

MUSAC Classic - Absences

Tracking Attendance Rates and Trends

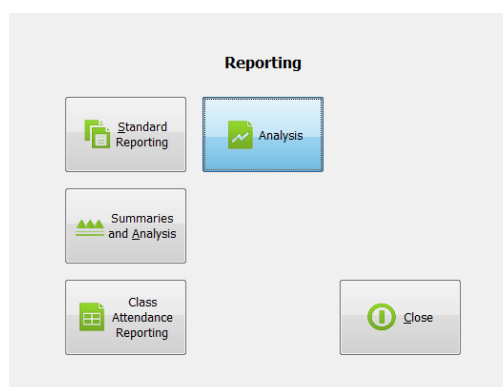
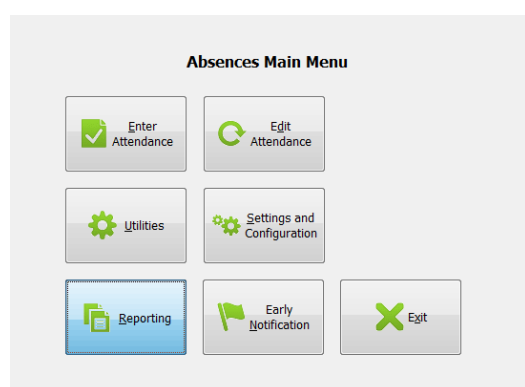
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AB6 is MUSAC's eAR compliant Attendance software which manages the process of teachers entering their class data, to admin staff following up daily absences - through to regular monitoring of trends and rates which the data entered provides.

The following points are suggested good practise in the use of AB6 which assists schools to monitor the trends and rates in their data. This can be used in conjunction with school academic data to further enhance their students' achievement and performance.

Code Analysis

The Code Analysis functionality found in Reporting > Analysis is a flexible tool used to highlight general attendance trends and individual student issues.



Running the same analyses - such as those listed below - on a regular (weekly/daily) basis, will turn the data being entered into AB6 into useful information. Suggested codes to analyse on a weekly basis (Code Type set to 'School Code'):

Lates (L)

Truant (T)

Explained Unjustified (E)

Explained Unjustified (J)

If other criteria such as Gender and Ethnicity are included along with the selected code, then a wide range of data combinations can be looked at in the one table – see the following screenshots, firstly Attendance Code Analysis Criteria:

A screenshot of the 'Attendance Code Analysis' window. It has several sections: 'Date Range' with 'Analyse Attendance from' and 'to' date pickers; 'Student Selection' with dropdowns for 'This Year', 'Form', 'Tutor', 'Gender', 'Status' (set to 'Full time, Part time'), 'Type', 'Ethnicity', 'Core', and 'Options'; 'Name Format' with radio buttons for 'First Names' (selected) and 'Preferred name'; 'Include' section with checkboxes for 'This Year', 'Form', 'Tutor', 'Gender' (checked), 'Status', and 'Ethnicity' (checked); 'Code Type' with radio buttons for 'School Code' (selected) and 'Truancy Code'; and 'Include Selected Students' with radio buttons for 'Regardless of attendance', 'With these codes' (set to '(All)'), and 'With Code' (set to 'L') in 'more than' '1' 'Period(s)'. At the bottom are 'Analyse' and 'Close' buttons.

Absences				
Analysis Options Attendance Code Analysis				
Analysis of School Codes by No. of Periods and Percentage of Total () - ()				
Selected Students included with Code L in more than 1 Period(s)				
Sort data by clicking on a column header				
Surname, First Names	Year	Gender	Ethnicity	L No.
BURCLUY, Hone Mikaera	13	Male	Maori	2
COMPBELL, Ari Jeros	13	Male	Maori	2
JUHNSUN, Apirana	13	Male	Maori	2
KANNADY, Dale Nicolas	13	Male	Maori	2
MECLEOD, Cyrus Ruhari Taurua	11	Male	Maori	2
VAIGHT, Danyon Anthony Robert	12	Male	Maori	2
VOKOLA KOROTYABAKI, Sione	11	Male	Maori	4
WHANUARO, Cameron Brian	13	Male	NZ European/Pakeha	3
				19

Attendance Code Analysis Output

On the Attendance Code Analysis Output table, columns can be dragged to new positions and sorted to break down the data in different ways. For further analysis it can be exported to Excel or printed for later review.

Individual students who need closer analysis can be easily identified from the output of the code analysis. Open OneScreen > Attendance tab at the same time, where the graphical output gives a very visual idea of any attendance issues the student has. From there the Academic, Pastoral, NCEA Summary and National Standards tabs can also be quickly referred to, for a good overview of that student's performance.

Attendance Rates

The Half Day attendance rates analysis is also a useful tool for tracking trends across a range of criteria such as year level, room, gender, etc. As with Code Analysis, if the same criteria are analysed at regular intervals, trends can easily be spotted. Measures can then be put in place to deal with undesirable ones, or enhance the most desired rates.

Half-Day Attendance Analysis

Date Range

Analyse Attendance from to

Student Selection

This Year

Form

Tutor

Gender

Status

Type

Ethnicity

Core

Options

Name Format

☒ First Names ☐ Preferred name

Include

☒ This Year ☒ Gender

☐ Form ☐ Status

☐ Tutor ☒ Ethnicity

Data

☐ Print Individual Data ☒ Print Aggregated Data

☐ Listed Alphabetically ☒ Sorted by ... Year Level

...within Year Level

Include Selected Students

☒ Regardless of attendance

☐ With more than 1 Half-Days Absence

Analyse Close

Attendance Rate Analysis Criteria

Useful settings on the Half Day Attendance Analysis criteria screen are:

- Under the Data heading untick 'Print Individual Data' and tick 'Print Aggregated Data'
- In the 'Sorted by' drop downs select the same criteria such as Year Level or Room in both fields
- Under 'Include Selected Students' select 'Regardless of attendance'

Aggregated Data Summary - by Year Level within Year Level					
	Possible	Attendance		Absence	
	Half-Days	Half-Days	Rate %	Half-Days	Rate %
Year Level					
7	30	28	93%	2	7%
Year Level 7	30	28	93%	2	7%
Year Level					
9	30	28	93%	2	7%
Year Level 9	30	28	93%	2	7%
Year Level					
10	120	112	93%	8	7%
Year Level 10	120	112	93%	8	7%
Year Level					
11	3360	3132	93%	228	7%
Year Level 11	3360	3132	93%	228	7%
Year Level					
12	3630	3387	93%	243	7%
Year Level 12	3630	3387	93%	243	7%
Year Level					
13	4140	3861	93%	279	7%
Year Level 13	4140	3861	93%	279	7%

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