

Analysing attendance at remote lessons

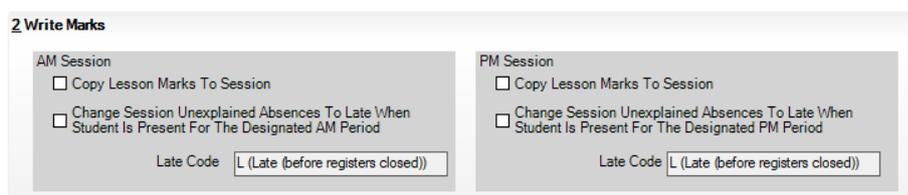
These notes and video have been created in response to schools asking how they can look at attendance at classroom-based lessons and compare this to remote lessons. It could be used in a complete lockdown to look at those attending remote lessons or at any time to see what percentage of lessons are being attended in person and what percentage are being attended remotely. The report, with a bit of manipulation can look at this data for subjects, classes and students, as well as comparing the data for various vulnerable groups.

This applies to secondary schools using lesson monitor.

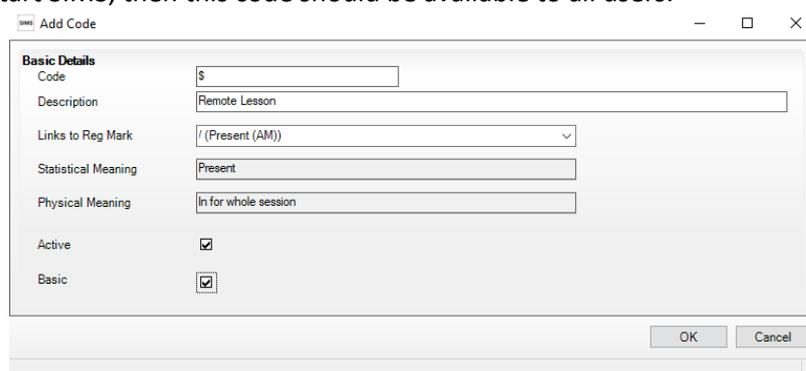
It is essential that any steps taken avoid overwriting of statutory attendance codes for AM and PM sessions. The intention is that only lesson monitor codes are analysed here.

Setting up SIMS

1. If you currently write the attendance code for a lesson back to a session, remove this for the time being as the DfE required attendance codes will be overwritten by a present mark. Once school is operating normally again you may change it back. The code that will be created/used for lesson attendance will count as a present code and when the X code is required to be used for session attendance this does not count as present.
 - Tools/Setups/Lesson Monitor Options/Lesson Monitor Set Up – in panel 2 if you previously copied Lesson marks to session, remove the ticks for the time being.



2. Create a code to be used to indicate that a Lesson has been attended remotely.
 - Tools/Setups/Attendance Setup/Codes/Maintain codes
 - The screen will display all current codes. Once added codes cannot be removed. The spare codes are the letters A, K and Q, some numbers will be available and many single symbols can also be used. You will need to check what is available in your set up as codes may have been used previously.
 - For this example the code '\$' will be used
 - Click on New, and set up the window as follows.
 - Click on Save
 - Restart SIMS, then this code should be available to all users.



Links to Reg Mark is required to ensure that there is a statistical meaning for the mark and when/if it is copied back to the statutory AM or PM mark it is recorded correctly. It does not matter that some lessons will be in the afternoon (normally using the \ code), it will still count correctly.

Basic – this ensures that the code can be seen by class teachers taking registers. If this is not selected the code will not be available to teachers. You could use this to remove teacher access to the code in the future when remote learning is not happening or make the code inactive.

Running and using the SPS Lesson Attendance report

The SPS Lesson Attendance report can be found at the following link in the Customer Success Resource Hub, in the Safety Reports section. New versions are created each year with correct default academic year dates that will overwrite previous versions. Save the file on your compute and import the report(s) into your SIMS data base.

https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0035939

- Reports/Run Report/Student Focus/SPS Lesson Attendance Report
- Choose suitable filter parameters:
 - Date range
 - Codes section – ensure that you tick the new code, it will be at the end of the list. (It is not possible to create a report for you with this ticked as different codes will be chosen by different schools.)
 - Subject – if all subjects are required, choose **Accept All** against this filter

Supply Effective date: 07/01/2021

Bypass effective date (Use Today)

Date is between: Value 1: 01 September 2020, Value 2: 30 July 2021

Accept All (bypass filter condition)

choose one or more marks: / : Present (AM), \ : Present (PM), @ : Do not use, B : Educated off site (not Dual reg.), C : Other authorised circumstances

Accept All (bypass filter condition)

Subject contains: Value: math

Accept All (bypass filter condition)

Year group: Year 7, Year 8, Year 9, Year 10, Year 11

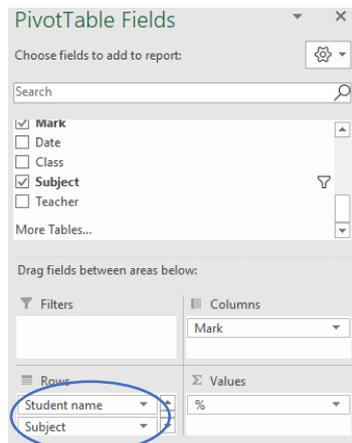
Accept All (bypass filter condition)

- Click on OK to run the report
- Once Excel opens you may need to Enable Macros

- Excel will open with the lesson attendance data in a pivot chart
- This clip shows the data for year 10 for the first week of January, broken down by subjects and classes

%		Column Labels		
Row Labels		/		Grand Total
Agriculture	50.00%	50.00%		100.00%
10z/Ag1	50.00%	50.00%		100.00%
Art	0.00%	100.00%		100.00%
10A/Ar1	0.00%	100.00%		100.00%
Biology	4.55%	95.45%		100.00%
10x/Bi1	4.55%	95.45%		100.00%
Business Studies	6.67%	93.33%		100.00%
10C/Bs1	6.67%	93.33%		100.00%
Citizenship	9.52%	90.48%		100.00%
10A/Ci	9.52%	90.48%		100.00%
Computer Science	0.00%	100.00%		100.00%
10B/Co1	0.00%	100.00%		100.00%
Design & Technology	33.33%	66.67%		100.00%
10A/Dt1	33.33%	66.67%		100.00%
Drama	0.00%	100.00%		100.00%
10A/Dr1	0.00%	100.00%		100.00%
Engineering	20.00%	80.00%		100.00%
10B/Eg1	50.00%	50.00%		100.00%
10C/Eg1	0.00%	100.00%		100.00%

The view of the pivot can be changed to anything that is contained in the data. Click on the chart on the left, then on the right in the Pivot Table Fields section, the the Rows section bottom left drag Subjects and Classes back to the Field list. Then drag back Student name and Subjects (for example)



This gives an output by student and subject, showing the overall and by subject % of lessons that have been attended in person (/) or remotely (\$)

%		Column Labels		
Row Labels		/		Grand Total
Anna Cortez 10A	75.00%	25.00%		100.00%
Agriculture	81.82%	18.18%		100.00%
English	100.00%	0.00%		100.00%
Mathematics	50.00%	50.00%		100.00%
Physical Ed	0.00%	100.00%		100.00%
Science	100.00%	0.00%		100.00%
Anna Lisi 10A	80.00%	20.00%		100.00%
Biology	100.00%	0.00%		100.00%
Citizenship	100.00%	0.00%		100.00%
Design & Technology	75.00%	25.00%		100.00%
English	100.00%	0.00%		100.00%
Food & Nutrition	66.67%	33.33%		100.00%
Geography	100.00%	0.00%		100.00%
Mathematics	50.00%	50.00%		100.00%
Physical Ed	0.00%	100.00%		100.00%
Physics	100.00%	0.00%		100.00%
Religious Education	100.00%	0.00%		100.00%

More complex details can be added to the report if required including filters for vulnerable groups etc.

Changing the Rows section to this:



Gives the data for both pupil premium (T) and non pupil premium (F) students by subject.

%		Column Labels		
Row Labels		\$	/	Grand Total
Agriculture		45.45%	54.55%	100.00%
F		45.45%	54.55%	100.00%
Art		0.00%	100.00%	100.00%
F		0.00%	100.00%	100.00%
T		0.00%	100.00%	100.00%
Biology		13.64%	86.36%	100.00%
F		18.75%	81.25%	100.00%
T		0.00%	100.00%	100.00%
Business Studies		6.67%	93.33%	100.00%
F		6.67%	93.33%	100.00%
Citizenship		9.52%	90.48%	100.00%
F		11.76%	88.24%	100.00%
T		0.00%	100.00%	100.00%
Computer Science		0.00%	100.00%	100.00%
T		0.00%	100.00%	100.00%

Double clicking on any cell in a pivot table will show the rows data that are used for this output on a new tab.

It is not recommended to change the report definition in SIMS as this can corrupt the excel part of the report.

The information in this document is covered in the video available at the same link.