The Attendance Analysis report can be found on the turn IT on customer portal: Files/MIS/Reports/SIMS – Attendance Analysis 2023-24.

To install:-

1. Download the file from the portal
2. In SIMS go to Reports > Import
3. Click Open, select the file you have just saved, click open.
4. Click Import
5. Click Close

To run:-

1. In SIMS go to Reports > Run Report
2. Go to Focus > Student
3. Find the report in your downloads file
4. You will be prompted by 4 fields:-
    1. Effective date - this is the date used for group memberships, eg. who was FSM. If running for the whole year, we recommend leaving this as the default (January Census).If running for a short date range, we recommend this matches your end date.
    2. Attendance date range (x2) - these are used to set the date range for the attendance analysis. Dates must fall within the academic year the report was designed for to give accurate analysis. Both date ranges must match.
    3. On roll during - this sets the date range that a student must have been on roll for them to be included. This would normally match the Attendance date range above.
5. Click Ok

Attendance Analysis Current (YTD)

This report will not prompt for variable and will always run for current students, year to date.

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The analysis below can be filtered by applying filters on the data sheet.

Please note: This report will only be accurate if all missing marks have been dealt with and the user has permissions to view all groups.

Group	Group Size (No)	Group Size (%)	Presents (No.)	AEAs (No.)	Attendance (%)	Authorised Absences (No.)	Authorised Absences (%)	Unauthorised Absences (No.)	Unauthorised Absences (%)	Absences (No.)	Absences (%)	Lates (No.)	Lates (%)	Holidays (No.)	Holidays (%)	PA Students (90% or less attendance) (No.)	PA Students (90% or less attendance) (%)
Whole Cohort Selected	986	100.00%	347714	1058	95.84%	14385	3.95%	743	0.20%	15128	4.16%	725	0.20%	299	0.08%	10	1.01%
Boys	491	49.80%	172761	524	95.84%	7157	3.96%	368	0.20%	7525	4.16%	396	0.22%	139	0.08%	3	0.61%
Girls	495	50.20%	174953	534	95.85%	7228	3.95%	375	0.20%	7603	4.15%	329	0.18%	160	0.09%	7	1.41%
FSM	150	15.21%	52734	186	95.39%	2425	4.37%	135	0.24%	2560	4.61%	198	0.36%	48	0.09%	3	2.00%
Not FSM	836	84.79%	294980	872	95.93%	11960	3.88%	608	0.20%	12568	4.07%	527	0.17%	251	0.08%	7	0.84%
FSM Ever 6	154	15.62%	54182	194	95.40%	2486	4.36%	138	0.24%	2624	4.60%	198	0.35%	48	0.08%	3	1.95%
Not FSM Ever 6	832	84.38%	293532	864	95.93%	11899	3.88%	605	0.20%	12504	4.07%	527	0.17%	251	0.08%	7	0.84%
PPI	143	14.50%	50232	168	95.42%	2293	4.34%	127	0.24%	2420	4.58%	187	0.35%	48	0.09%	3	2.10%
Not PPI	843	85.50%	297482	890	95.91%	12092	3.89%	616	0.20%	12708	4.09%	538	0.17%	251	0.08%	7	0.83%
EAL	108	10.95%	38356	164	95.63%	1665	4.13%	95	0.24%	1760	4.37%	75	0.19%	53	0.13%	0	
Not EAL	878	89.05%	309358	894	95.87%	12720	3.93%	648	0.20%	13368	4.13%	650	0.20%	246	0.08%	10	1.14%
LAC	6	0.61%	2184	10	96.23%	79	3.46%	7	0.31%	86	3.77%	5	0.22%	0	0.00%	0	
Not LAC	980	99.39%	345530	1048	95.84%	14306	3.96%	736	0.20%	15042	4.16%	720	0.20%	299	0.08%	10	1.02%
EHCP (E)	11	1.12%	3994	14	95.89%	158	3.78%	14	0.33%	172	4.11%	20	0.48%	2	0.05%	0	
SEN Support (K)	76	7.71%	26904	78	95.95%	1092	3.88%	46	0.16%	1138	4.05%	42	0.15%	2	0.01%	1	1.32%
No SEN (N)	0	0.00%	0	0		0		0		0		0		0		0	
No SEN (BLANK)	898	91.08%	316447	964	95.83%	13128	3.96%	681	0.21%	13809	4.17%	662	0.20%	295	0.09%	9	1.00%
SEN (E or K)	87	8.82%	30898	92	95.94%	1250	3.87%	60	0.19%	1310	4.06%	62	0.19%	4	0.01%	1	1.15%
Not SEN (N or Blank)	898	91.08%	316447	964	95.83%	13128	3.96%	681	0.21%	13809	4.17%	662	0.20%	295	0.09%	9	1.00%
Year 7	158	16.02%	57094	316	95.62%	2518	4.19%	112	0.19%	2630	4.38%	213	0.35%	35	0.06%	2	1.27%
Year 8	160	16.23%	57718	316	95.45%	2648	4.36%	118	0.19%	2766	4.55%	131	0.22%	54	0.09%	2	1.25%
Year 9	140	14.20%	50264	280	95.01%	2530	4.76%	126	0.24%	2656	4.99%	113	0.21%	52	0.10%	5	3.57%
Year 10	157	15.92%	57553	146	96.71%	1820	3.05%	141	0.24%	1961	3.29%	102	0.17%	48	0.08%	1	0.64%
Year 11	159	16.13%	47717	0	95.86%	1908	3.83%	155	0.31%	2063	4.14%	150	0.30%	63	0.13%	0	
Year 12	133	13.49%	48498	0	96.23%	1836	3.64%	66	0.13%	1902	3.77%	9	0.02%	45	0.09%	0	
Year 13	79	8.01%	28870	0	96.17%	1125	3.75%	25	0.08%	1150	3.83%	7	0.02%	2	0.01%	0	