

# FFT Attendance Tracker - Guidance for Local Authorities

## Overview

FFT's Attendance Tracker allows you to analyse and track your Local Authority's and schools' attendance data. Most importantly, it enables you to compare and monitor key attendance metrics against the national picture 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:

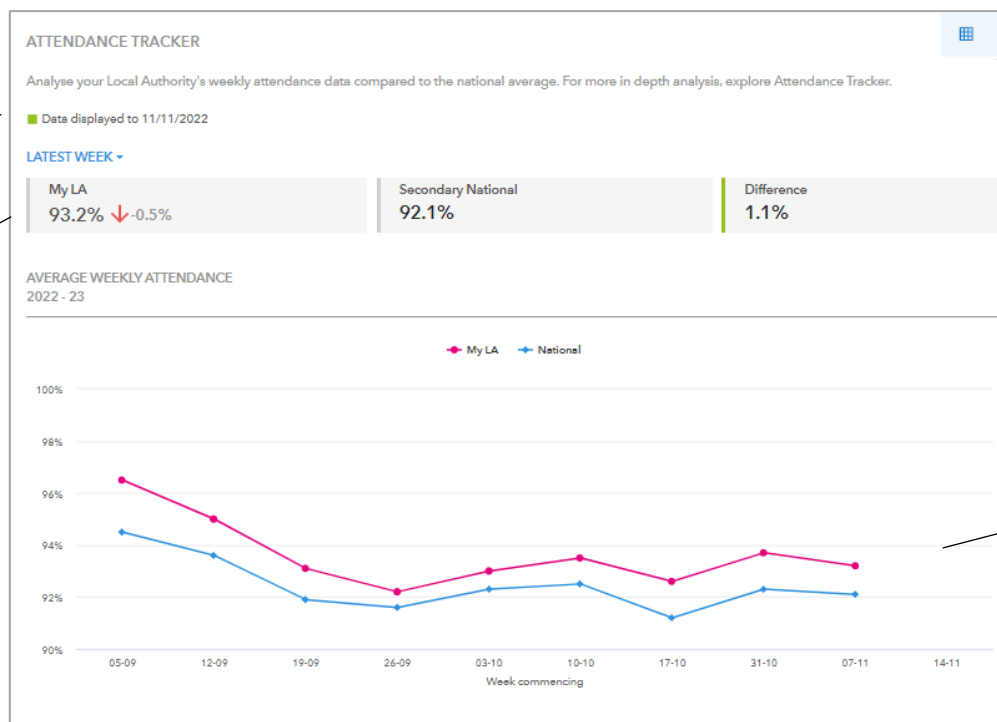
1. We continue to update and improve the site on a regular basis. You should therefore expect to see changes to reports or even new reports appearing from time to time.
2. If you do have any issues or find possible data errors relating to your LA or schools then please do contact [support@fft.org.uk](mailto:support@fft.org.uk) to let us know.
3. If you have any feedback on the site 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.
4. Finally, when using the site **we strongly recommend that you use Google Chrome or the latest version of Microsoft Edge**

## 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 local authority's attendance data for the year compared to the national figure for the selected phase (primary or secondary).

Shows when data is displayed to

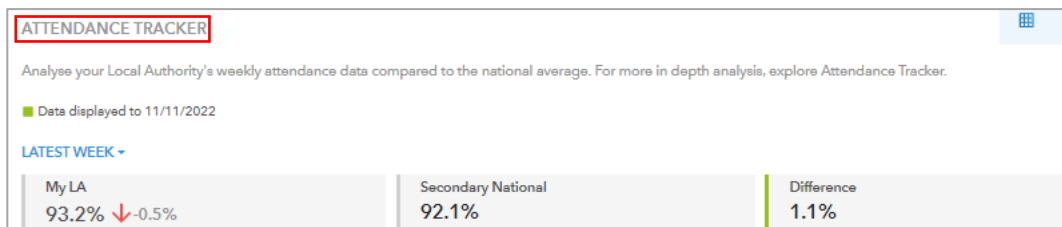
Last week's data for the LA compared to national



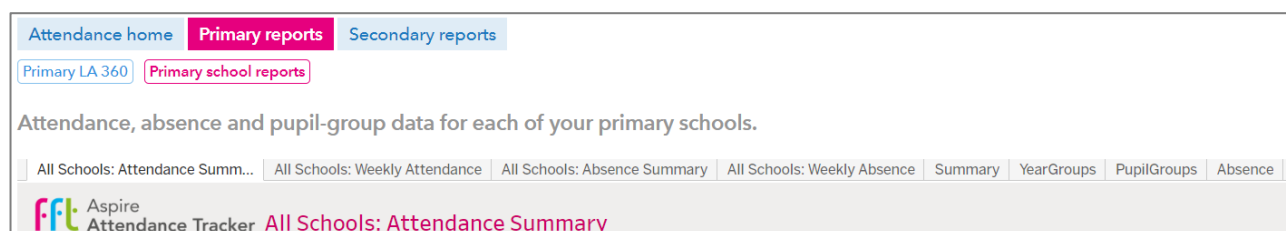
Click to view the weekly data in numerical form

LA and national data for the full year

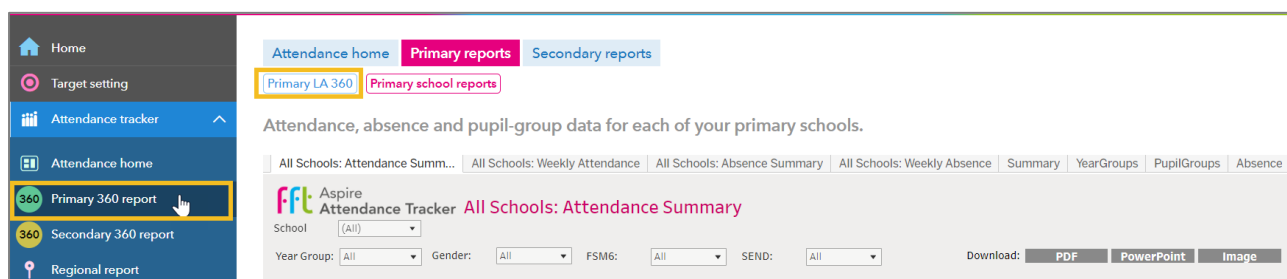
- To access more detailed reports for your local authority please follow the link at the top of the homepage:



- The link will take you to the 'All Schools: Attendance Summary' report for the phase you have selected. Use the filters on the report to interrogate the data further and the tabs at the top to look at different reports.



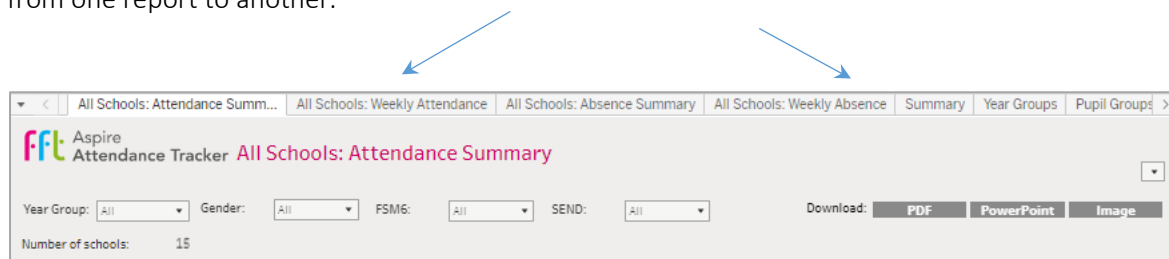
Please note that you can also view your LA's '360' report via the tab shown above OR the navigation panel on the left hand side.



## Attendance Tracker reporting

### Overview

When you click on the primary or secondary link the 'All Schools: Attendance Summary' report for the selected phase will appear. There are 8 reports in total, including this one. 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. 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 the Group reports based on pupil context data. These include:

- Year Group
- Gender
- FSM6
- SEND

You can use single filters or combinations of filters to change the attendance data shown on the reports. The national comparator will reflect the filters selected.

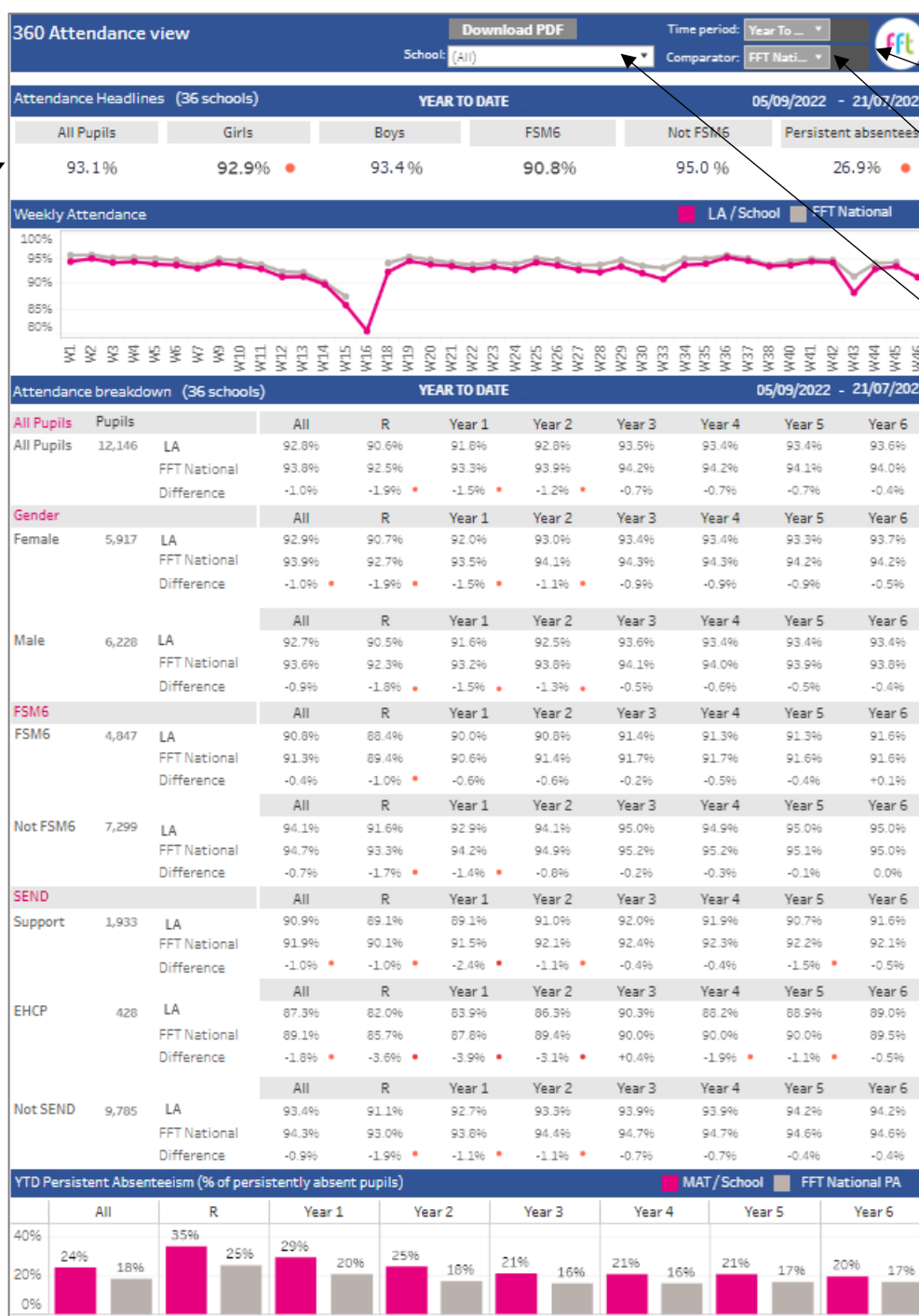
All of the codes that are processed in Attendance Tracker reflect the DFE's current guidance on attendance which is found [here](#)

### What reports are available?

|                                 |  |
|---------------------------------|--|
| 360 Report                      | The 360 report summarises the key year to date attendance data for the LA, pupil groups and year groups. Data can also be viewed for the latest week. Persistent absence is also shown at a whole LA, pupil group and individual year group level. All data is compared to national and regional figures. 360 reports for individual schools or groups of schools can be viewed via a drop-down selector.  |
| All Schools: Attendance Summary | This report shows the cumulative, year to date attendance figure for all schools within the LA that are receiving attendance reports. The data can be filtered by year group, gender, FSM6 and SEND. The school with the highest attendance is displayed at the top of the chart, but this can be reversed to show lowest first. Lines show the LA and FFT national average figures.   |
| All Schools: Weekly Attendance  | This report allows you to see all schools within the LA that are receiving attendance reports. Cumulative and weekly figures are shown. The school figure is compared to the FFT national figure for the same week and indicates if this attendance is above or below the national figure. Data is shown for the current half-term, but can be changed using the 'Term' drop down. The school data can be filtered by year group, gender, FSM6 and SEND.   |
| All Schools: Absence Summary    | This report shows the cumulative, year to date absence figure for all schools within the LA that are receiving attendance reports. The default view is overall absence, and other types of absence can be displayed by selecting from the drop-down option. The data can be filtered by year group, gender, FSM6 and SEND. The school with the lowest absence is displayed at the top of the chart, but this can be reversed to show highest first. Lines show the LA and FFT national average figures.  |
| All Schools: Weekly Absence     | This report allows you to see absence data for all schools within the LA that are receiving attendance reports. Cumulative and weekly figures are shown. The report can be shown for all year groups or individual year groups. The school data can be filtered by gender, FSM6 and SEND.  |
| Summary                         | This report shows the cumulative weekly attendance for the LA, as well as a breakdown of weekly attendance across the LA. The LA figure is compared to the FFT national figure for the same week and indicates if attendance is above or below the national figure. Data is shown for the current half-term, but can be changed using the 'Term' drop down. The LA data can be filtered by year group, gender, FSM6 and SEND. Individual schools and groups of schools can be selected or de-selected using a drop-down option.  |
| Year Groups                     | This report allows you to see the breakdown of attendance for different year groups across the LA and indicates if this attendance is above or below the same year group nationally. Cumulative and weekly figures are shown. Data is shown for the current half-term, but can be changed using the 'Term' drop down. The LA data can be filtered by gender, FSM6 and SEND. Individual schools and groups of schools can be selected or de-selected using a drop-down option.  |
| Pupil Groups                    | This report allows you to see the breakdown of attendance for different pupil groups (gender, SEND & FSM6) across the LA and indicates if this attendance is above or below the same pupil group nationally. Cumulative and weekly figures are shown. Data is shown for the current half-term, but can be changed using the 'Term' drop down. The report can be shown for all year groups or individual year groups. Individual schools and groups of schools can be selected or de-selected using a drop-down option.   |
| Absence                         | This report shows the cumulative weekly absence for the LA, as well as a breakdown of weekly absence across the LA. Absence is broken down by overall, authorised, and unauthorised. The authorised and unauthorised absence figures are then broken down into the separate aspects of authorised absence and unauthorised absence. The report can be shown for all year groups or individual year groups. The school data can be filtered by gender, FSM6 and SEND. Individual schools and groups of schools can be selected or de-selected using a drop-down option. |

## 360 report

The 360 report summarises the key year to date attendance data for the LA, pupil groups and year groups. Data can also be viewed for the latest week. Persistent absence is also shown at a whole LA, pupil group and individual year group level. All data is compared to national and regional figures. 360 reports for individual schools or groups of schools can be viewed via a drop-down selector.



Key headline figures for the year to date

LA & national attendance for the year

LA and individual year group PA figures

Choose to view year to date or latest week

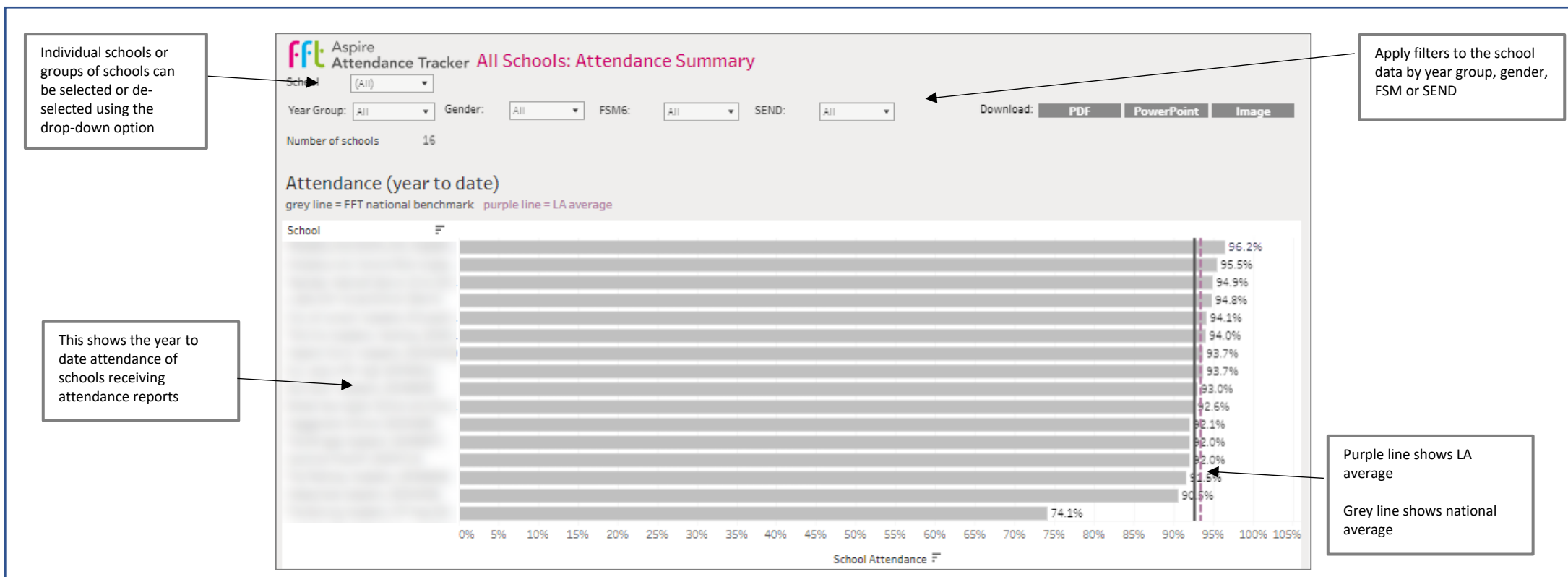
Compare to national or regional

Select a school to view its 360 report

Key pupil group figures

## All Schools: Attendance Summary

This report shows the cumulative, year to date attendance figure for all schools within the LA that are receiving attendance reports. The data can be filtered by year group, gender, FSM6 and SEND. The school with the highest attendance is displayed at the top of the chart, but this can be reversed to show lowest first. Lines show the LA and FFT national average figures.



## All Schools: Weekly Attendance

This report allows you to see all schools within the LA that are receiving attendance reports. Cumulative and weekly figures are shown. The school figure is compared to the FFT national figure for the same week and indicates if this attendance is above or below the national figure. Data is shown for the current half-term, but can be changed using the 'Term' drop down. The school data can be filtered by year group, gender, FSM6 and SEND.

Choose the term you would like to view.

This shows the attendance figures for all of the schools within the LA that are receiving attendance reports

Shaded circles indicate a difference between the LA / school data 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 ●

Aspire Attendance Tracker All Schools: Weekly Attendance

Term: Autumn1 School (All) Year Group: All Gender: All FSM6: All SEND: All

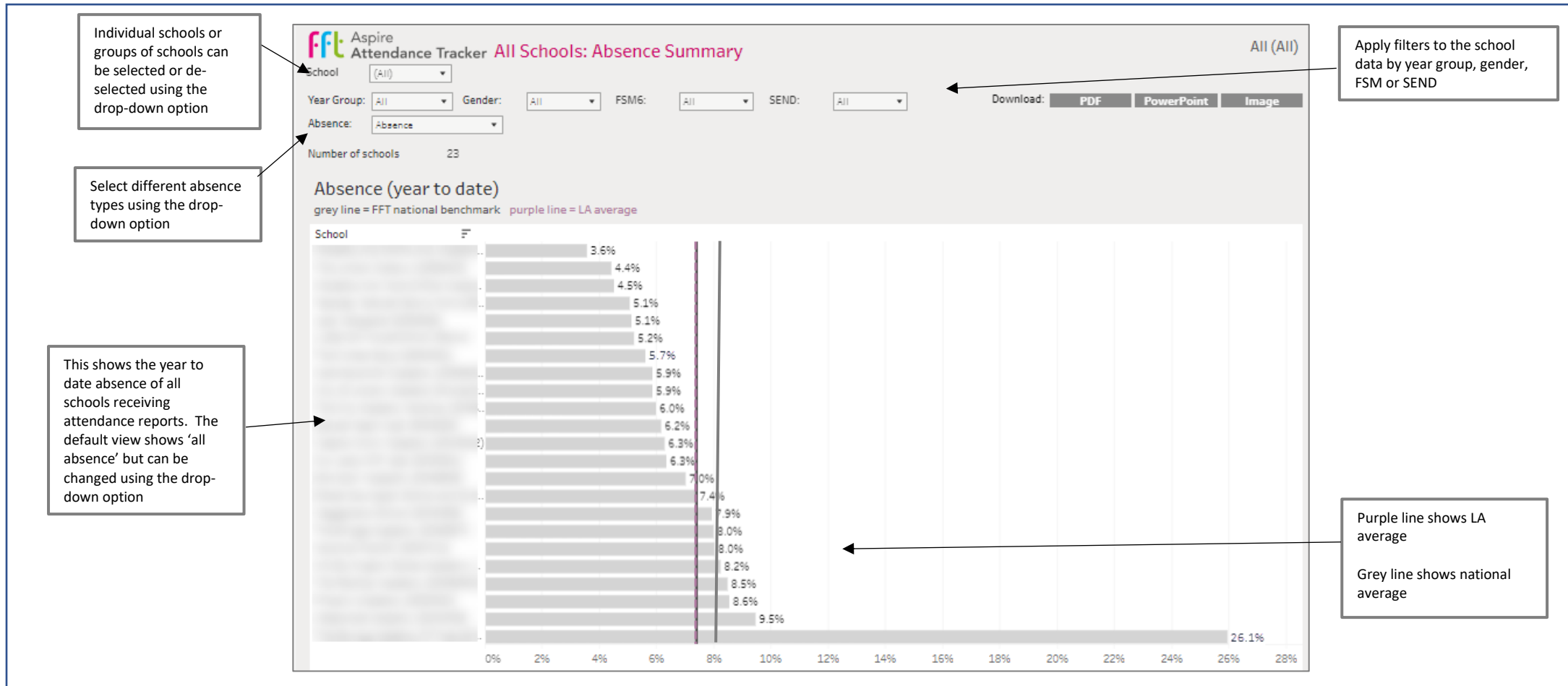
| School | School Attendance.. | 30 Aug | 6 Sep | 13 Sep | 20 Sep | 27 Sep | 4 Oct | 11 Oct | 18 Oct |
|--------|---------------------|--------|-------|--------|--------|--------|-------|--------|--------|
|        | 95.8%               |        | 96.4% | 97.7%  | 96.0%  | 94.0%  | 95.7% | 95.0%  | 95.7%  |
|        | 90.9%               |        | 94.6% | 92.6%  | 91.5%  | 89.8%  | 89.8% | 89.4%  | 89.3%  |
|        | 90.0%               |        | 89.8% | 91.4%  | 89.7%  | 88.1%  | 89.1% | 91.6%  | 89.7%  |
|        | 89.6%               | 75.4%  | 92.7% | 92.1%  | 89.4%  | 86.6%  | 88.6% | 89.4%  | 88.3%  |
|        | 95.0%               | 99.1%  | 96.3% | 96.3%  | 95.7%  | 93.8%  | 95.2% | 95.1%  | 92.2%  |
|        | 92.6%               | 92.6%  | 95.5% | 93.2%  | 91.6%  | 92.4%  | 92.3% | 91.1%  | 92.1%  |
|        | 81.4%               | 95.0%  | 80.6% | 83.6%  | 82.4%  | 81.5%  | 73.8% | 78.9%  | 84.0%  |
|        | 91.9%               |        | 97.0% | 95.5%  | 89.6%  | 88.3%  | 90.6% | 92.2%  | 90.9%  |
|        | 92.7%               | 97.5%  | 95.6% | 93.8%  | 93.1%  | 90.3%  | 91.6% | 92.7%  | 92.0%  |
|        | 94.8%               | 95.9%  | 96.8% | 96.3%  | 94.8%  | 93.3%  | 94.5% | 94.6%  | 93.3%  |
|        | 93.5%               | 98.5%  | 95.7% | 93.5%  | 92.5%  | 92.7%  | 93.4% | 94.2%  | 91.3%  |
|        | 89.8%               | 87.7%  | 92.0% | 92.0%  | 89.3%  | 87.2%  | 89.3% | 90.2%  | 88.8%  |
|        | 93.5%               |        | 96.5% | 96.4%  | 94.1%  | 92.1%  | 94.1% | 94.0%  | 87.1%  |
|        | 84.3%               | 5.3%   | 77.8% | 93.0%  | 91.3%  | 88.8%  | 90.0% | 93.0%  | 87.6%  |
|        | 94.3%               |        | 96.3% | 95.4%  | 94.3%  | 92.1%  | 95.1% | 95.9%  | 91.5%  |
|        | 94.0%               |        | 97.0% | 95.9%  | 93.1%  | 92.5%  | 94.5% | 95.4%  | 91.1%  |

Individual schools or groups of schools can be selected or de-selected using the drop-down option

Apply filters to the school data by year group, gender, FSM or SEND

## All Schools: Absence Summary

This report shows the cumulative, year to date absence figure for all schools within the LA that are receiving attendance reports. The default view is overall absence, and other types of absence can be displayed by selecting from the drop-down option. The data can be filtered by year group, gender, FSM6 and SEND. The school with the lowest absence is displayed at the top of the chart, but this can be reversed to show highest first. Lines show the LA and FFT national average figures.





## All Schools: Weekly Absence

This report allows you to see absence data for all schools within the LA that are receiving attendance reports. Cumulative and weekly figures are shown. The report can be shown for all year groups or individual year groups. The school data can be filtered by gender, FSM6 and SEND.

Choose the term you would like to view.

Aspire Attendance Tracker **All Schools: Weekly Absence**

Term:  School:  Year Group:  Gender:  FSM6:  SEND:  Download:

Absence:

Number of schools: 23 Absence

| School | YTD   | 29-Aug | 05-Sep | 12-Sep | 19-Sep | 26-Sep | 03-Oct | 10-Oct |
|--------|-------|--------|--------|--------|--------|--------|--------|--------|
|        | 8.2%  |        | 11.9%  | 9.3%   | 7.8%   | 7.6%   | 7.0%   | 5.9%   |
|        | 8.0%  | 100.0% | 8.2%   | 6.7%   | 6.9%   | 8.0%   | 8.2%   | 6.8%   |
|        | 5.9%  |        | 5.5%   | 5.6%   | 6.2%   | 5.4%   | 5.5%   | 5.4%   |
|        | 6.3%  |        | 4.7%   | 5.1%   | 7.6%   | 7.2%   | 6.2%   | 6.7%   |
|        | 7.9%  |        | 6.5%   | 7.3%   | 9.1%   | 9.3%   | 6.6%   | 7.4%   |
|        | 5.9%  |        | 7.9%   | 6.1%   | 6.1%   | 5.6%   | 4.4%   | 4.9%   |
|        | 5.1%  |        | 2.1%   | 3.8%   | 7.8%   | 5.7%   | 4.5%   | 5.0%   |
|        | 5.2%  |        | 1.6%   | 2.2%   | 6.2%   | 14.3%  | 9.1%   |        |
|        | 3.6%  | 9.9%   | 3.4%   | 3.2%   | 3.1%   | 3.9%   | 3.6%   | 4.1%   |
|        | 4.5%  | 7.3%   | 4.1%   | 4.6%   | 4.9%   | 4.7%   | 4.4%   | 4.6%   |
|        | 6.3%  |        | 7.4%   | 5.6%   | 8.2%   | 6.7%   | 5.6%   | 5.2%   |
|        | 8.6%  | 13.5%  | 12.0%  | 9.0%   | 9.2%   | 7.1%   | 7.1%   | 6.4%   |
|        | 6.2%  |        | 4.2%   | 5.7%   | 8.5%   | 7.5%   | 5.6%   | 5.2%   |
|        | 7.0%  | 11.4%  | 9.4%   | 6.3%   | 7.5%   | 7.3%   | 6.7%   | 5.4%   |
|        | 7.4%  |        | 7.4%   | 6.6%   | 7.1%   | 8.4%   | 6.4%   | 7.1%   |
|        | 25.9% |        | 10.7%  | 27.5%  | 0.0%   | 28.9%  | 25.7%  | 18.6%  |
|        | 8.0%  |        | 8.9%   | 8.0%   | 10.2%  | 7.4%   | 6.8%   | 8.2%   |
|        | 6.0%  |        | 6.0%   | 4.9%   | 6.2%   | 6.7%   | 6.4%   | 5.6%   |
|        | 5.6%  |        | 4.0%   | 3.8%   | 5.1%   | 8.5%   | 5.2%   | 6.3%   |
|        | 4.4%  |        | 3.2%   | 3.1%   | 4.8%   | 5.4%   | 4.9%   | 4.0%   |
|        | 8.5%  |        | 7.8%   | 7.4%   | 9.3%   | 9.3%   | 8.5%   | 8.2%   |
|        | 9.5%  |        | 15.2%  | 11.0%  | 9.5%   | 8.1%   | 8.4%   | 7.1%   |
|        | 5.1%  |        | 2.1%   | 2.3%   | 3.8%   | 6.5%   | 20.0%  |        |

Individual schools or groups of schools can be selected or de-selected using the drop-down option

Apply filters to the school data by year group, gender, FSM or SEND

This shows the absence figures for all of the schools within the LA that are receiving attendance reports

## Summary

This report shows the cumulative weekly attendance for the LA, as well as a breakdown of weekly attendance across the LA. The LA figure is compared to the FFT national figure for the same week and indicates if attendance is above or below the national figure. Data is shown for the current half-term, but can be changed using the 'Term' drop down. The LA data can be filtered by year group, gender, FSM6 and SEND. Individual schools and groups of schools can be selected or de-selected using a drop-down option.

Choose the term you would like to view.

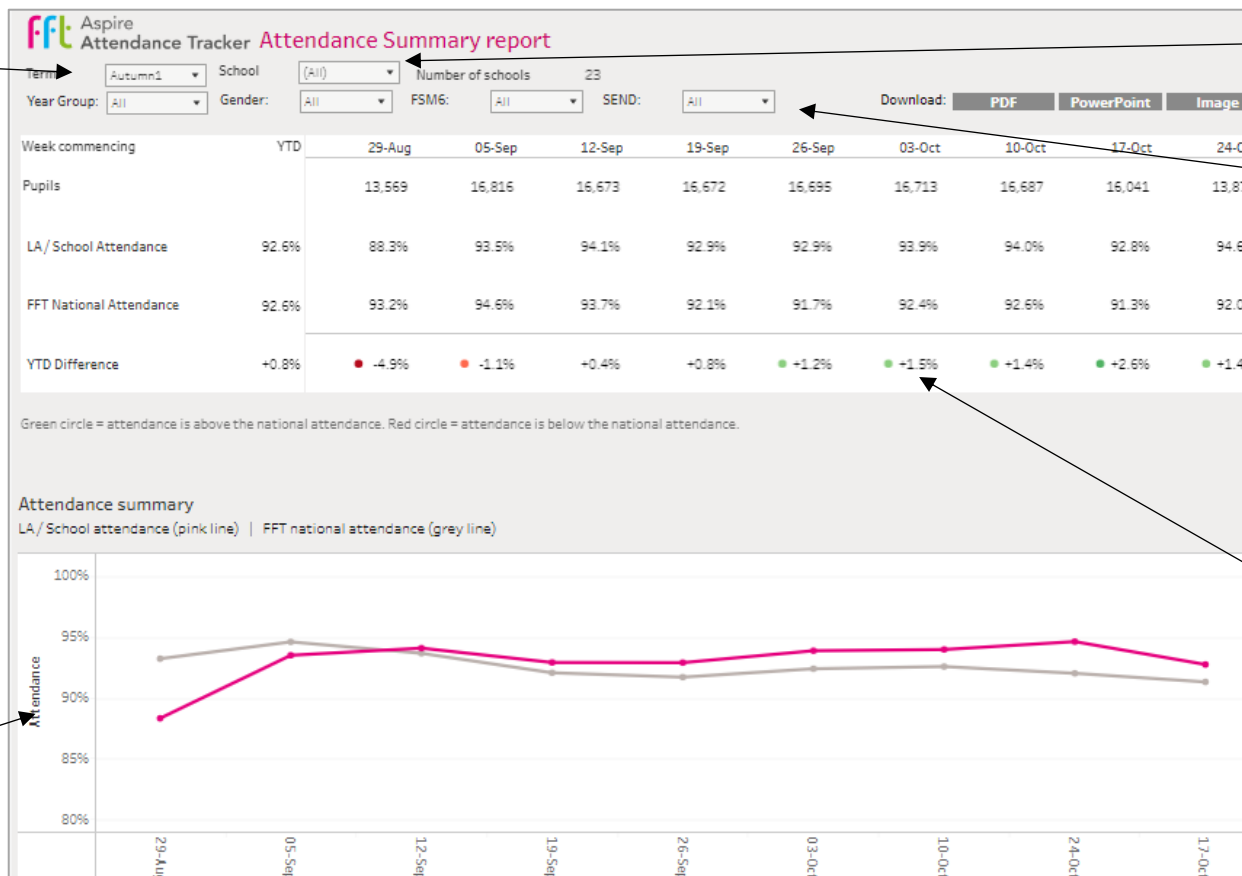
LA / school attendance and FFT National attendance is based on the number of sessions attended divided by the possible number of sessions.

Calculation:

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

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

School National



Individual schools or groups of schools can be selected or de-selected using the drop-down option

Apply filters to the school data by year group, gender, FSM or SEND

The difference between the LA 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 ●

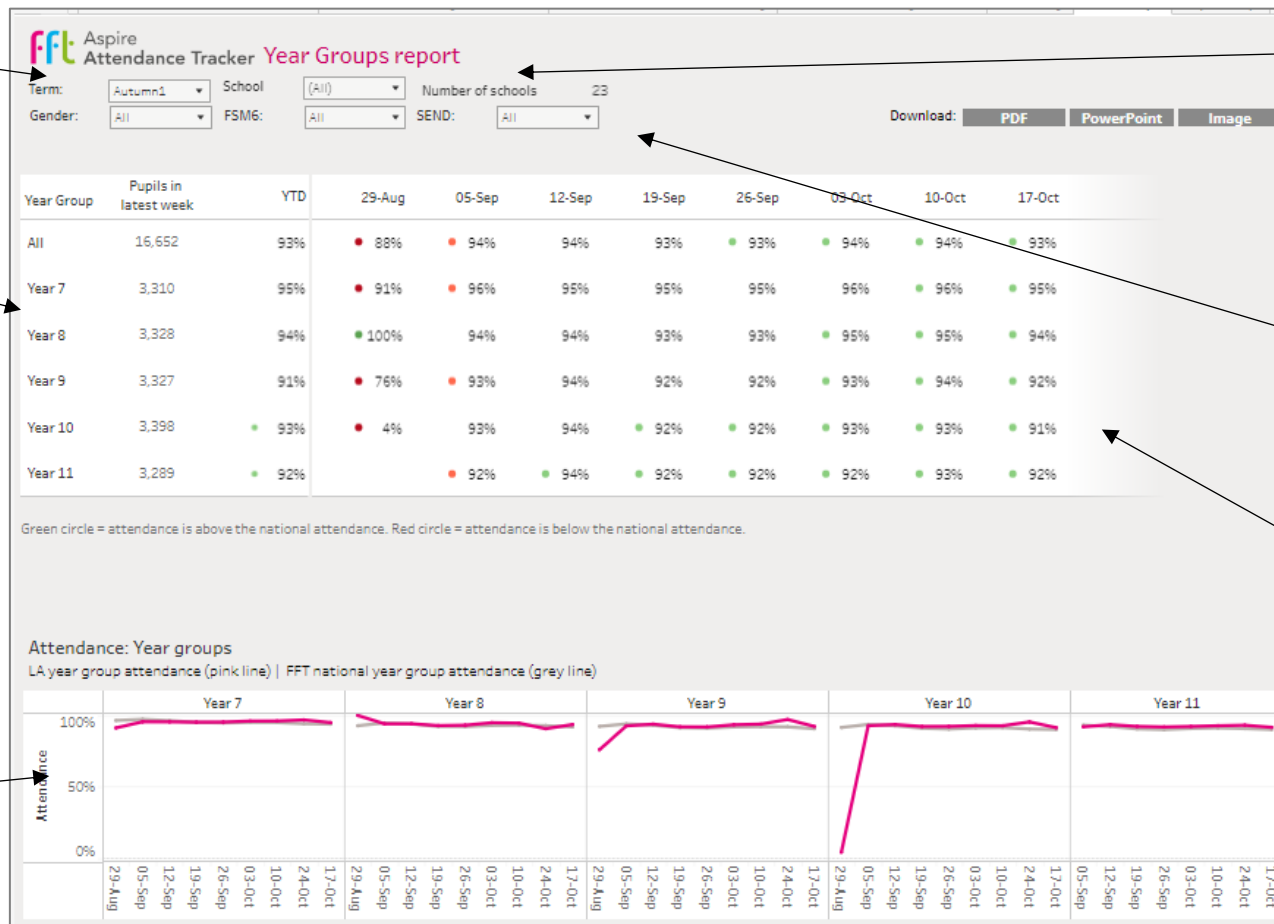
4% or more below national ●

## Year Groups

This report allows you to see the breakdown of attendance for different year groups across the LA and indicates if this attendance is above or below the same year group nationally. Cumulative and weekly figures are shown. Data is shown for the current half-term, but can be changed using the 'Term' drop down. The LA data can be filtered by gender, FSM6 and SEND. Individual schools and groups of schools can be selected or de-selected using a drop-down option.

Choose the term you would like to view.

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



Individual schools or groups of schools can be selected or de-selected using the drop-down option

Apply filters to the school data by gender, FSM or SEND.

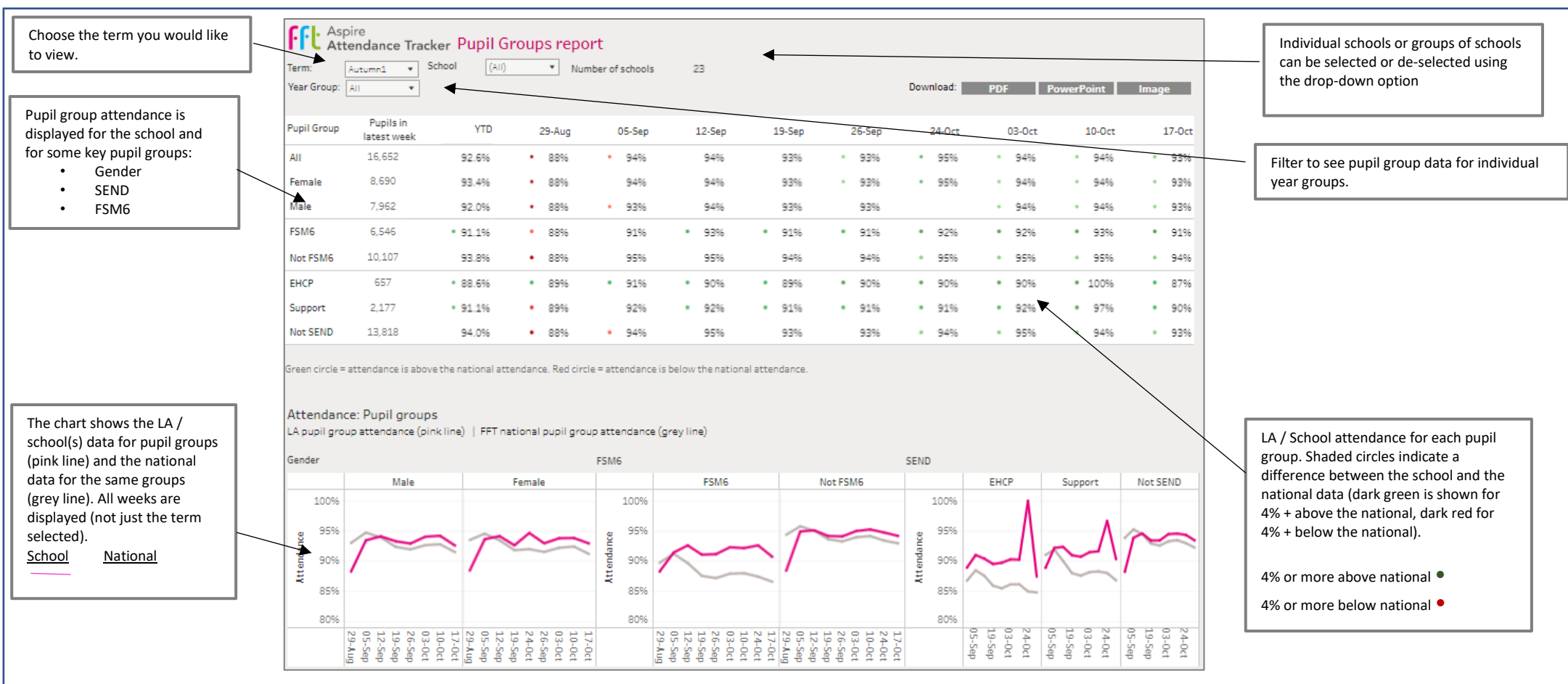
LA / School attendance for each year group. Shaded circles indicate a difference between the school and the national data (dark green is shown for 4% + above the national, dark red for 4% + below the national).

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

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

## Pupil Groups

This report allows you to see the breakdown of attendance for different pupil groups (gender, SEND & FSM6) across the LA and indicates if this attendance is above or below the same pupil group nationally. Cumulative and weekly figures are shown. Data is shown for the current half-term, but can be changed using the 'Term' drop down. The report can be shown for all year groups or individual year groups. Individual schools and groups of schools can be selected or de-selected using a drop-down option.



## Absence

This report shows the cumulative weekly absence for the LA, as well as a breakdown of weekly absence across the LA. Absence is broken down by overall, authorised, and unauthorised. The authorised and unauthorised absence figures are then broken down into the separate aspects of authorised absence and unauthorised absence. The report can be shown for all year groups or individual year groups. The school data can be filtered by gender, FSM6 and SEND. Individual schools and groups of schools can be selected or de-selected using a drop-down option.

Choose the term you would like to view.

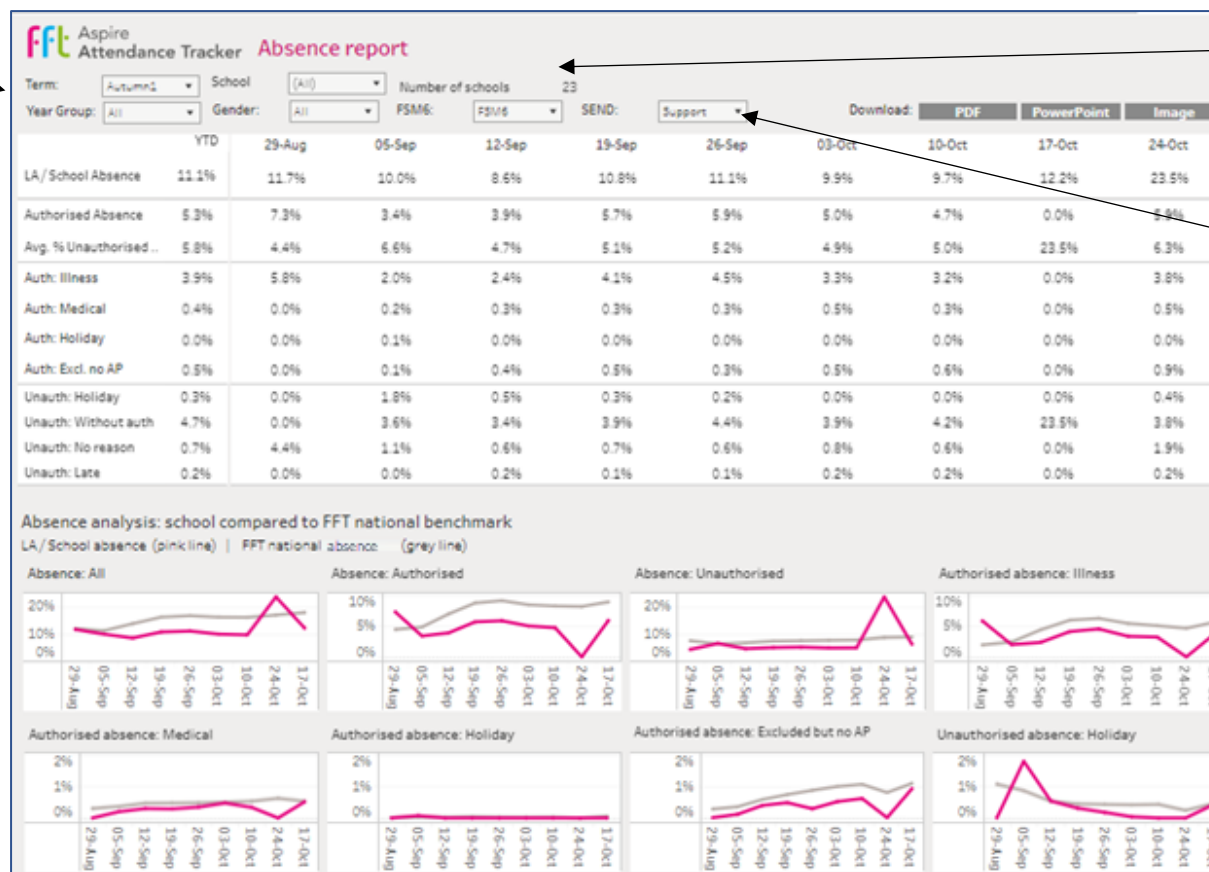
LA / School absence data for each week is shown overall and then broken down by:

- Authorised Absence
- Unauthorised Absence
- Authorised Illness
- Authorised Medical
- Authorised Holiday
- Authorised Excluded
- Unauthorised Holiday
- Unauthorised w/out auth
- Unauthorised No reason
- Unauthorised Late

### Calculation

Total number of sessions missed for reason stated

Total number of sessions possible



Individual schools or groups of schools can be selected or de-selected using the drop-down option

Apply filters to the school data by year group, gender, FSM or SEND

## 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 LA and national figures. There are three shades of green and red; the lightest shade is used when the LA 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 schools have slightly different term dates to the majority of other English schools, will this be shown in the reports?
  - Yes, the attendance reports will reflect your schools' 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 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 some figures in Attendance Tracker different to our schools' MIS?
  - We collect attendance data for the previous 5 days, so if a school has made retrospective attendance changes on their MIS system beyond this time these changes will not be immediately reflected in our reports. Our reports are updated every week whereas a school's MIS can show 'live' figures, which will show the instant impact of any amendments to codes. Schools will need to contact us to re-extract their data. This will bring any retrospective changes into the reports. The 'Data Check' report (available to schools) shows the marks that we have. For further assistance please contact us on 01446 776262 or [support@fft.org.uk](mailto:support@fft.org.uk).

