

# FFT Attendance Tracker Guidance for 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's attendance against thousands of 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:

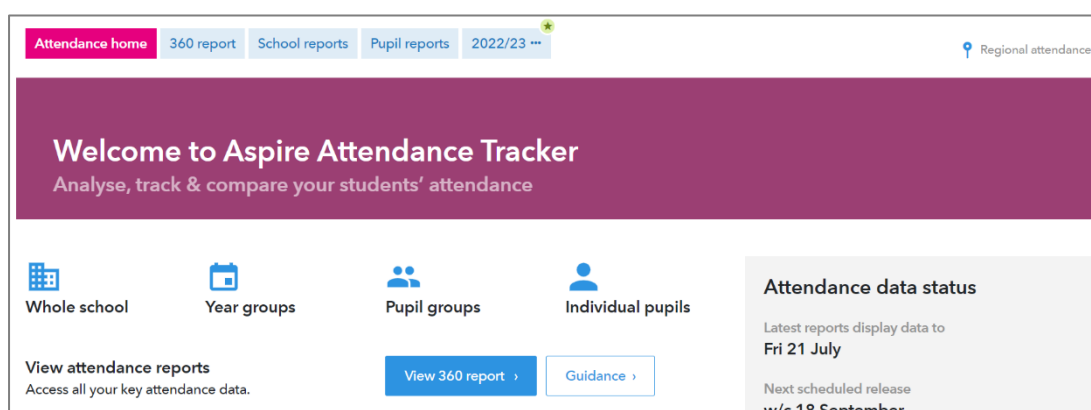
1. We continue to update and improve the site on a regular basis. You should therefore expect to see changes to reports or even new reports appearing from time to time.
2. Initially, the reports are for internal school use only and should not be published externally.
3. If you do have any issues or find 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**

## How to access Attendance Tracker

You can access Attendance Tracker by using the link below. You'll need your regular Aspire username and password to log in: <https://fftaspire.org/app/attendancetracker/>

Once logged in, you'll be taken to the Attendance Tracker homepage. The homepage includes five tabs – **Attendance home**, **360 report**, **School reports**, **Pupil reports** and **2022/23** and two buttons – **School reports** and **Guidance**.

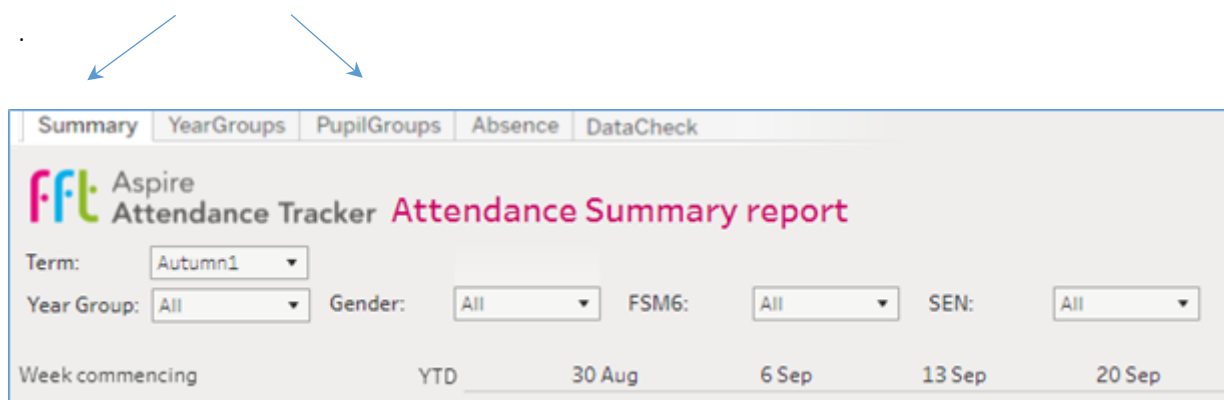
- **360 report** links to your school's 360 report
- **School reports** contain the Summary, Year group, Pupil group, and Absence reports, as well as the 'Data Check' report.
- **Pupil reports** show the 3 pupil reports; 'Pupil list', 'Absence Frequency' (NEW) and 'Individual pupils'
- **2022/23** shows your end of year 360 report for 2022/23, your weekday attendance report for 2022/23 and your termly 360 report\* for 2022/23 (\* coming soon)



## Attendance Tracker reporting

### Overview

When you click on **School reports**, a new report screen will appear. There are 5 reports in total – 4 attendance reports and 1 data checking report. Click on the **tabs** to move from one report to another. Selecting **Pupil reports** takes you to the 'Pupil list' and 'Individual Pupil' reports.



### 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 the Group reports based on pupil context data. These include:

- Year Group
- Gender
- FSM6
- SEND

Additionally the following filters appear on the 'Pupil List' and 'Absence Frequency' reports:

- EAL
- Ethnicity
- Registration Group
- Year to date attendance

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

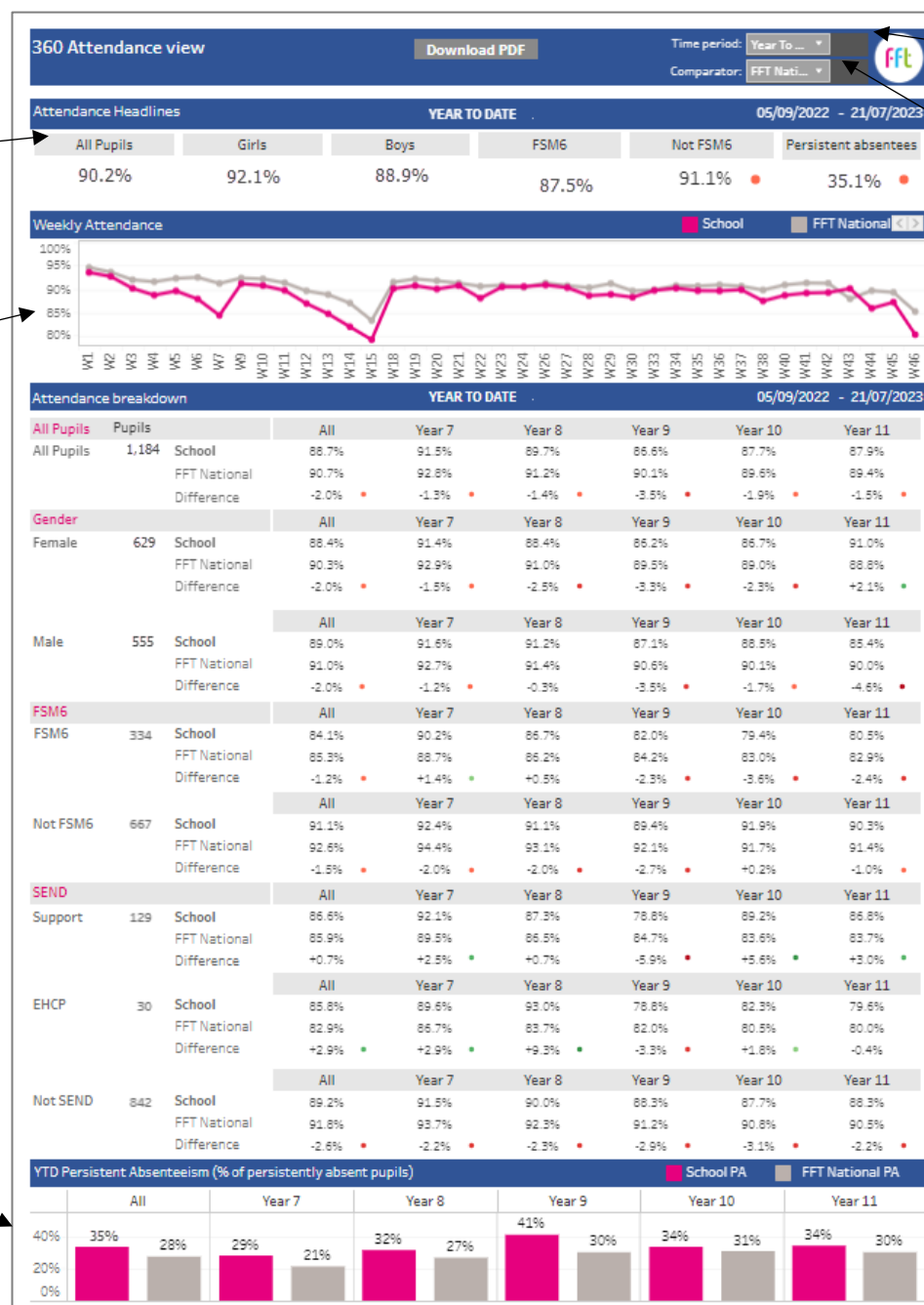
All of the codes that are processed in Attendance Tracker reflect the DFE's current guidance on attendance which is found [here](#)

## What reports are available?

360 Report	The 360 report summarises the key year to date attendance data for the school, year groups and pupil groups. Data can also be viewed for the latest week. Persistent absence is also shown at a whole school, pupil group and individual year group level. All data is compared to national and regional figures, as well as similar schools.
<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 and national data can be filtered by year group, gender, FSM6 and SEND.
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 and national data can be filtered by gender, FSM6 and SEND.
Pupil Groups	This report allows you to see the breakdown of attendance for different pupil groups (gender, FSM6 & SEND) 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 total absence, authorised absence and unauthorised absence. 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 and national data can be filtered by year group, gender, FSM6 and SEND.
Data Check	This report has a table that 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), excluded marks, absent without authorisation marks, reason not yet provided marks, late after registration closed marks, X marks 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 report allows you to see 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, FSM6, SEND, EAL and Ethnicity. Pupils can be sorted into bands based on their YTD attendance figure, and can also be sorted on the number of weeks with less than 100% attendance. Overall attendance and absence figures (authorised and unauthorised) are shown for the selected group, with the default showing all pupils.
Absence Frequency (NEW)	This report shows a week by week breakdown over the full academic year and highlights any instances of less than 100% weekly attendance. The report can be shown for all year groups or individual year groups. The data can be filtered by Registration group, Gender, FSM6, SEND, EAL and Ethnicity. Pupils can be sorted into bands based on their YTD attendance figure, and can also be sorted on the number of weeks with less than 100% attendance.
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).

## 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, pupil group and individual year group level. All data is compared to national and regional figures, as well as similar schools (\*coming soon).



Key headline figures for the year to date

School & national attendance for the year

Whole school and year group PA figures

Choose to view year to date or latest week

Compare to national or regional

Key pupil group 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 and national data can be filtered by year group, gender, FSM6 and SEND.

Choose the term would like to view.

Number of pupils each week.

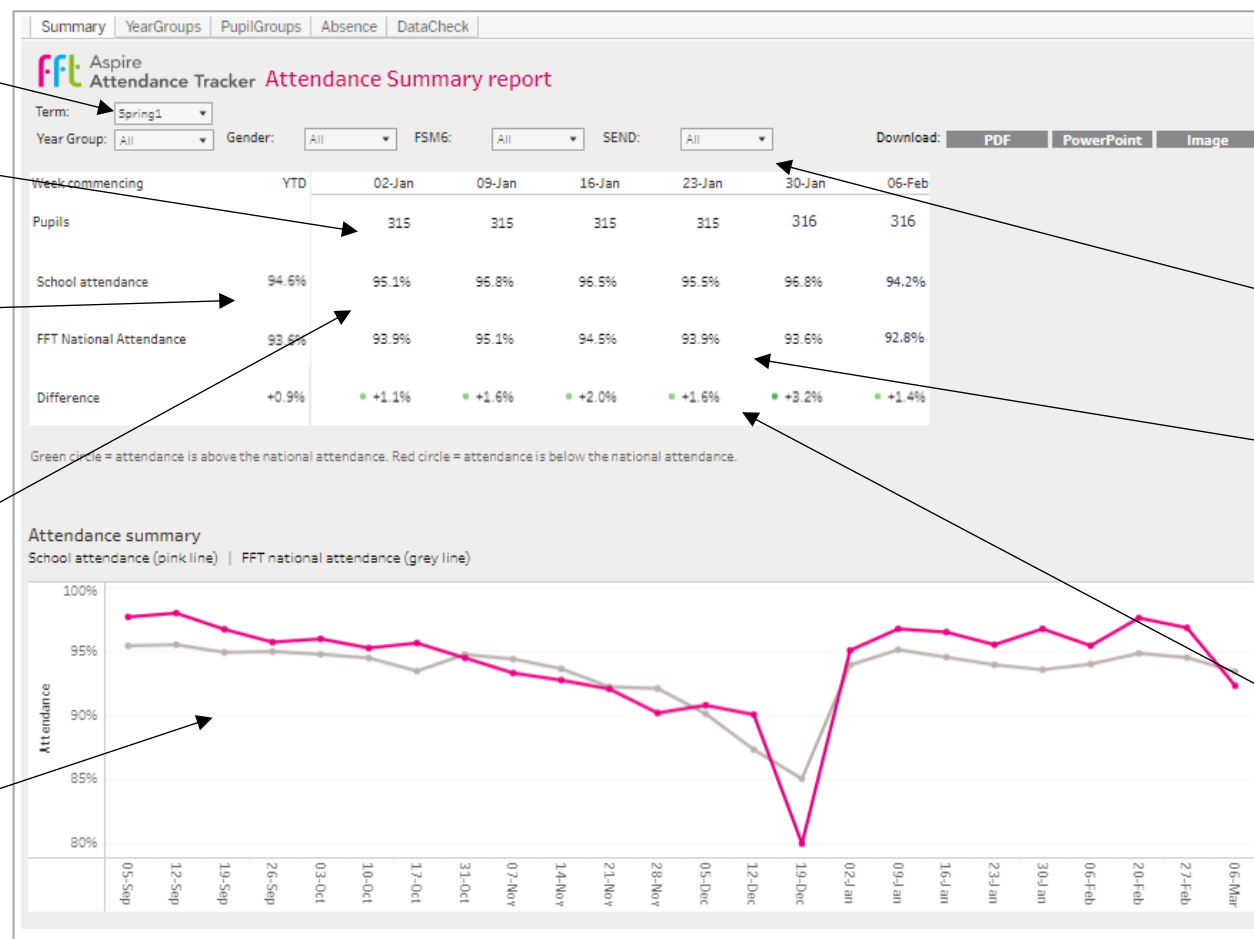
'YTD' shows the 'year to date figure' for school and national attendance

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, FSM6 or SEND

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 and national data can be filtered by gender, FSM6 and SEND.

Choose the term you would like to view.

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

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

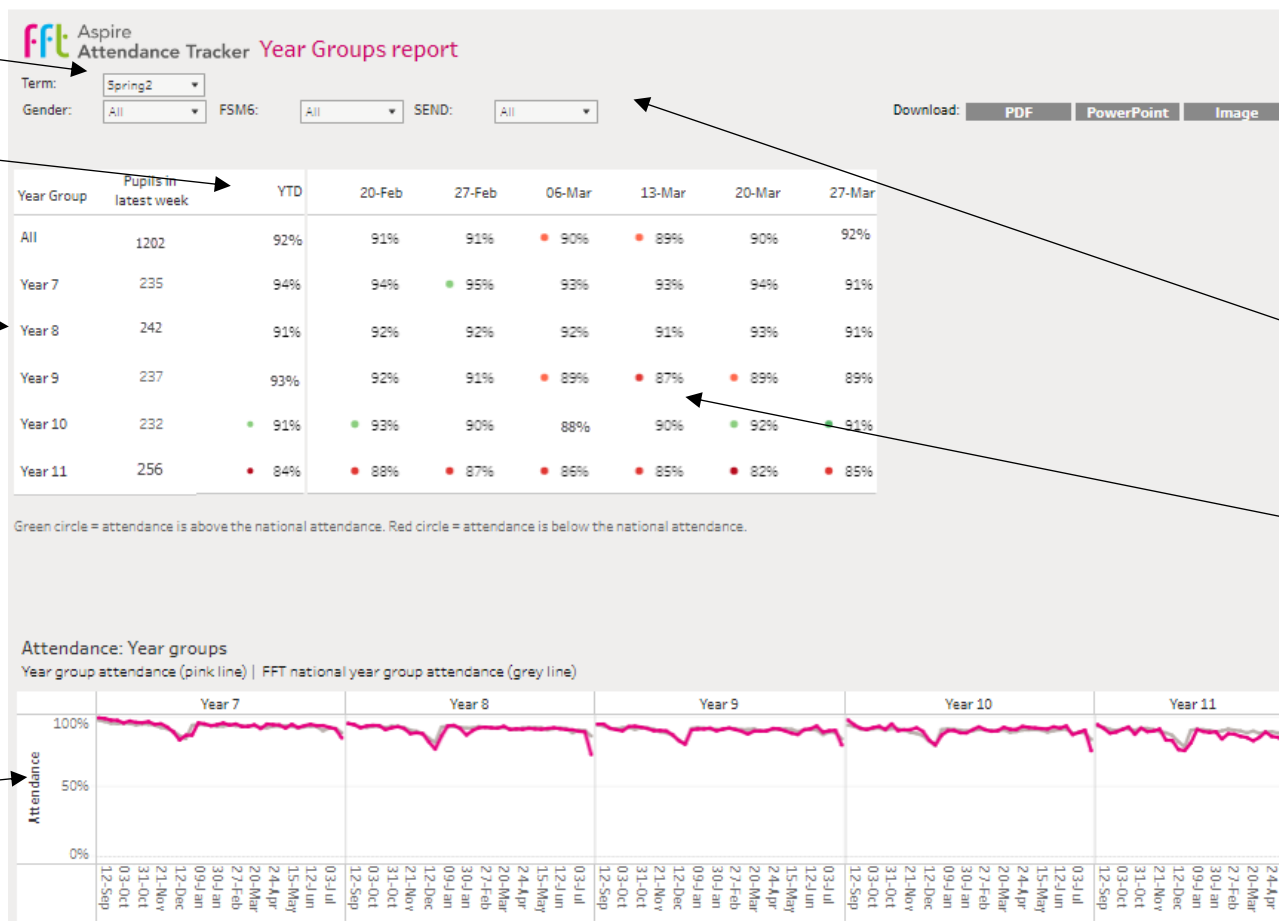
#### Calculation

Total number of sessions attended by all pupils in Year X

Total number of sessions possible for all pupils in Year X

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).

School National



Apply filters to the school data by gender, FSM6 or SEND.

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).

## Pupil Groups

This report allows you to see the breakdown of attendance for different pupil groups (gender, FSM6 & SEND) 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
- SEND
- FSM6

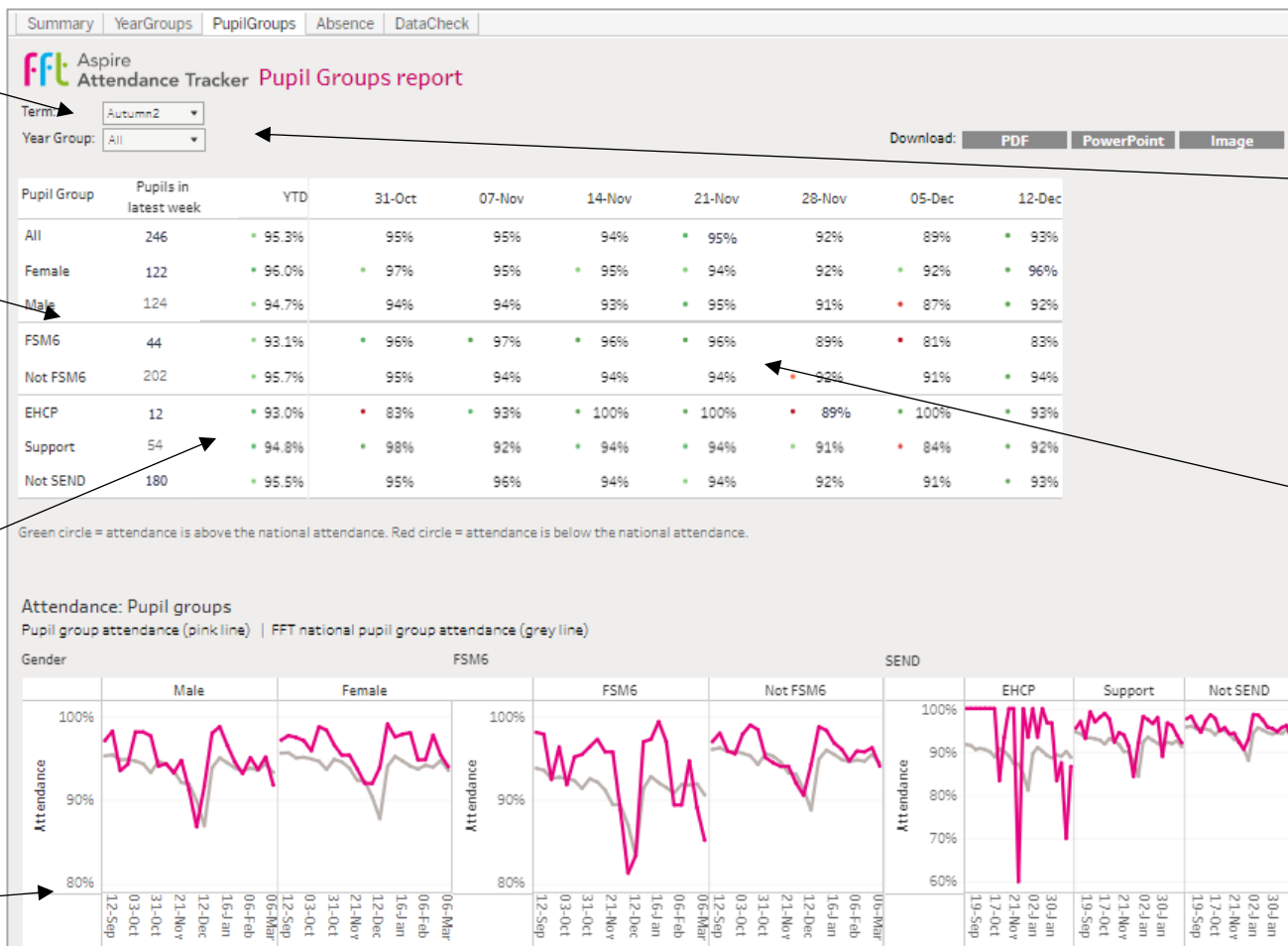
Calculation:

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

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

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).

School      National



Filter to see pupil group data for individual year groups.

Endofweek Id: 20210507  
Fsm6 Id: FSM6  
School attendance: 90.9%  
Difference: + 4.6%

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 ●

## Absence

This report allows you to see the breakdown of absence by authorised and unauthorised overall, authorised illness and medical, and holiday (authorised and unauthorised). The report can be shown for all year groups or individual year groups. The school and national data can be filtered by year group, gender, FSM6 and SEND.

Choose the term you would like to view.

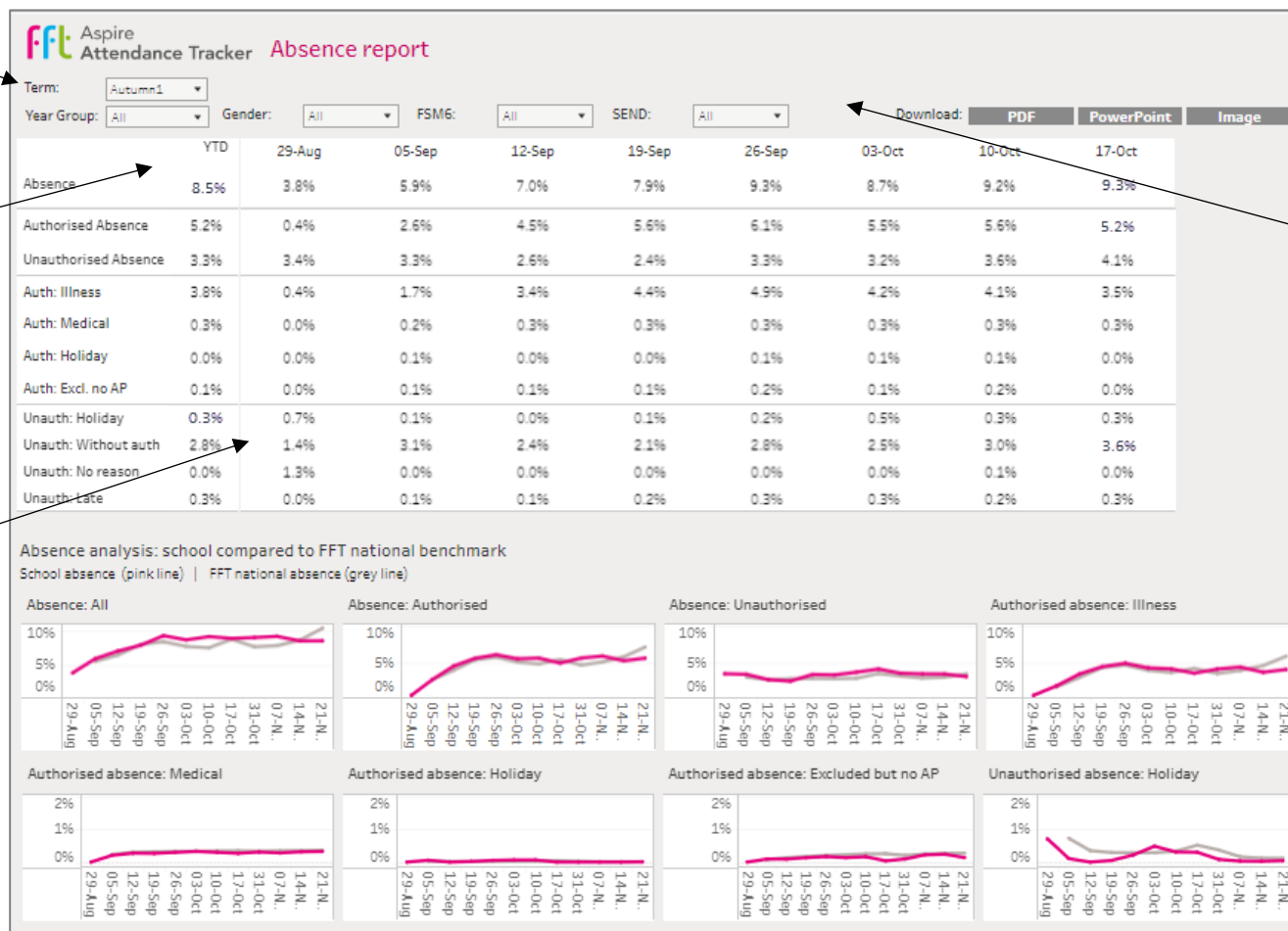
'YTD' shows the Year to Date figure for overall absence and separate aspects of absence

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

- Authorised Absence
- Unauthorised Absence
- Authorised: Illness, Medical, Holiday & Exclusions
- Unauthorised: Holiday, Without authorisation, No reason given, Arrived after registration closed

### Calculation

Total number of sessions missed for reason stated



Apply filters to the school data by year group, gender, FSM6 or SEND.

The charts show the school absence data and the national data for the same absence code (grey line). All weeks are displayed (not just the 8 week period selected).



## Data Check

This report has a table that 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), X marks and the total of 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, FSM6 or SEND.

Shows the total marks for each attendance / absence category

**ff** Aspire  
Attendance Tracker **Data check report**

Term:  Year Group:  Gender:  FSM6:  SEND:

	5 Sep 22	12 Sep 22	19 Sep 22	26 Sep 22
Pupils	934	914	920	920
Total Marks	9,189	9,098	7,299	9,140
Present	8,019	8,098	6,456	7,969
Absence	1,170	1,000	843	1,171
Authorised	129	235	309	372
Unauthorised	1,041	765	534	799
Illness	94	199	273	312
Medical	19	20	22	33
Holiday Authorised	0	0	0	0
Excluded but no AP	0	0	0	2
Holiday Unauthorised	140	77	36	14
Absent without auth.	765	624	481	722
Reason not yet provided	122	50	15	53
Late after reg. closed	14	14	2	10
X Marks	0	0	0	0
Not Counted Marks	139	42	1,889	50

Download:

Example School

## Pupil List

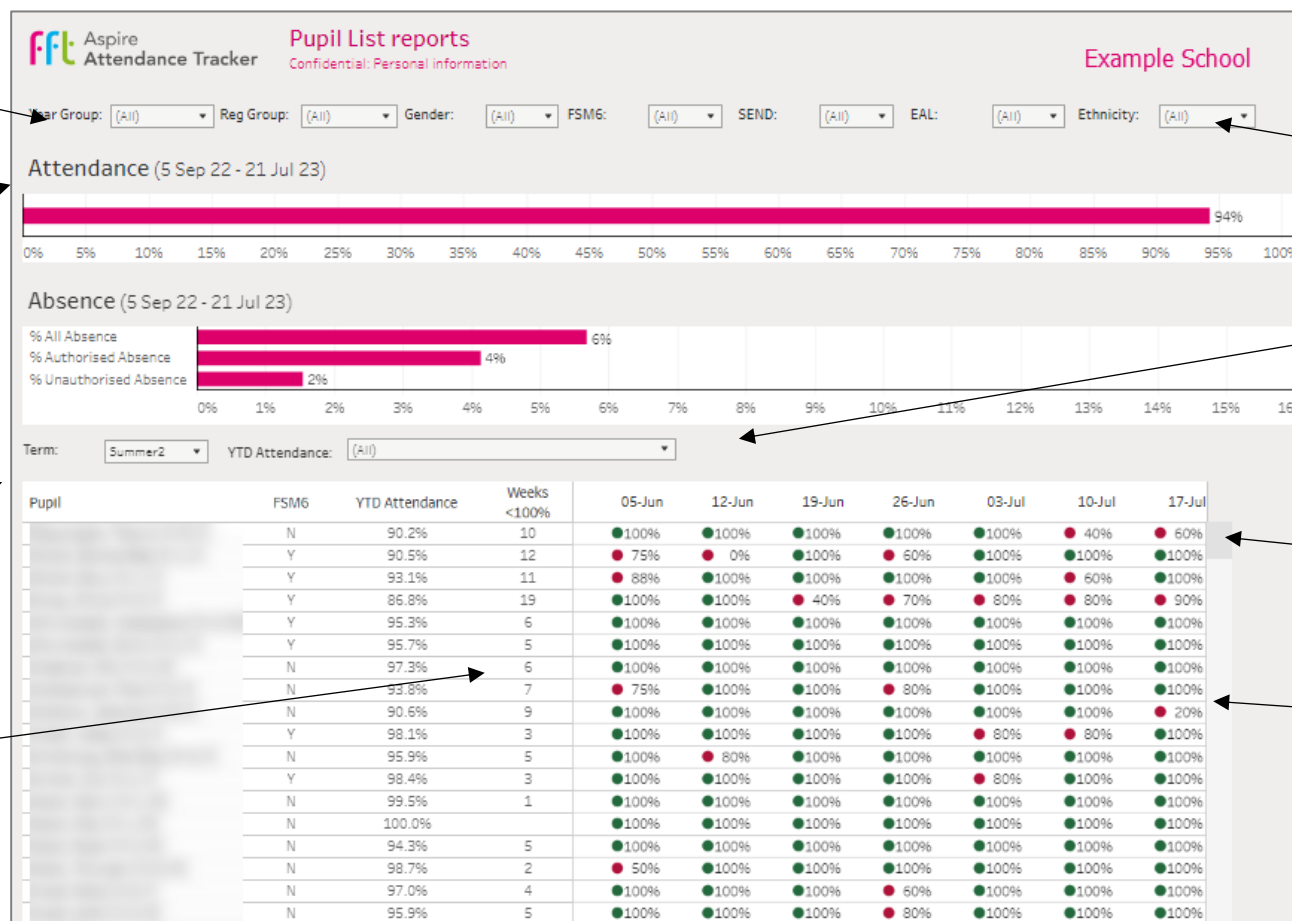
This report allows you to see a breakdown of attendance for individual pupils for each week, as well as their YTD attendance figure. The report can be shown for all year groups or individual year groups. The data can be filtered by Registration group, Gender, FSM6, SEND, EAL and Ethnicity. Pupils can be sorted into bands based on their YTD attendance figure, and can also be sorted on the number of weeks with less than 100% attendance. 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.

Shows the number of weeks that each student's attendance has been below 100%. This can be sorted.



Apply filters to the pupil list by year group, registration group, gender, FSM6, SEND, 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%.

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

[illegible]

## 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)

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.

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 English 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).*
8. Is there any more training I can attend?
  - *Yes, we have Attendance Tracker webinars every few weeks. Details of these will be in the attendance communications as well as [here](#).*

