**Attendance Reports**

Weekly tutor data:

**Group attendance figures (year groups, tutor groups)**

* **Group Analysis by category**

Reports – Lesson Monitor – Group Reports – Group analysis by attendance category Report.

Date is from 2-09-19 to Friday of previous week.

Sessions and numbers. Year group. (click search). OR Reg group

This gives the total per year group

**Individual student attendance figures – for a year group**

* **Percentage Attendance Students report**

Reports – Lesson Monitor – Selected Students Report – Percentage Attendance Report.

Date is from 2-09-19 to Friday of previous week.

Name and Sessions - By year group.

(click search to pull up the Year groups etc).

Eg Year 7 then Year 8….

**Code reports**

* **To show how many of a particular code we have**

Reports – Lesson Monitor – Group Reports – Group analysis by Code report.

Date is from start of the year.

Whole school & year groups.

**Checking registers**

Focus – Lesson monitor – Edit marks

Group type ‘Year group’

‘Search’

Pick a Year group

“next week” and “previous week”

*Tick ‘show my students with un-explained absences’*

* **Lateness Report (school)**

Reports – Lesson Monitor – Selected Students Report – Students with chosen code report.

Date is one week to Friday of previous week.

Lessons and Sessions.

Change group type to Year group and select 12 and 13.

Subjects – all.

**Lateness (lessons)**

Reports – Lesson monitor – selected students report – students with chosen code report

Tick ‘show periods, class and marks’

Select ‘L’

* **6th form missing lessons**

Reports - Lesson Monitor Reports - Selected Student Reports - Lesson Absences Report. When running this report, you can select the students you wish to run the report for, i.e., Yr 12 and 13, and have the option to put a tick in the Show only Post-Registration Absences as per the screen shot below.

* **Search by code**

Reports - Lesson Monitor – Selected Student Reports - Student with Chosen Code report

Enter the required date range - select the group type (I normally select Year group)

Deselect default of present, scroll down and select X