa	Morning register	Mr Hodges	0		32
PVIMb	Morning register	Mrs Johnson	4	23	24

Session Analysis

This report displays the total number and a percentage of each registration category for each selected group within a date range.

Format:

- Single section for all groups spanning across page(s), with rows per group and columns per registration category.
- The report features the count of the registration total, along with the count and percentage of each attendance category.
- A4 Portrait

Options:

- **Group By:** This option dictates how the pupils are listed and how the totals are calculated, with a section for each group in the 'group by' – for example, one per form.

Group Session Analysis
16/04/2018 - 16/05/2018

	Pupils	Reg#	Present		Late		Mins	Auth. Abs.		Unauth. Abs.		Not Reg.	
PVIBa	16	864	652	75.5	0	0	0	19	2.2	99	11.5	94	10.9
PVIBb	30	1620	1110	68.5	0	0	0	180	11.1	150	9.3	180	11.1
PVIMa	32	1600	1120	70	0	0	0	0	0	192	12	288	18
PVIMb	24	1296	760	58.6	40	3.1	596	0	0	0	0	536	41.4
Totals:	102	5380	3642	67.7	40	0.7	596	199	3.7	441	8.2	1098	20.4

Session Analysis AMPM

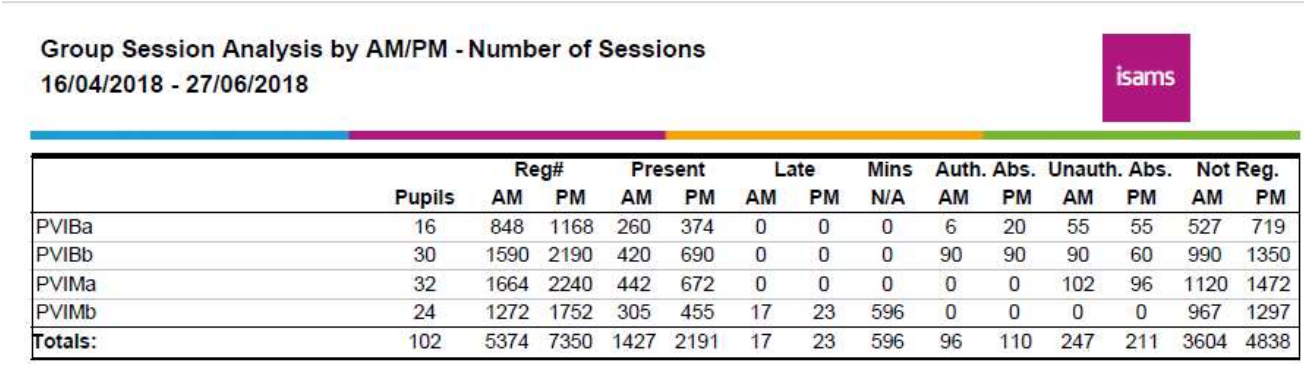
This report displays the total number or percentage for the AM and PM registration slots for a registration category, for each group within a date range.

Format:

- Single section for all groups spanning across page(s), with rows per group and columns for AM and PM per registration category.
- The report features the count of the registration total, alongside the count and percentage of each attendance category.
- The report can be filtered to AM and PM sessions.
- A4 Portrait

Options:

- **Display:** This option dictates whether the figures display as a count or a percentage.
- **Group By:** This option controls how the pupils are listed and how the totals are calculated, with a section for each group in the 'group by' – for example, one per form.



Group Session Analysis by AM/PM - Number of Sessions
16/04/2018 - 27/06/2018

		Reg#		Present		Late		Mins	Auth. Abs.		Unauth. Abs.		Not Reg.	
	Pupils	AM	PM	AM	PM	AM	PM	N/A	AM	PM	AM	PM	AM	PM
PVIBa	16	848	1168	260	374	0	0	0	6	20	55	55	527	719
PVIBb	30	1590	2190	420	690	0	0	0	90	90	90	60	990	1350
PVIMa	32	1664	2240	442	672	0	0	0	0	0	102	96	1120	1472
PVIMb	24	1272	1752	305	455	17	23	596	0	0	0	0	967	1297
Totals:	102	5374	7350	1427	2191	17	23	596	96	110	247	211	3604	4838

Session Analysis Week Day

This report displays the total number or percentage for the AM and PM registration slots for each weekday, and the registration category for each group in a date range. It also has a row for each group in the group by, which can be useful for identifying weekday trends across the different groups at a glance.

Format:

- Single section for all groups spanning across page(s), with rows per group and a column for each weekday split by AM and PM.
- The report includes the count or percentage of a selected attendance category, with the total split by AM and PM.
- A4 Portrait

Options:

- **Display:** This option dictates whether the figures display as a count or a percentage.
- **Attendance:** This option filers the report by attendance category.
- **Group By:** This option controls how the figures are calculated and how the rows are generated, with it being one per group in the 'group by' - for example, one per form.

Group Session Analysis by Day of Week - Number of Sessions Present Marks
16/04/2018 - 27/05/2018

		Mo		Tu		We		Th		Fr		Sa		Su		Week	
	Pupils	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Possible Registrations		612	580	612	612	612	612	612	612	580	612	0	580	0	580	3028	4188
PVIBa	16	61	63	64	48	64	48	23	23	48	64	0	64	0	64	260	374
PVIBb	30	120	120	60	90	60	60	60	60	120	120	0	120	0	120	420	690
PVIMa	32	90	96	96	96	64	96	96	64	96	128	0	96	0	96	442	672
PVIMb	24	76	75	51	52	52	52	51	51	75	75	0	75	0	75	305	455
Totals:	102	347	354	271	286	240	256	230	198	339	387	0	355	0	355	1427	2191

Session Analysis Week

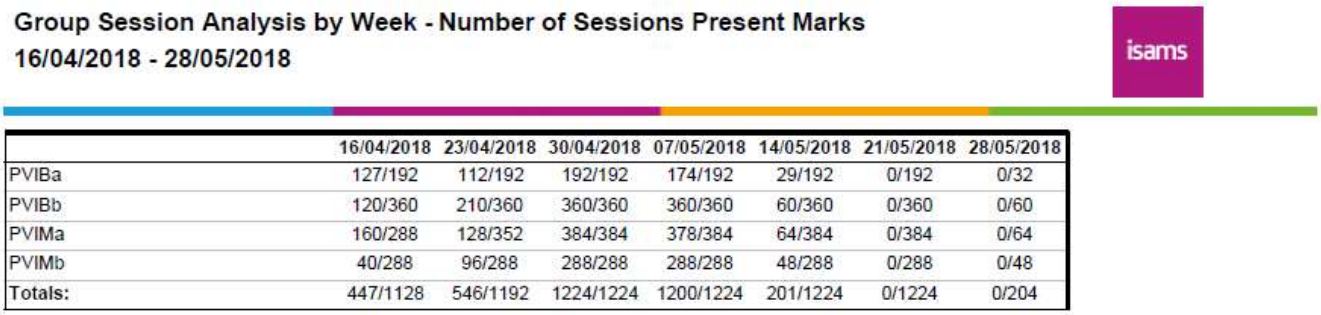
This report displays the total possible sessions and the total of a specific category of attendance, for each week and group. It includes a row per group and a total across the groups.

Format:

- Single section for all groups spanning across page(s), with a row per group and a column for each week.
- The report includes the count or percentage of a selected attendance category, with a total for each week featured at the bottom of the report.
- A4 Portrait.

Options:

- **Display**: This option dictates whether the figures display as a count or a percentage.
- **Attendance:** This option filers the report by attendance category.
- **Group By:** This option controls how the figures are calculated and how the rows are generated, with it being one per group in the group by – for example, one per form.



Group Session Analysis by Week - Number of Sessions Present Marks
16/04/2018 - 28/05/2018

	16/04/2018	23/04/2018	30/04/2018	07/05/2018	14/05/2018	21/05/2018	28/05/2018
PVIBa	127/192	112/192	192/192	174/192	29/192	0/192	0/32
PVIBb	120/360	210/360	360/360	360/360	60/360	0/360	0/60
PVIMa	160/288	128/352	384/384	378/384	64/384	0/384	0/64
PVIMb	40/288	96/288	288/288	288/288	48/288	0/288	0/48
Totals:	447/1128	546/1192	1224/1224	1200/1224	201/1224	0/1224	0/204

Analysis by Code

This report displays the total of each code given to the group within the date range, following some analyses. It features a row per group and columns for each attendance code, with the total number of each displayed at the bottom. It also includes details of the attendance codes at the bottom, to explain each type.

Format:

- Single section for all groups spanning across page(s), with rows per group and a column per attendance code, followed by a column per category.
- Count or percentage of each attendance code followed by count and percentage of each category.
- Total for each code, count and percentage of each category.
- A4 Landscape

Options:

- **Include Codes:** This option controls the display of the box at the bottom of the report, which includes the code names to explain what absence type A is.
- **Display**: This option dictates whether the figures display as a count or a percentage.
- **Group By:** This option controls how the figures are calculated and how the rows are generated, with it being one per group in the group by – for example, one per form.

Student Group Analysis by Registration Code - Number of Sessions
16/04/2018 - 16/05/2018

													Present			Absent			%	%	%	%
PVIBa	/	\	N	I	U	O	H	E	S	R	A	NR	R#	AM	PM	L	A	U	NR	P	L	A	NR
Blackman, Alyonushka	15	23	1	1	1	3	1	1	1	1	2	4	54	15	23	0	4	8	4	70.4	0	22.2	7.4
Bonnor, Charlie	16	24	1	0	2	2	1	0	1	1	0	6	54	16	24	0	1	7	6	74.1	0	14.8	11.1
Brereton, Gillian	17	24	1	0	1	2	1	0	1	1	0	6	54	17	24	0	1	6	6	75.9	0	13	11.1
Brewer Pool, John	17	24	1	0	1	2	1	0	1	1	0	6	54	17	24	0	1	6	6	75.9	0	13	11.1
Browne, Dhirren	17	24	1	0	1	2	1	0	1	1	0	6	54	17	24	0	1	6	6	75.9	0	13	11.1
Bugra, Tommy	17	24	1	0	1	2	1	0	1	1	0	6	54	17	24	0	1	6	6	75.9	0	13	11.1
Bury, John	17	24	1	0	1	2	1	0	1	1	0	6	54	17	24	0	1	6	6	75.9	0	13	11.1
Carmichael, Zoe	17	24	1	0	1	2	1	0	1	1	0	6	54	17	24	0	1	6	6	75.9	0	13	11.1
Chisholm, Jack	17	24	1	0	1	2	1	0	1	1	0	6	54	17	24	0	1	6	6	75.9	0	13	11.1
Corte-Real, George	17	24	1	0	1	2	1	0	1	1	0	6	54	17	24	0	1	6	6	75.9	0	13	11.1
Croz, Bautista	17	24	1	0	1	2	1	0	1	1	0	6	54	17	24	0	1	6	6	75.9	0	13	11.1
Cunningham, John	17	24	1	0	1	2	1	0	1	1	0	6	54	17	24	0	1	6	6	75.9	0	13	11.1
Dance, Justine	17	24	1	0	1	2	1	0	1	1	0	6	54	17	24	0	1	6	6	75.9	0	13	11.1
Dimond-Brown, Elizabeth	17	24	1	0	1	2	1	0	1	1	0	6	54	17	24	0	1	6	6	75.9	0	13	11.1
Dougrenagi, John	17	24	1	0	1	2	1	0	1	1	0	6	54	17	24	0	1	6	6	75.9	0	13	11.1
Dunn, Anne	17	24	1	0	1	2	1	0	1	1	0	6	54	17	24	0	1	6	6	75.9	0	13	11.1
Total	269	383	16	1	17	33	16	1	16	16	2	94	864	269	383	0	19	99	94	75.5	0	13.7	10.9

Present Codes
/ Present AM
\ Present PM
B Boarding
S Supper
G Going home with parents
GH Mentoring
F Flexi Boarding Yes

E Exam
ML Music Lesson
D Detention
JT Free Time
C Club
Authorised Absence Codes
M Medical / Dental Appointments
I Illness

V Educational Visit or Trip
B Educated Off Site
J Interview
H Family Holiday (Agreed)
School Closed To Pupils
A University Open Day
Unauthorised Absence Codes
N No Reason Yet Provided For Absence

C Other Authorised Circumstances
U Late (After Registers Closed)
G Family Holiday (NOT Agreed)
P Approved Sporting Activity
W Work Experience
O Unauthorised Absence
- Unknown
E Excluded

S Study Leave
R Religious Observance
Y Enforced Closure
Z Pupil Not Yet On Roll

Registration Reports

History of Changes

This report displays the changes made to a pupil's attendance within a select date range, as well as who the changes were made by. It features a row per pupil in each section and is repeated for each group.

It can be used to keep track of changes made within the attendance module, in addition to being useful when correcting any mistakes made to the register I.E., overwriting an X with an A by easily finding the previous code.

Format:

- Sections for all groups spanning across page(s), with rows per Pupil per change.
- The report details the registration teacher, the registration time, the code used and the date it was entered, and who by.
- A4 Portrait.

Options:

- **Include Codes:** This option controls the display of the box at the bottom of the report, which includes the code names to explain what absence type A is.
- **Group By:** This option controls how the figures are calculated and how the rows are generated, with it being one per group in the group by – for example, one per form.

Please see an example of this type of report on the following page.

History of Changes

11/08/2017 - 28/06/2018
Years: 11
Group By: Year

Year: 11								
Name	**Form**	**Reg. Date Time**	**Teacher**	**Attendance**	**Code**	**Late**	**Entry Date Time**	**Entered by**
Abbott, Ethan	PVIBa							
		21/08/2017 13:00	Mr McColl	Present	\	No	21/08/2017 10:26	Mr McColl
		21/08/2017 13:00	Mr McColl	Present	\	No	21/08/2017 10:27	Mr McColl
		21/08/2017 13:00	Mr McColl	Absent	N	No	21/08/2017 10:27	Mr McColl
		21/08/2017 13:00	Mr McColl	Present	V	No	21/08/2017 10:27	Mr McColl
		21/08/2017 13:00	Mr McColl	Present	\	No	21/08/2017 10:30	Mr McColl
		22/08/2017 13:00	Mr McColl	Absent	N	No	27/08/2017 09:45	Mr McColl
		22/08/2017 13:00	Mr McColl	Present	\	No	27/08/2017 09:47	Mr McColl
		24/08/2017 07:45	Mr McColl	Absent	N	No	24/08/2017 09:34	Mr McColl
		24/08/2017 07:45	Mr McColl	Absent	N	No	24/08/2017 09:35	Mr McColl
		24/08/2017 07:45	Mr McColl	Absent	N	No	24/08/2017 09:35	Mr McColl
		24/08/2017 07:45	Mr McColl	Absent	N	No	24/08/2017 09:36	Mr McColl
		28/08/2017 07:45	Mr McColl	Present	/	No	28/08/2017 09:39	
		28/08/2017 07:45	Mr McColl	Absent	N	No	28/08/2017 09:40	Mr McColl
		28/08/2017 07:45	Mr McColl	Absent	N	No	28/08/2017 09:41	Mr McColl
		28/08/2017 07:45	Mr McColl	Present	/	No	28/08/2017 09:57	
		28/08/2017 07:45	Mr McColl	Present	/	No	28/08/2017 10:05	
		17/10/2017 13:00	Mr McColl	Present	\	No	17/10/2017 15:24	Mr McColl
		17/10/2017 13:00	Mr McColl	Present	S	No	17/10/2017 15:24	Mr McColl
		08/11/2017 07:45	Mr McColl	Absent	N	No	08/11/2017 11:30	Miss Ali
		08/11/2017 07:45	Mr McColl	Absent	N	No	08/11/2017 11:30	Miss Ali
		08/11/2017 07:45	Mr McColl	Present	/	No	08/11/2017 11:32	Miss Ali
		08/11/2017 07:45	Mr McColl	Absent	N	No	08/11/2017 11:32	Miss Ali
		08/11/2017 07:45	Mr McColl	Absent	N	No	08/11/2017 11:33	Miss Ali
		16/11/2017 13:00	Mr McColl	Present	\	No	16/11/2017 10:56	Mr McColl
		16/11/2017 13:00	Mr McColl	Present	\	No	16/11/2017 11:13	Miss Ali
		17/11/2017 08:30	Mr McColl	Absent	N	No	17/11/2017 09:29	Mr McColl
		17/11/2017 08:30	Mr McColl	Present	/	No	17/11/2017 09:30	Mr McColl
		23/11/2017 13:00	Mr McColl	Present	\	No	23/11/2017 10:52	Mr McColl
		23/11/2017 13:00	Mr McColl	Absent	N	No	23/11/2017 10:53	Mr McColl
		23/11/2017 13:00	Mr McColl	Present	\	No	23/11/2017 10:54	Mr McColl
		23/11/2017 13:00	Mr McColl	Present	B	No	23/11/2017 10:56	Mr McColl
		20/12/2017 07:45	Mr McColl	Present	/	No	02/01/2018 14:17	Ms Wilton
		20/12/2017 07:45	Mr McColl	Present	/	No	02/01/2018 14:18	Ms Wilton

Replacements for old reports

The following are legacy reports that are no longer supported by iSAMS and are included in this document to allow you to find a replacement.

Registration status report

This historic registration report displayed registration details for pupils for each registration session. This has since been replaced with the Student Group Registration Status report. This report can be found under Complete Register Reports > Student Group Status. This report has updated formatting to match the other inbuilt reports and provides more filtering options for the user.

Parameter settings
The two reports generate in the same way based on the parameters populated. The exception to this is by default the old registration status report had all attendance categories selected where the Student Group Status report requires them all to be highlighted and defaults to just include present pupils.

Registration Matrix

This historic registration report lists the attendance marks for each pupil in a group per day in a matrix style format with totals. The Student Group by Day/Week/Month provides the same information but in a better format. They can be found within the Complete Register Reports section of the reports.

Parameter settings
The settings for the two reports are similar with there being more options in the student group reports. The exception to this is with the old report there is an option to filter to just present/absence/Late. This isn't possible in the Student Group reports however the ranges option can be used to filter to pupils with a certain amount or percentage of each type.

Registration Summary Report

This report displayed the total amount of present, absent and unauthorised absences with their percentages. This has been replaced by the Student Session Analysis report which displays the same information but with the updated formatting. This can be found within the Student Analysis Reports Section > Session Analysis.

Parameter settings
The two reports generate in the same way based on the parameters populated. The inbuilt report has more filtering options and easier to use parameters.

Attendance Summary

This report displayed the total amount of present, absent and unauthorised absences, with their percentages for each pupil. There are a few reports that have replaced this with enhanced formatting, but we'd recommend the Certificate by Month report.

Parameter settings
The two reports generate in the same way based on the parameters populated, but the inbuilt report has more filtering options and its parameters are easier to use.

Out of School

This report displayed out of school details for a given date range and, though there isn't a direct replacement for this report, all reports include the out of school data just without the relative date ranges. The date ranges can easily be found in the out of school tab along the top of the reports. The Registration Status Report on the wizard bar can also be set to only display out of school pupils, by navigating to: Configuration > Desktop Tab, and changing the option to 'Out of School'.

Not Yet Registered

These 3 not yet registered reports displayed the pupils that haven't been registered. The formatting was either displaying the pupil names or just a summary per group. There are many replacements for these reports, depending on which format you'd most like to use. The Student Group Status report is the best for the list of pupils and the Attendance by Session report displays the total per group along with the teachers.

Parameter settings
The inbuilt reports have more options available for filtering and only require the option 'Not Registered' to be selected to work in the same way as the old report.

Historical Data Reports

These 3 reports displayed attendance data and leaver information for pupils. All the inbuilt reports have a tick box to include/exclude former students, although don't include the leaver date. Depending on the format required, the Student Group by Month report displays it similar to the matrix, whilst the Student Group Session Analysis report displays like the summary version of the report.

Parameter settings
Please note we recommend ensuring that the tick box to include former students is selected for any of the inbuilt reports, though this will be ticked by default. Further to that, the inbuilt reports have more filtering options that enable you to select specific pupils.

Custom Registration Reports

If you would like a completely bespoke report for use within registration, or if you would like a modified version of a standard report, then this can be done via the Custom Registration Reports tab. In this section you have the option of running your own report or if you would prefer, we can create a custom report for you for this section with the same flexible parameters

If you would like iSAMS to create a custom report for you, simply complete the “General Report Request Form”, available from iCommunity, and send it along with a mock-up of how the report should look to the helpdesk. Further information on the custom report development process can be found on iCommunity.

Key

R#, Reg#, Registration Count: This is the total of possible registers for the pupil or group in the given date range. This is calculated based on the number of registration sessions the pupil should be in, worked out via the rules in the registration dates and times (found in the registration configuration tab).

AM: This is used to break figures down to the registration session that is set as the type 'AM'. This is set in registration configuration tab > Registration Dates & Times for each of the registration sessions.

PM: This is used to break figures down to the registration session that is set as the type 'PM'. This is set in registration configuration tab > Registration Dates & Times for each of the registration sessions.

/, \: This stands for present AM and present PM respectively. This is worked out based on time rather than the session being marked as 'AM' or 'PM', any present for a session before 12:00 will be given a / and any after 12:00 will be given a \.

L, Late: This is for the type; late registration and requires the late option to be enabled in the configuration. This is set in the registration rule that is used for the session. This is set in Configuration > registration Rule. You can see which is being used in the Registration Dates & Times. Please note on the register it may appear as either a late button or present with another box to state if its late, this is dictated by the option in configuration > register settings > Late recording drop down.

Absence count: This accounts for all absence, which includes any register when any absence code is entered. These codes are created in registration configuration tab > Registration Codes.

A, Auth. ABS: This accounts for all authorised absences entered for the pupil or group in the date range. An absence is authorised when the authorised absence tick box is ticked for the code, this can be found in registrations configuration tab > Registration Codes > select the code > edit Registration Code.

U, Unauthorised Absences: This accounts for all unauthorised absences entered for the pupil or group in the date range. An absence is unauthorised when the authorised absence tick box is not ticked for the code, this can be found in registrations configuration tab > Registration Codes > select the code > edit Registration Code.

NR, Not yet registered: This is any possible session for that pupil or group that is yet to be set as present, late or absent

Absence codes: These are the main codes in the system and list all the absence codes available when taking the register and marking someone as absence (N). These are created in registrations configuration tab > Registration Codes. Note these need to be enabled in the registration rule by ticking the Include Absence Code tick box for the given rule to be available for use. If not, any pupil marked as N will be given a default code.

Present Codes: These codes are additional codes available when marking a pupil as present (Yes). These can be used to add additional information to a present I.E. to say they are in the school but in exams. These are created in registrations configuration tab > Registration Present codes. Note these need to be enabled in the registration rule by ticking the Include Absence Code tick box for the given rule to be available for use. If not, any pupil marked as either / or \ depending on the session.

Government Codes: These codes are used mostly for the census and CTF functions and aren't returned on the reports. These are limited to the codes provided by the government and link to absence codes so that on returns the absence codes are converted to the government ones. Note government codes can be linked to as many absence codes as required. This is done in the registration configuration tab > registration codes using the Government Code drop down.

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