Recommended attendance reports

There are many attendance reports in PARS. Screenshots of each report can be found on our wiki page. This guide explains which attendance reports are used by schools for common tasks.

This training guide assumes that you know how to run attendance reports. If you do not, see the **Run an attendance report** guide.

First, go to the attendance reports page:

Main menu > Attendance > Attendance reports

Percentage Attendance for Individual Pupils

This report will show the percentage attendance for one or more pupils at a single point in time. The report is found via:
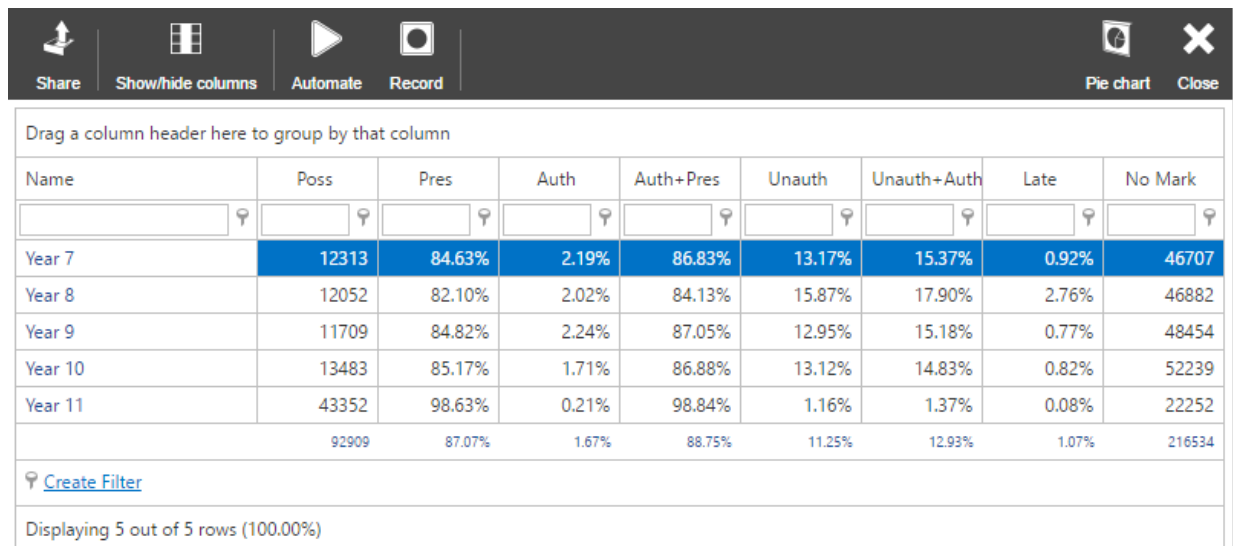
Attendance summaries > Individual percentages > Selected individual session attendance

Share	Show/hide columns	Add behaviour	Create group	External contacts	Automate	Record		Pie chart	Close

Drag a column header here to group by that column

Name	Reg Group	Poss	Pres	Auth	Auth+Pres	Unauth	Unauth+Au	Late	No Mark
Abbot, Andrew (10E) &an	10E	42	50.00%	14.29%	64.29%	35.71%	50.00%	0.00%	328
Able, Cameron (10A) G	10A	139	87.77%	0.00%	87.77%	12.23%	12.23%	0.00%	231
Ackrington, Robert (10D)	10D	76	82.89%	0.00%	82.89%	17.11%	17.11%	0.00%	294
Adedeji, Payal (10C)	10C	77	85.71%	2.60%	88.31%	11.69%	14.29%	0.00%	293
Admission, Future (10A)	10A	0	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	20
Agathocleous, Joe (10E)	10E	72	87.50%	0.00%	87.50%	12.50%	12.50%	0.00%	297
Albion, Frederick (10F)	10F	75	88.00%	0.00%	88.00%	12.00%	12.00%	0.00%	295
Aldridge, Courtney (10E)	10E	74	85.14%	0.00%	85.14%	14.86%	14.86%	0.00%	296
Allim, Farah (10C)	10C	80	88.75%	0.00%	88.75%	11.25%	11.25%	3.75%	290
Anderson, Ian (10D) M	10D	74	87.84%	0.00%	87.84%	12.16%	12.16%	0.00%	296
Anderton, Wesley (10E)	10E	77	85.71%	2.60%	88.31%	11.69%	14.29%	0.00%	293
Andrews, Hank (10F)	10F	75	86.67%	0.00%	86.67%	13.33%	13.33%	0.00%	295

Percentage Attendance for Groups

This report will show the percentage attendance for an entire group, rather than for the pupils in that group. The report is found via:

Attendance summaries for groups > Percentages > Group attendance – session

Name	Poss	Pres	Auth	Auth+Pres	Unauth	Unauth+Auth	Late	No Mark
Year 7	12313	84.63%	2.19%	86.83%	13.17%	15.37%	0.92%	46707
Year 8	12052	82.10%	2.02%	84.13%	15.87%	17.90%	2.76%	46882
Year 9	11709	84.82%	2.24%	87.05%	12.95%	15.18%	0.77%	48454
Year 10	13483	85.17%	1.71%	86.88%	13.12%	14.83%	0.82%	52239
Year 11	43352	98.63%	0.21%	98.84%	1.16%	1.37%	0.08%	22252
	92909	87.07%	1.67%	88.75%	11.25%	12.93%	1.07%	216534

Displaying 5 out of 5 rows (100.00%)

Persistent Absence

The persistent absence report is used to find all pupils whose attendance has fallen below a certain threshold at some point during a date range. The report will show the pupils' attendance during each week during the date range so you can see whether pupils' attendance is rising or falling. The report is found via:

Attendance summaries > Percentages > Persistent absences, year to date

When running this report it is recommended to not use the first 3 weeks of the school year. This is because it is very easy for a pupil's attendance to fall sharply at the start of the year from only one or two absences.

Screenshot on next page.

The report will show a blank cell if the pupil was above the persistent absence range during the week shown. A percentage attendance is shown if a pupil is below the persistent absence threshold. Each cell shows the pupil's attendance, year to date, at that point in time.

Latecomers

This report shows a list of the times that a pupil has been late to school, as well as the number of minutes that they were late and the attendance comment (if applicable). The report is found via:
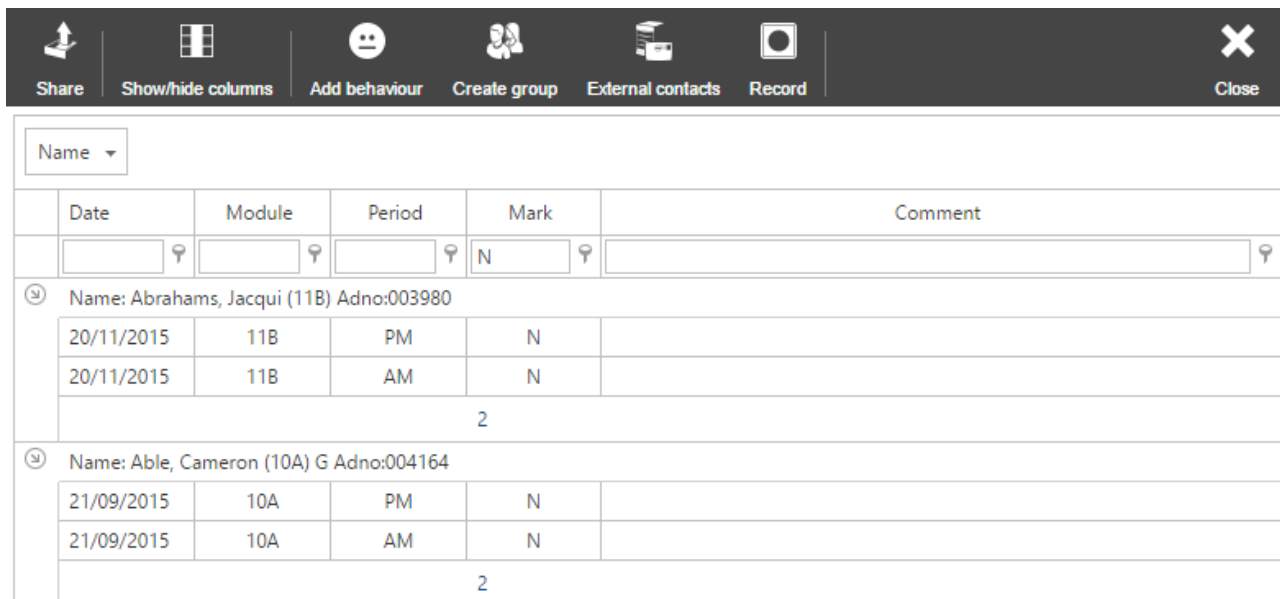
Attendance Miscellaneous > Latecomers > Latecomers into school – minutes late with comments

List of N Codes

This report will show a list of the dates that pupils have received N codes in their attendance to AM or PM registers. The report is found via:

Attendance miscellaneous > **Missing reasons** > **Missing reasons – sessions**

By default this report will also show missing marks. Type the letter "N" into the textbox beneath the
***Mark** column header to filter the report to only show N codes.*

Registration Certificates

If required, registration certificates can be produced in PARS. The report used for this is:

Attendance displays > **Registration certificates** > **Session only**