



# FFT Attendance Tracker Guidance for Welsh Secondary Schools – September 2023

## Overview

FFT's Attendance Tracker allows you to analyse and track your own school's attendance at a whole school, year group, pupil group and individual pupil level. Most importantly, it enables you to compare and monitor your school against other FFT schools nationally on a week-by-week basis. This guidance document will take you through all the key features and reports of the system.

## Important - before you get started

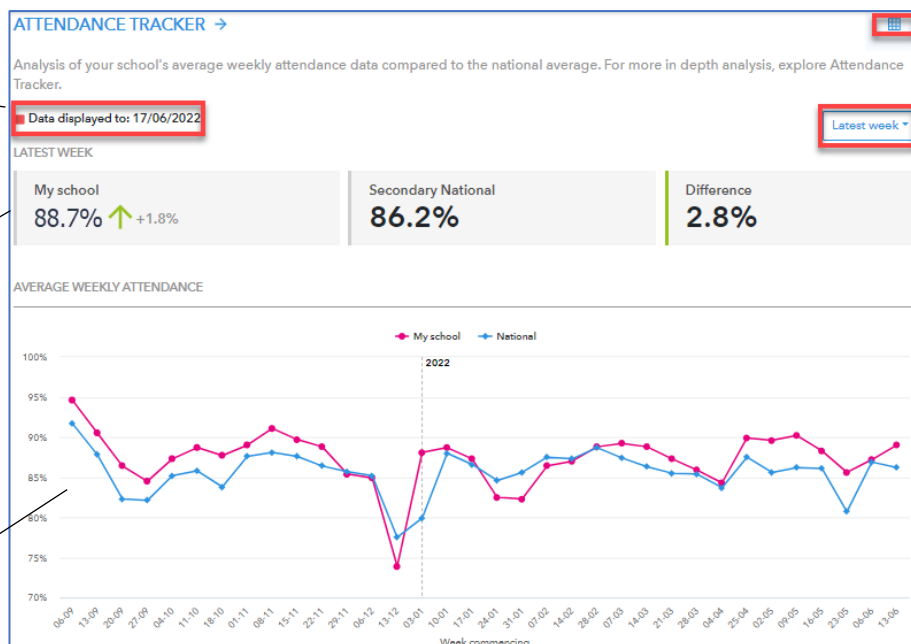
Please read through the guidance document before starting to use the system and in particular the following points:

1. We continue to update and improve the site on a regular basis. You should therefore expect to see changes to reports or even new reports appearing from time to time.
2. Initially, the reports are for internal school use only and should not be published externally.
3. If you do have any issues or find possible data errors relating to your school then please do contact [support@fft.org.uk](mailto:support@fft.org.uk) to let us know.
4. If you have any feedback on Attendance Tracker generally (good or not so good), how to improve reports or additional data/reports you'd like to see, then we'd love to hear from you. Again, please email our support team on [support@fft.org.uk](mailto:support@fft.org.uk) to do this.
5. Finally, when using the site **we strongly recommend that you use Google Chrome or the latest version of Microsoft Edge**

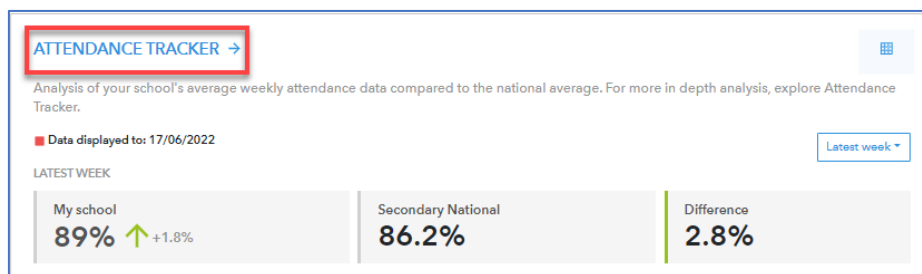
**THE FOLLOWING PAGES CONTAIN MORE INFORMATION ON HOW TO  
ACCESS AND INTERPRET YOUR ATTENDANCE REPORTS**

## How to access Attendance Tracker

1. Log into your [Aspire homepage](#) using your regular Aspire username and password
2. On the right hand side you will see an overview of your school's attendance for the year compared to the Welsh national figure for secondary schools.



3. To access more detailed reports for your school please follow the link at the top of the homepage:



You'll then be taken to the Attendance Tracker reports. You will see five tabs – Attendance home, 360 Report, School reports, Pupil reports and 2022/23.

Attendance home 360 report School reports Pupil reports 2022/23

Regional attendance

## Welcome to Aspire Attendance Tracker

Analyse, track & compare your students' attendance

Whole school

Year groups

Pupil groups

Individual pupils

View attendance reports  
Access all your key attendance data.

View 360 report > Guidance >

**Attendance data status**

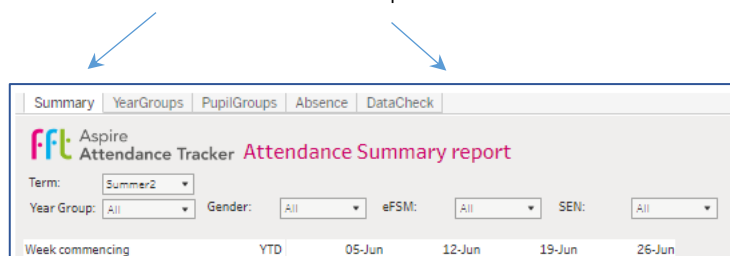
Latest reports display data to  
Fri 21 July

Next scheduled release  
w/c 18 September

## Attendance Tracker reporting

### Overview

When you click on **School reports**, a new report screen will appear. There are 5 reports in total. Click on the **tabs** to move from one report to another.



### Terms

Each report is split into half-terms with the current half-term shown by default. You can change to another half-term simply by clicking the **'Term'** filter.

### Data collection

Data is collected daily from each school's MIS via Aspire Data Exchange. All Attendance Tracker reports are then refreshed on a weekly basis with the previous week's data available each Wednesday.

### Other filters

You will also find a number of other filters available on reports based on pupil context data. These include:

- Gender
- eFSM
- SEN

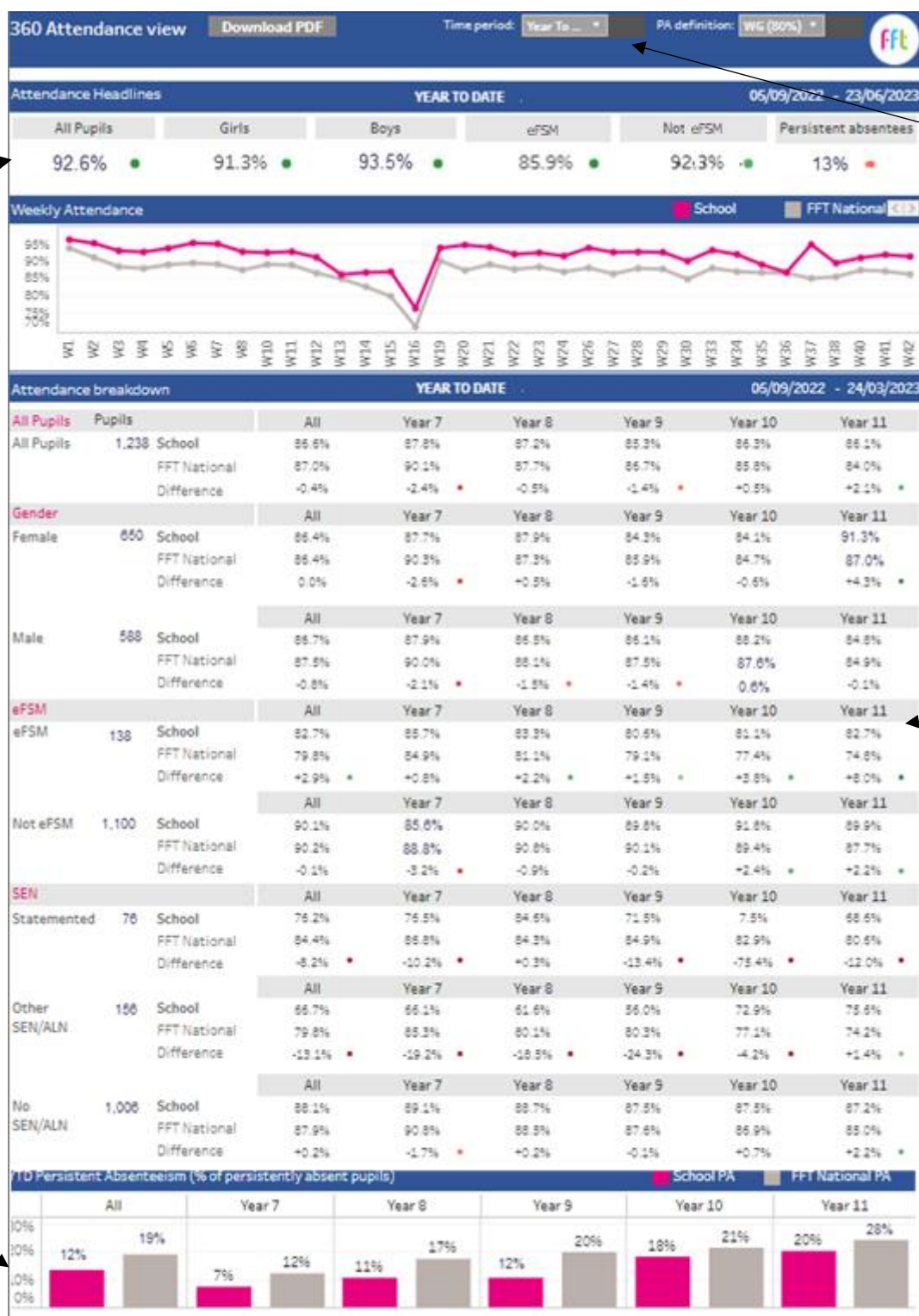
You can use single filters or combinations of filters to change the attendance data shown on the reports.

## What reports are available?

360 Report	The 360 report summarises the key year to date attendance data for the school, year groups and pupil groups. Data can also be viewed for a week. Persistent absence is also shown at a whole school and individual year group level. All data is compared to national.
<b>SCHOOL REPORTS</b>	
Attendance Summary	This report shows a breakdown of weekly attendance within the school compared to the FFT national for the same week and indicates if this attendance is above or below the national group. The school data can be filtered by year group, gender, eFSM and SEN.
Year Groups	This report allows you to see the breakdown of attendance for different year groups within the school and indicates if this attendance is above or below the same year group nationally. The school data can be filtered by gender, eFSM and SEN.
Pupil Groups	This report allows you to see the breakdown of attendance for different pupil groups (gender, eFSM & SEN) within the school and indicates if this attendance is above or below the same pupil group nationally. The report can be shown for all year groups or individual year groups.
Absence	This report allows you to see the breakdown of absence by authorised, unauthorised, illness, medical and holiday. The report can be shown for all year groups or individual year groups. The school data can be filtered by year group, gender, eFSM and SEN.
Data Check	This report enables you to quickly see the total number of pupils for each week, along with the totals of all marks, present marks, absent marks, authorised marks, unauthorised marks, illness marks, medical marks, holiday marks (authorised and unauthorised and not counted marks. The report can be shown for all year groups, individual year groups and separate pupil groups.
<b>PUPIL REPORTS</b>	
Pupil List	This shows a breakdown of attendance for individual pupils for each week, as well as their YTD attendance figure. The report can be shown for all year groups or individual year groups. The data can be filtered by Registration group, Gender, eFSM, SEN, EAL and Ethnicity. Pupils can also be sorted into bands based on their YTD attendance figure. Overall attendance and absence figures (authorised and unauthorised) are shown for the selected group, with the default showing all pupils.
Individual Pupil	This report allows you to see a detailed breakdown of attendance marks recorded against individual pupils (total marks, present, absent, X marks, not counted, authorised absence, illness, medical, authorised holiday, unauthorised absence & unauthorised holiday).

## The 360 report

The 360 report summarises the key year to date attendance data for the school, year groups and pupil groups. Data can also be viewed for the latest week. Persistent absence is also shown at a whole school and individual year group level. All data is compared to national.



Key headline figures for the year to date

School & national attendance for the year

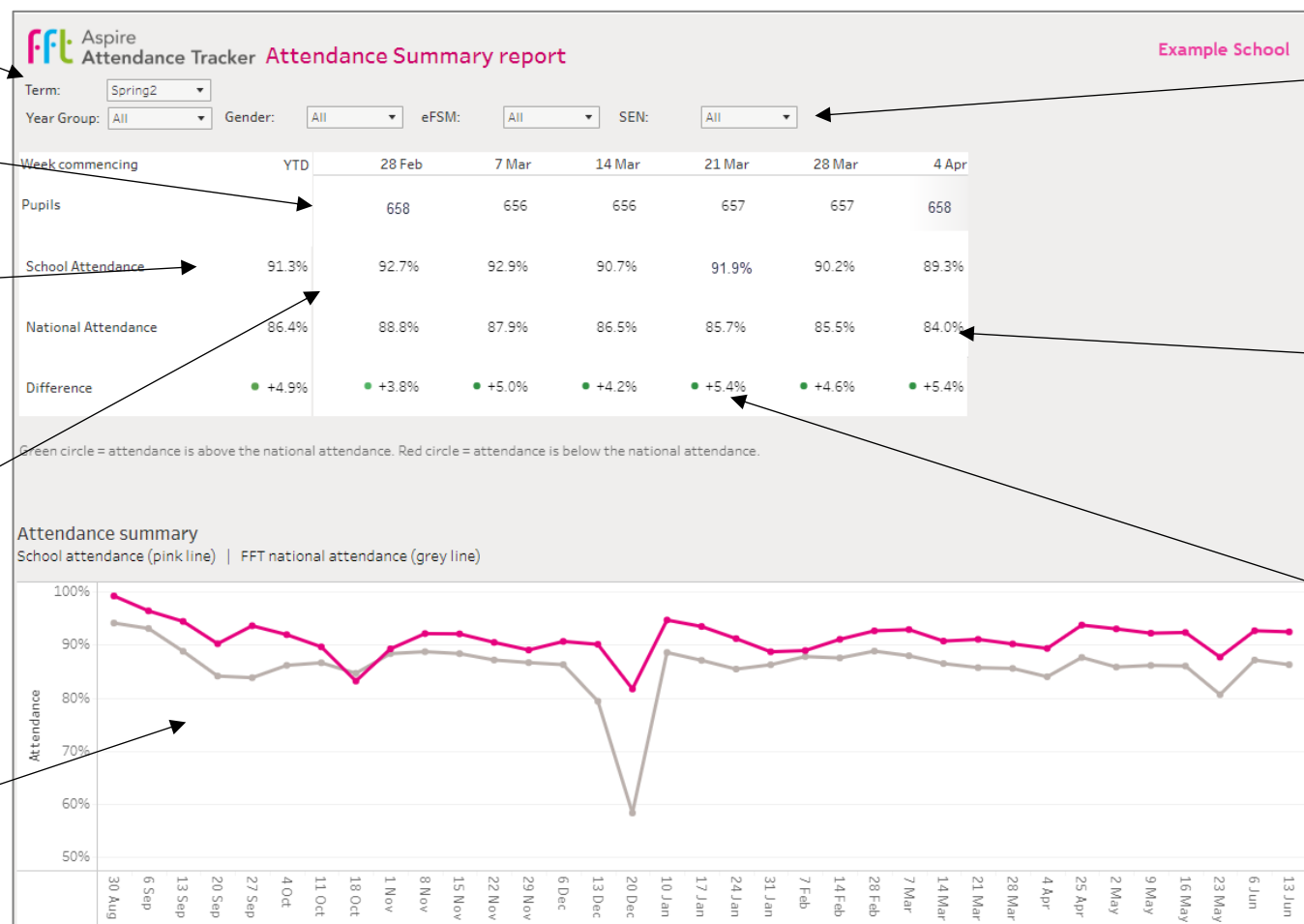
Choose to view year to date or latest week

Key pupil group figures

Whole school and year group PA figures

## Attendance Summary

This report shows a breakdown of weekly attendance within the school compared to the FFT national for the same week and indicates if this attendance is above or below the national group. The school data can be filtered by year group, gender, eFSM and SEN.



Choose the term would like to view.

Number of pupils each week.

'YTD' shows the 'year to date figure' for school and national attendance

School attendance is based on the number of sessions attended divided by the possible number of sessions.

**Calculation:**

$$\frac{\text{Total no. of sessions attended by all pupils}}{\text{Total no. of sessions possible for all pupils}}$$

The chart shows the school data (pink line) and the national data (grey line). All weeks are displayed (not just the selected term).

Apply filters to the school data by gender, eFSM or SEN (national data remains static).

FFT national data is based on the number of sessions attended divided by the possible number of sessions for all participating schools.

**Calculation:**

$$\frac{\text{Total no. of sessions attended by all pupils}}{\text{Total no. of sessions possible for all pupils}}$$

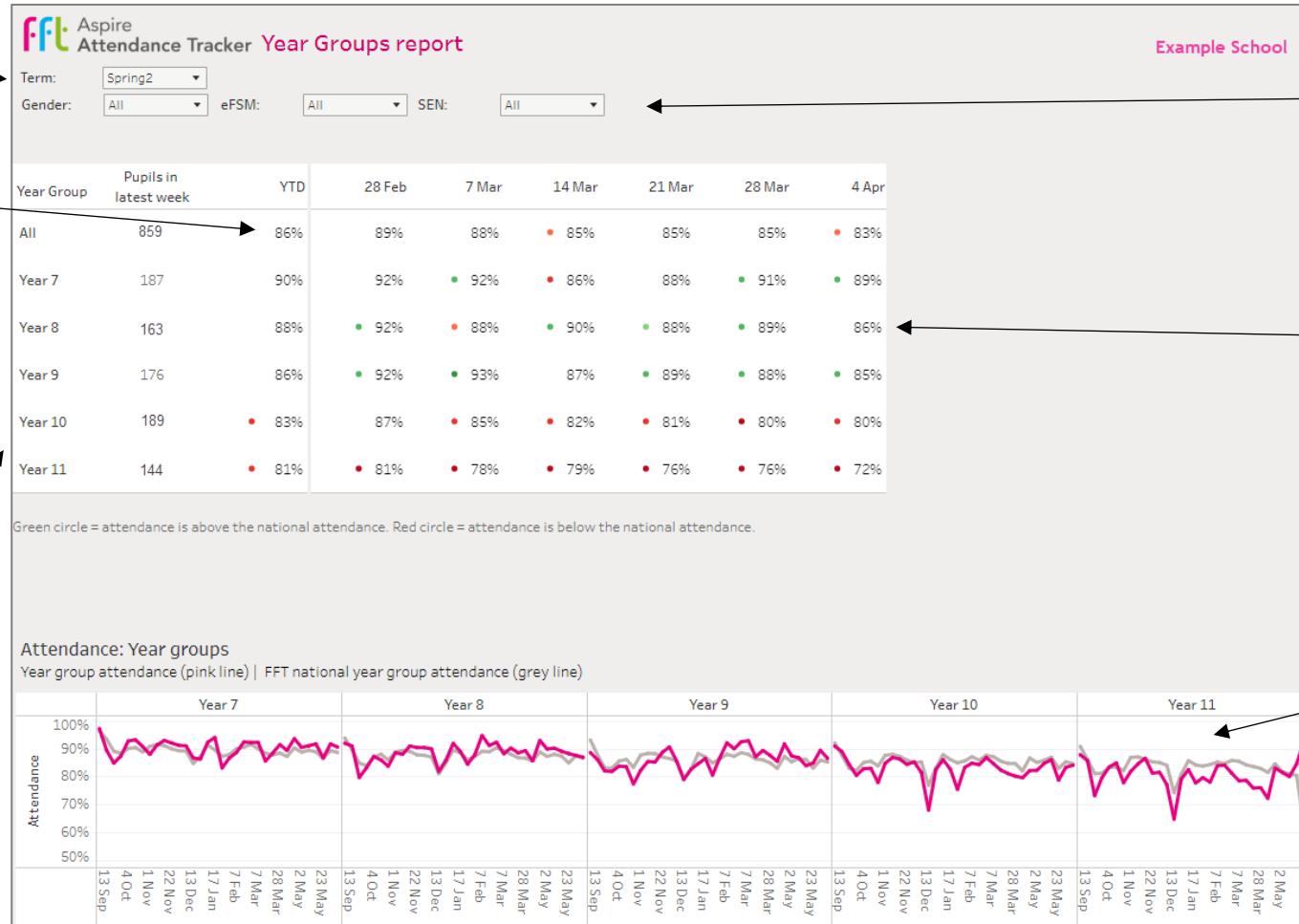
The difference between the school attendance figure and the FFT national attendance figure. Shaded circles indicate a difference between the school and the national data (dark green is shown for 4% + above the national, dark red for 4% + below the national).

4% or more above national ●

4% or more below national ●

## Year Groups

This report allows you to see the breakdown of attendance for different year groups within the school and indicates if this attendance is above or below the same year group nationally. The school data can be filtered by gender, eFSM and SEN.



Choose the term you would like to view.

'YTD' shows the year to date figure for whole school and individual year group attendance

### Calculation

Total number of sessions attended by all pupils in Year X  
Total number of sessions possible for all pupils in Year X

See all year groups combined or separate year groups (cohort numbers shown for the latest week for each year group).

Apply filters to the school data by gender, eFSM or SEN.

School attendance for each year group. Shaded circles indicate a difference between the school and the national data (dark green is shown for 4% + above the national, dark red for 4% + below the national).

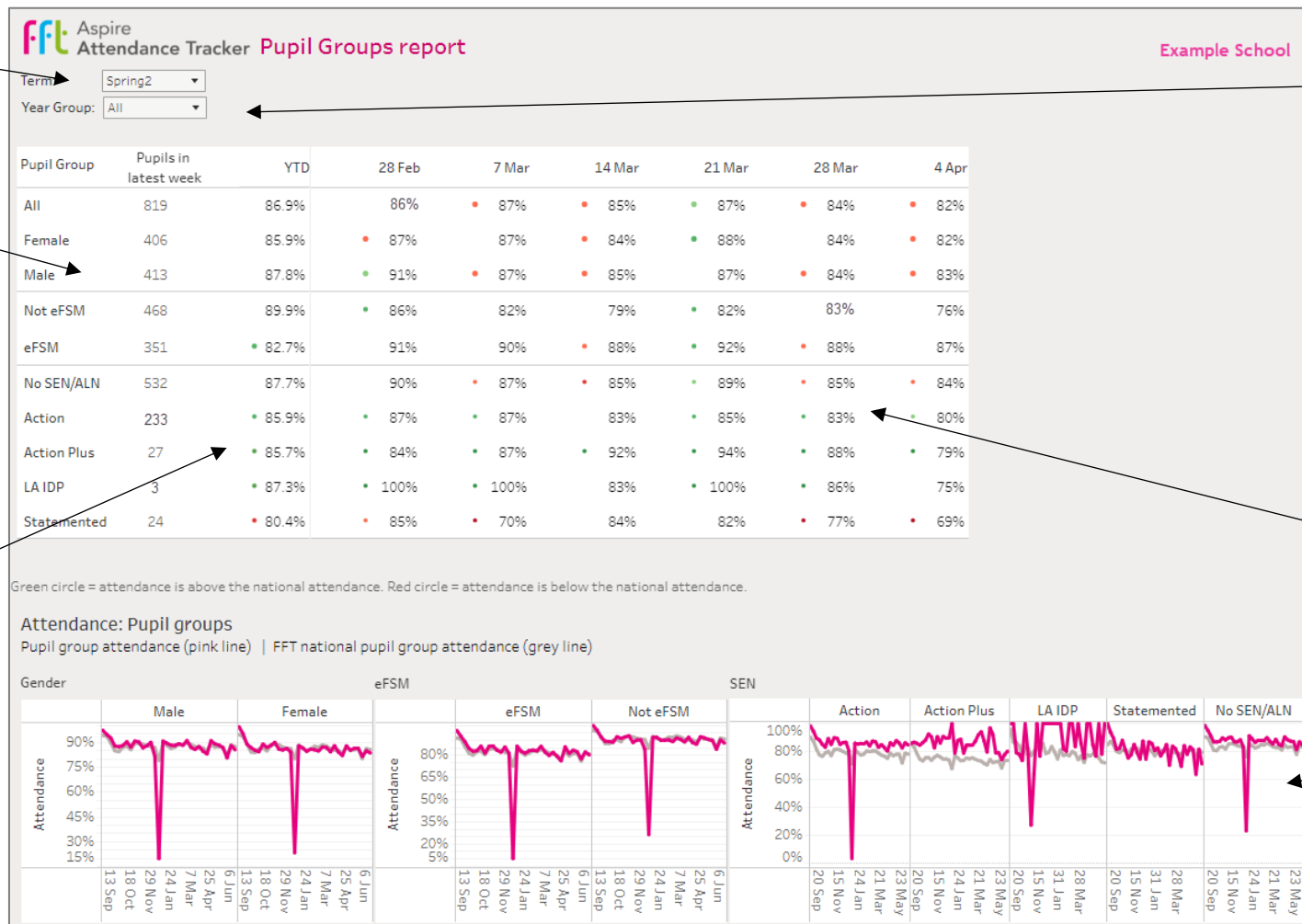
4% or more above national ●

4% or more below national ●

The chart shows the school data by year groups (pink line) and the national data (grey line). All weeks are displayed (not just the selected term).

## Pupil Groups

This report allows you to see the breakdown of attendance for different pupil groups (gender, eFSM & SEN) within the school and indicates if this attendance is above or below the same pupil group nationally. The report can be shown for all year groups or individual year groups.



Choose the term you would like to view.

Pupil group attendance is displayed for the school and for some key pupil groups:

- Gender
- SEN
- eFSM

### Calculation:

$$\frac{\text{Total no. of sessions att. by pupils in group X}}{\text{Total no. of sessions possible for pupils in group X}}$$

'YTD' shows the Year to Date figure for all pupils and key groups

Filter to see pupil group data for individual year groups.

Hovering over a school percentage displays the cohort, school attendance and difference between the school group figure and the same group nationally.

4% or more above national group ●  
4% or more below national group ●

The chart shows the school data for pupil groups (pink line) and the national data for the same groups (grey line). All weeks are displayed (not just the selected term).



## Absence

This report allows you to see the breakdown of absence by authorised, unauthorised, illness, medical and holiday. The report can be shown for all year groups or individual year groups. The school data can be filtered by year group, gender, eFSM and SEN.

Choose the term you would like to view.

'YTD' shows the Year to Date figure for overall absence and separate aspects of absence

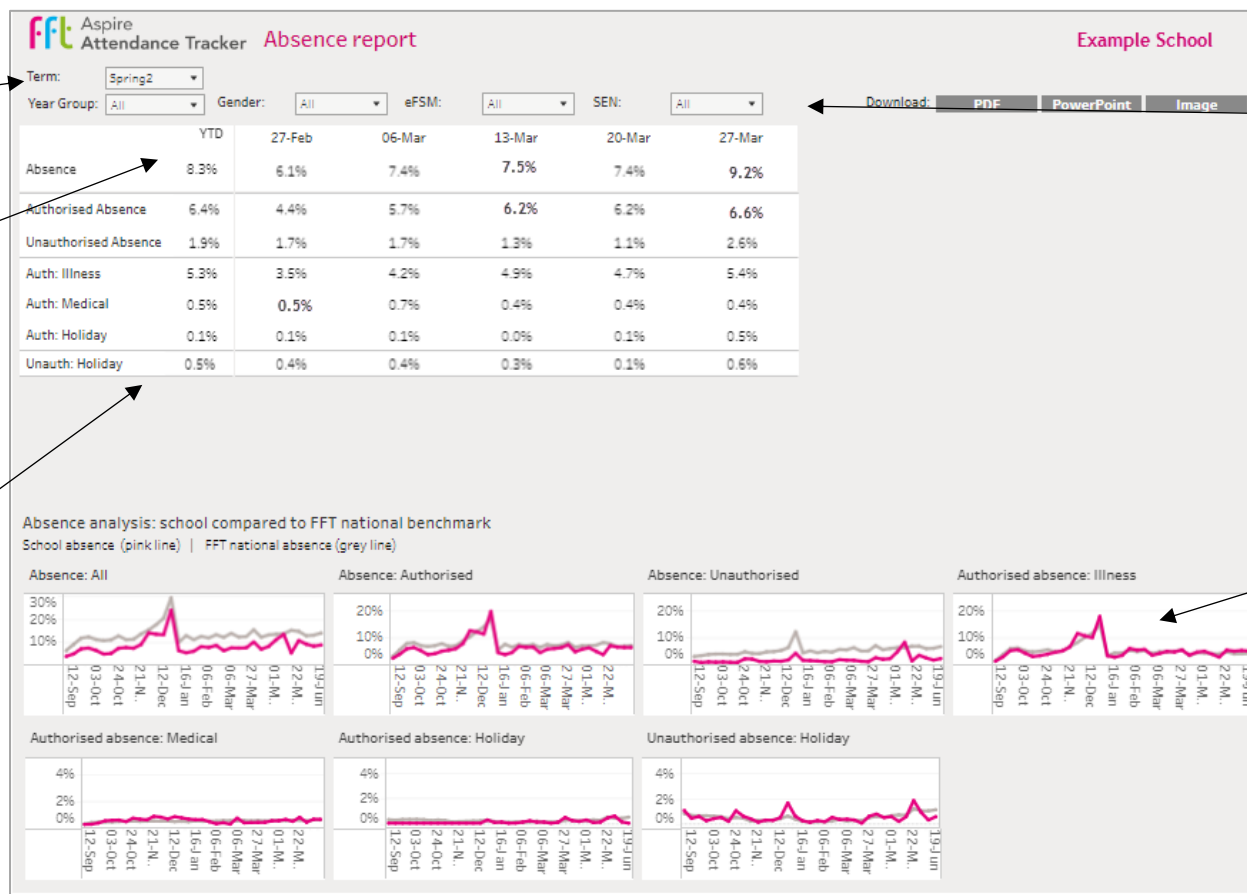
School absence data for each week is shown overall and then broken down by:

- Authorised Absence
- Unauthorised Absence
- Illness
- Medical
- Holiday (authorised and unauthorised)

### Calculation

Total number of sessions missed for reason stated

Total number of sessions possible



Apply filters to the school data by year group, gender, eFSM or SEN.

The charts shows the school absence data and the national data for the same absence code (grey line). All weeks are displayed (not just the selected term).

## Data Check

This report enables you to quickly see the total number of pupils for each week, along with the totals of all marks, present marks, absent marks, authorised marks, unauthorised marks, illness marks, medical marks, holiday marks (authorised and unauthorised) and not counted marks. The report can be shown for all year groups, individual year groups and separate pupil groups.

Choose the term you would like to view.

Apply filters to the school data by year group, gender, eFSM or SEN.

Shows the total marks for each attendance / absence category

	2 Jan 23	9 Jan 23	16 Jan 23	23 Jan 23	30 Jan 23	6 Feb 23	13 Feb 23
Pupils	1,000	1,008	1,014	1,014	1,016	1,019	1,025
Total Marks	0	7,992	10,132	10,134	8,144	10,187	10,200
Total Present	0	7,123	8,987	8,945	7,194	8,963	9,003
Total Absence	0	869	1,145	1,189	950	1,224	1,197
Total Authorised	0	276	449	436	364	465	443
Total Unauth	0	586	696	767	586	759	754
Illness	0	171	251	243	222	267	260
Medical	0	18	31	35	11	40	41
Holiday Authorised	0	0	0	0	0	0	0
Holiday Unauthorised	0	58	52	104	88	85	106
Not Counted	8,000	1,994	0	0	2,036	0	0

## Pupil List

This shows a breakdown of attendance for individual pupils for each week, as well as their YTD attendance figure. The report can be shown for all year groups or individual year groups. The data can be filtered by Registration group, Gender, eFSM, SEN, EAL and Ethnicity. Pupils can also be sorted into bands based on their YTD attendance figure. Overall attendance and absence figures (authorised and unauthorised) are shown for the selected group, with the default showing all pupils.

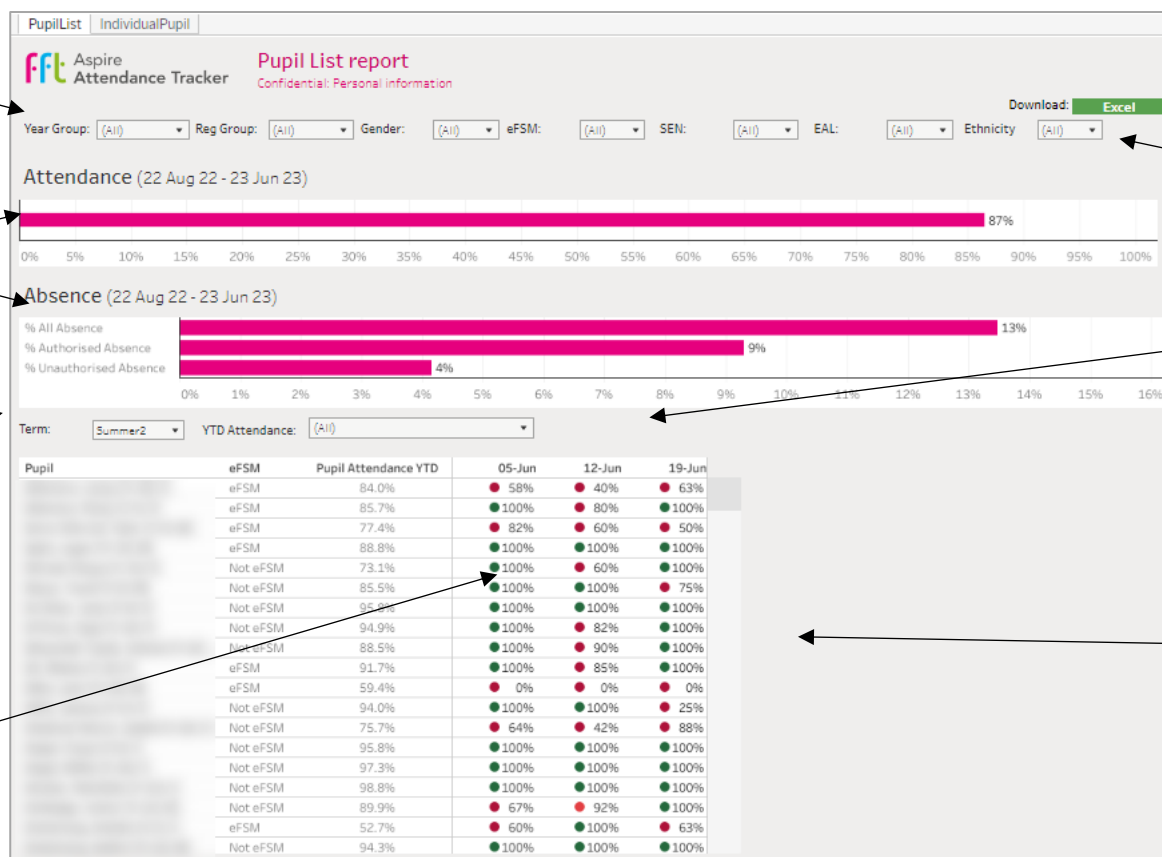
All pupils shown initially, select year groups here.

YTD Attendance and Absence figures are shown for the selected group – the default view is all pupils

Choose the term you would like to view.

Weekly attendance shown for the term selected and for individual weeks.

**Calculation**  
Total number of sessions attended in selected week  
Total number of sessions possible in selected week



Apply filters to the pupil list by year group, registration group, gender, eFSM, SEN, EAL and ethnicity

Group pupils by their overall attendance level

Shaded circles on a green-red scale with the darkest green used to indicate 100%.

## Individual Pupils

This report allows you to see a detailed breakdown of attendance marks recorded against individual pupils (total marks, present, absent, X marks, not counted, authorised absence, illness, medical, authorised holiday, unauthorised absence & unauthorised holiday).

Choose the term you would like to view.

Pupil's name, year to data attendance & key contextual data displayed.

An at a glance overview of an individual pupil's attendance against the weekly FFT national average.  
School      National

Choose the year group, then select the individual pupil you wish to look at or select pupils from the alphabetical drop down to the right.

PupilList IndividualPupil
Aspire Attendance Tracker

**Individual Pupil report**  
Confidential: Personal Information  
 Term: Summer2 Year Group: (All) Select pupil:

Download: PDF Image

**Jones, Sarah (Yr:10, F)**

93.9%

Year Group: Year 10 Reg Group: 10P Gender: Female eFSM: Not eFSM SEN/ALN: No SEN/ALN EAL: Not EAL Ethnicity: White - British

**Attendance summary**

Pupil attendance (pink line) | FFT national attendance (grey line)

**Marks summary**

	YTD	05-Jun	12-Jun	19-Jun
Attendance	93.9%	100.0%	100.0%	80.0%
Total Marks	326	10	10	10
Total Present	306	10	10	8
Total Absence	20	0	0	2
X Marks	0	0	0	0
Not counted marks	66	0	0	0

**Authorised absence**

	YTD	05-Jun	12-Jun	19-Jun
Authorised Absence	15	0	0	2
Illness	8	0	0	2
Medical	3	0	0	0
Authorised Holiday	0	0	0	0

**Unauthorised absence**

	YTD	05-Jun	12-Jun	19-Jun
Unauthorised Absence	5	0	0	0
Unauthorised Holiday	0	0	0	0

Chart shows an individual pupil summary of attendance, absence and reasons for absence in the period selected.

## Attendance Tracker - Frequently Asked Questions:

1. Are attendance figures shown to one decimal place?
  - *Yes, on the 'Attendance summary' and 'Absence' reports. On the 'Year groups' and 'Pupil groups' reports figures are shown to the nearest whole percentage, but hovering over any figure on these reports will show a decimalised percentage.*
2. Do the colours on the reports indicate statistical significance?
  - *No, the depth of the colour indicates the difference between the school figure and its national comparator. There are three shades of green and red; the lightest shade is used when the school figure differs from the national figure by 1-1.99%, the middle shade is used when the difference is between 2-3.99% and the darkest shows differences of 4% or greater. No colour indicates a difference of less than 1%.*
3. When are reports updated?
  - *We aim to release reports every Wednesday, with data shown to the end of the previous week.*
4. Our school has slightly different term dates to the majority of other Welsh schools, will this be shown in the reports?
  - *Yes, the attendance reports will reflect your school's term dates.*
5. Why is there no 'National' line for some weeks?
  - *The only time we don't show a national line on the reports is if there is insufficient data to justify it. This is generally if one or a smaller group of schools / areas start or finish the term at different times to the vast majority of others.*
6. Why aren't Years 12 and 13 included?
  - *Our Attendance Tracker records session attendance. Many Post 16 schools and colleges don't require students to be in every morning and afternoon so attendance figures might not reflect the overall attendance of the year group(s).*
7. Why are the figures in Attendance Tracker different to our MIS?
  - *We collect the past 5 days worth of attendance data, so if your school has made retrospective attendance changes on your MIS system beyond this time these changes will not be immediately reflected in our reports. Our reports are updated every week whereas your MIS can show 'live' figures, which will show the instant impact of any amendments to codes. You will need to contact us to re-extract your data which will bring in any retrospective changes into our reports. Please refer to the 'Data Check' report as this shows the marks that we have for your school. If you require further assistance please contact us on 01446 776262 or [support@fft.org.uk](mailto:support@fft.org.uk).*