



# MIS Y Code Analysis

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## Welcome

Following on from queries regarding analysing Y code attendance data in SIMS, SBS have produced a Y Code Analysis Report.

## Downloading and Importing a SIMS Report

1. Save the .RptDef file to an available folder; it doesn't matter what folder is chosen as the .RptDef does not contain any sensitive data.
2. Open SIMS and select **Reports | Import**.
3. You can use the yellow folder to browse to select the .RptDef file.
4. Highlight the report and click **Open** and then **Import**.
5. The tick will disappear from the Description box and the status will now be Imported.
6. You can now click Close.
7. To access this report, Should you have any problems importing the report please contact our MIS Service Desk on **0345 222 1551 • Option 3** or email [MISservicedesk@schoolbusinessservices.co.uk](mailto:MISservicedesk@schoolbusinessservices.co.uk)

## Instructions for use

Unlike any other report in SIMS, the SBS – Y Code Percentage report analyses your school's possible sessions attendance data including Y coded sessions (Exceptional circumstances)

Once you have imported the report, as per the instructions above, please see below on how to run the report.

1. Select **Reports | Run Report**. Click the **+** next to the **Focus** folder, highlight the **Student** folder and scroll down on the right-hand side to find the SBS – Y Code Percentage report.
2. A parameter value screen will appear, and you will notice there are three date range sections. These can be any date ranges you wish so long as you **enter the same date range in all three**.

3. Once you have entered the desired dates, simply tick which years / reg groups you wish to include in the report and then click **OK**. (The report may take some time to run depending on your size of school)
4. The report will open in Excel with the Percentage averages to your left. Along the top you will see various filters for your KPI's (SEN, Ethnicity FSM etc) using the drop-down arrow next to the title of the column you can choose to filter the report on each KPI.
5. Remember to repeat this process and remove any filters you have added to get back to the standard report.

**Disclaimer: Y coded sessions are included within this report so it will not produce the same figures as any other attendance report in SIMS.**