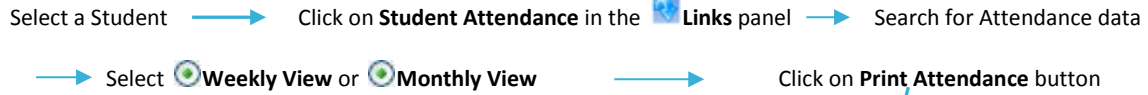
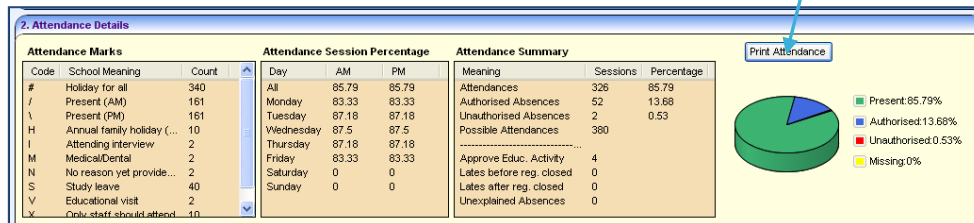
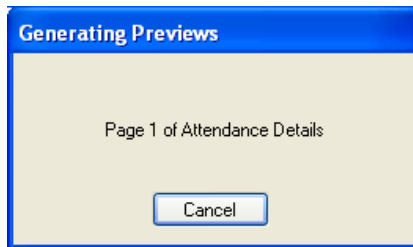


Print Attendance Details

Menu: Focus | People | Students | Links Panel | Student Attendance | Print button




Attendance Marks			Attendance Session Percentage			Attendance Summary		
Code	School Meaning	Count	Day	AM	PM	Meaning	Sessions	Percentage
#	Holiday for all	340	All	85.79	85.79	Attendances	326	85.79
/	Present (AM)	161	Monday	83.33	83.33	Authorised Absences	52	13.68
\	Present (PM)	161	Tuesday	87.18	87.18	Unauthorised Absences	2	0.53
H	Annual family holiday (...)	10	Wednesday	87.5	87.5	Possible Attendances	380	
I	Attending interview	2	Thursday	87.18	87.18	Approve Educ. Activity	4	
M	Medical/Dental	2	Friday	83.33	83.33	Lates before reg. closed	0	
N	No reason yet provide...	2	Saturday	0	0	Lates after reg. closed	0	
S	Study leave	40	Sunday	0	0	Unexplained Absences	0	
V	Educational visit	2						
X	Only staff should attend	10						

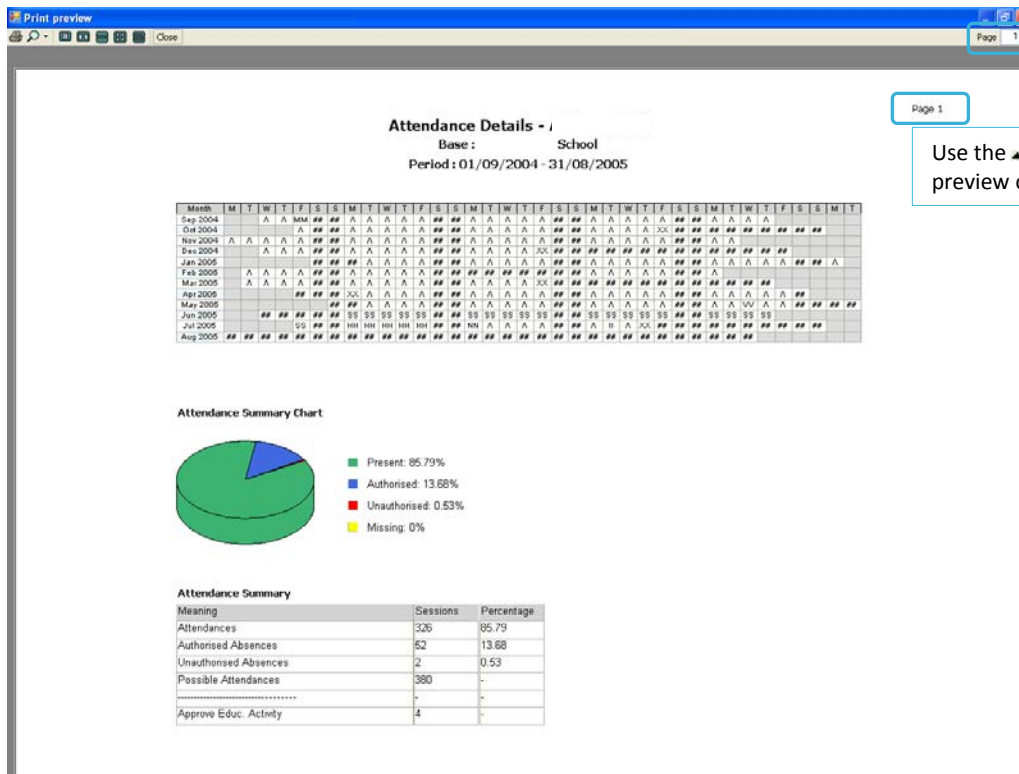


Generating Previews

Page 1 of Attendance Details

Cancel

A **Generating Previews** window appears for each page of the Attendance Details, before the  **Print Preview** window opens. Maximise the window  





Attendance Details - [School Name]
Base : [School Name] School
Period : 01/09/2004 - 31/08/2005

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Sep 2004	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Oct 2004																																			
Nov 2004	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Dec 2004	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Jan 2005																																			
Feb 2005	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Mar 2005	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Apr 2005																																			
May 2005																																			
Jun 2005																																			
Jul 2005																																			
Aug 2005																																			

Attendance Summary Chart

- Present: 85.79%
- Authorised: 13.68%
- Unauthorised: 0.53%
- Missing: 0%

Meaning	Sessions	Percentage
Attendances	326	85.79
Authorised Absences	52	13.68
Unauthorised Absences	2	0.53
Possible Attendances	380	-
Approve Educ. Activity	4	-

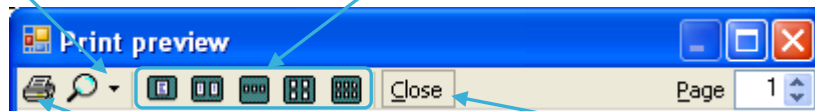
Use the   arrows to preview other pages

Print Attendance Details

Click **Zoom** to select Auto or an option between 10% and 500%.

Select one of the number of **pages** options (1,2,3,4,6).

Use the **arrows** to preview other pages.



Click **Print** to send to default printer. All pages are automatically printed.

You can **Close** the Print Preview window at any time.

The **Attendance Details** are printed as a **Summary table**, in **Weekly View** or **Monthly View**.

Week	Mon a.m.	Mon p.m.	Tue a.m.	Tue p.m.	Wed a.m.	Wed p.m.	Thu a.m.	Thu p.m.	Fri a.m.	Fri p.m.	Sat a.m.	Sat p.m.	Sun a.m.	Sun p.m.
30/08/2004			/	/	/	/	/	/	M	M	#	#	#	#
06/09/2004	/	/	/	/	/	/	/	/	/	/	#	#	#	#
13/09/2004	/	/	/	/	/	/	/	/	/	/	#	#	#	#
20/09/2004	/	/	/	/	/	/	/	/	/	/	#	#	#	#
27/09/2004	/	/	/	/	/	/	/	/	/	/	#	#	#	#
04/10/2004	/	/	/	/	/	/	/	/	/	/	#	#	#	#
11/10/2004	/	/	/	/	/	/	/	/	/	/	#	#	#	#

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
30/08/2004																														
Oct 2004																														
Nov 2004	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Dec 2004	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Jan 2005																														
Feb 2005	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Mar 2005	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
Apr 2005																														
May 2005																														
Jun 2005																														
Jul 2005																														
Aug 2005																														

Attendance Summary		
Meaning	Sessions	Percentage
Attendances	326	85.79
Authorised Absences	52	13.68
Unauthorised Absences	2	0.53
Possible Attendances	380	-
-----	-	-
Approve Educ. Activity	4	-
Lates before reg. closed	0	-
Lates after reg. closed	0	-
Unexplained Absences	0	-

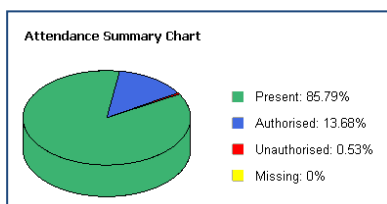
The **Attendance Summary** displays the percentage value for each statement in terms of the Student's possible Attendance. It shows **Sessions** totals with **Percentage** sessions for the specified period. The information is broken down into **Meanings** for Attendance and Absence categories:

Attendance Marks		
Code	School Meaning	Count
#	Holiday for all	340
/	Present (AM)	161
\	Present (PM)	161
H	Annual family holiday (agreed)	10
I	Attending interview	2
M	Medical/Dental	2
N	No reason yet provided for absence	2
S	Study leave	40
V	Educational visit	2
X	Only staff should attend	10

The **Attendance Marks** are Register Marks used to describe either Attendance or type of Absence. Totals (**Count**) are displayed against each type of mark (**Code/School Meaning**) for the selected student during the defined period.

Attendance Session Percentage		
Day	AM	PM
All	85.79	85.79
Monday	83.33	83.33
Tuesday	87.18	87.18
Wednesday	87.5	87.5
Thursday	87.18	87.18
Friday	83.33	83.33
Saturday	0	0
Sunday	0	0

The **Attendance Session Percentage** displays the total percentage attendance for the defined period, with a percentage breakdown for each **Day** of the week, separating morning (**AM**) and afternoon (**PM**) sessions.



The **Attendance Summary Chart** is a graphical representation (pie-chart) of the Summary data contained in the Summary table.

Related Reference Guides:

- Attendance_Period Definition
- Attendance_Attendance Code Definition
- Attendance_Attendance Aggregation
- Attendance_Student Attendance