

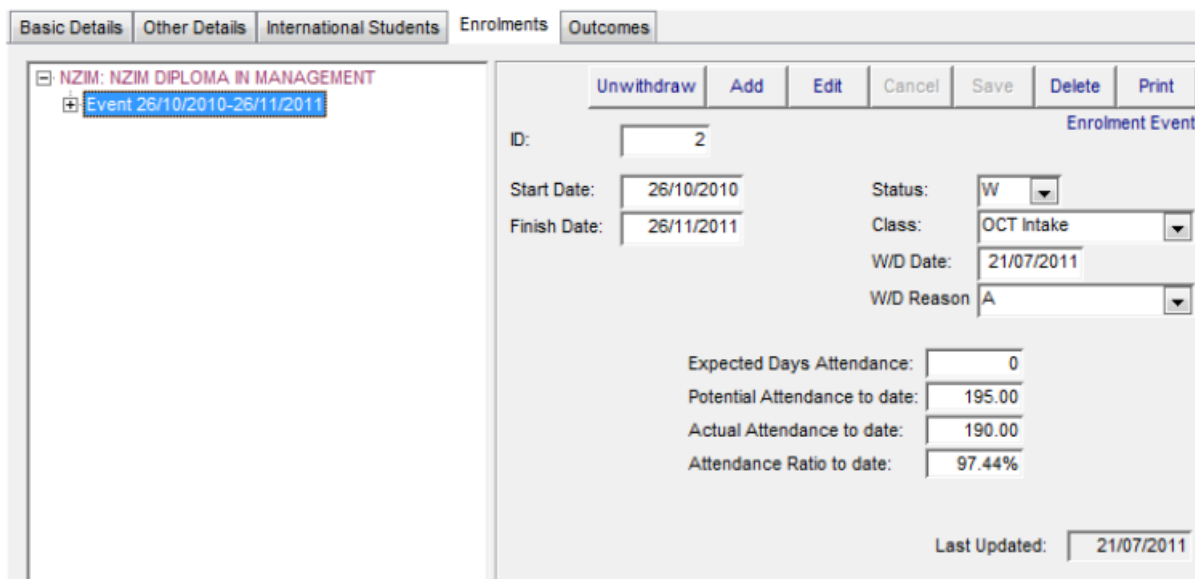
Tip Sheet No.38

Attendance

Once an enrolment is created in Nipper you can record whether the student was absent or present for any day (or part day) of that enrolment, and determine the percentage of classes the student has attended. This process assumes you have already enrolled the student. Organisations which make travel allowance payments to students and use the Nipper Travel Payment Excel report attendance data can be included in the report.

1. Attendance Information on the Students Form

On the Student Form click on the Enrolment tab, the Enrolment Event will show you the attendance rate for that enrolment:



Field	Value
ID	2
Start Date	26/10/2010
Finish Date	26/11/2011
Status	W
Class	OCT Intake
W/D Date	21/07/2011
W/D Reason	A
Expected Days Attendance	0
Potential Attendance to date	195.00
Actual Attendance to date	190.00
Attendance Ratio to date	97.44%
Last Updated	21/07/2011

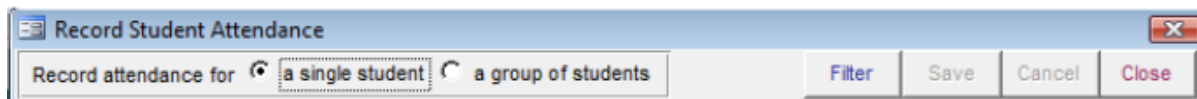
The fields on the tab are:

- **Expected Days of Attendance** – This is the number of days the student is expected to attend from their enrolment event start date to their enrolment event finish date. You can enter the value here but it is for information only and not required for the attendance ratio calculation.
- **Potential Days of Attendance** – This value is calculated by Nipper from attendance data you enter during the student's period of enrolment. It shows how many days the student would have attended if they had attended all possible classes.
- **Actual Days of Attendance** – This value is also calculated by Nipper from attendance data you enter during the student's period of enrolment. It shows you how many days the student has actually attended.
- **Attendance Ratio** – This is calculated automatically by Nipper by dividing the Actual Days of Attendance by the Potential Days of Attendance.

Note: All day values are expressed to two decimal points. If recording that a student attended all day on a given day you would enter "1.00", but if the student only came in for a quarter of the day enter "0.25".

2. Record Attendance for One Student or a Group

Click Attendance on the Enrolments menu. When recording attendance you can do so for either a single student or for a group of students. Select the appropriate radio box from the top of the window.



3. Refine the Selection

For the Single student option, select your student and their enrolment from the drop down box.

If you've selected the group option, select further options that will identify the group you are looking for. The selection, though it looks different from filter options elsewhere in Nipper, works the same way. In the example below we would see only students who are enrolled in the NZIM qualification AND who were in the Oct Intake class.

Select Students:

Enrolled as at:

Class:

Qualification:

Student Status:

Branch:

Organisation:

Record Attendance for the Period: To:

Include Weekend Days:

In either case enter the range of dates you want to record absences for. Only dates in that range will be available when you click the Filter button. The students you select can be enrolled in different content with different dates. The only requirement is that at least part of their enrolment is between the date range you've entered. If your students study on Saturdays and Sundays also tick the Include Weekend Days box, otherwise only weekdays will be available. You cannot enter a "To" date that is after today.

4. Recording absences and attendances

Once you've clicked the Filter button the following form is displayed:

Record Student Attendance Σ 3

Record attendance for a single student a group of students

Name	ID	Day	Date	Code	Potential	Attendance	Comment	Travel
Aardvaark, John Perc	999	Monday	06/02/2012	P	1.00	1.00		Y
Aardvaark, John Perc	999	Tuesday	07/02/2012	P	1.00	1.00		Y
Aardvaark, John Perc	999	Wednesday	08/02/2012	E	1.00	1.00	Attended tangi	N
Aardvaark, John Perc	999	Thursday	09/02/2012	P	1.00	1.00		Y
Aardvaark, John Perc	999	Friday	10/02/2012	A	1.00	0.25	Left after morning break	Y

Record: No Filter Search

Qualification:
 Enrolled From:
 To:
 Status:

There will be a line for each student, for each day they are enrolled in the period you have selected. Note that students who have withdrawn do not have lines for days after their withdrawal date. When the student(s) are first displayed the system assumes they are present until you tell it otherwise. So for each day, they have both a potential and actual attendance of one day. As a rule you will only need to change values where a student has been absent or where there is a holiday.

The columns on the form work as follows:

Code – this field will default to “P – Present” meaning that the student was in attendance for the potential period on that day. The value can be changed to:

- “A – Absence (non excused)” – the student did not attend when required. This type of absence will reduce a student’s attendance ratio.
- “E – Excused Absence” – the student was absent and their absence was excused; for example the student has a doctor’s appointment or a job interview. This type of absence will not affect a student’s attendance ratio.
- “X – Excluded” – this day is not to be counted at all. You will use this code for days such as public holidays or days on which there no classes for some other reason. These records will not affect a student’s attendance ratio.

Potential – this field will default to 1.00 when the code is “P”, “A”, or “E”, meaning that the student is expected to attend for one full day. Change this value only if there was a day when, for example, the student is only expected to be in attendance for the morning. In which case you would change the value to 0.50. If the code is “X” the Potential field will be set to zero by Nipper.

Attendance – this field will default to 1.00 unless the code is “X”. The value will get changed only in the following circumstances:

- If you change the Potential value and the student was present or excused (i.e. codes “P” and “E”) you must change Attendance to the same value as you entered in Potential.○
- If you change the value of the code to “A” you must reduce the value of Attendance by the appropriate amount. If the student did not turn up at all on the day set the value to 0.00. If the student missed just quarter of a full day change the value to 0.75.
- If you entered a Code of “X” the value of Attendance will automatically be set to 0.00.

Comment – use this field to record a comment such as “Sick ”, “Doctor’s Appointment”, etc.

Travel - this field is used by the Travel Payments report and is therefore relevant only if you have FTTO, TFW, or Youth Guarantee students. If the field contains a “Y” the student will be paid a travel allowance for that day. If the field contains an “N” they will not be paid a travel allowance. You will find that the field is filled automatically by Nipper. The only time you may need to change it is if the code is “E” because the student had an excused absence for part of the day but did in fact attend for the rest of the day. In this case you would need to change the Travel value from “N” to “Y”.

Click **Save** once you have finished.

5. Producing Attendance Reports

To produce an attendance report choose the Student Attendance report from the General Reporting screen. This report is filtered in the usual way and displays the potential attendances, absences, and their ratio.

Note: If you’ve not viewed that student’s attendances they will not have any absences or attendances.

6. Travel Payments Report

This report in is intended for Nipper users who have the ERS interface. It cannot be used if you do not have the interface.

The report creates an Excel file with trainees details from Nipper and allows a user to enter the number of days attended from which a payment amount is calculated. The Excel file can be imported into some accounting systems so that payments are processed automatically.

For Nipper users who also have access to the Nipper Attendance functionality the number of days attended will be filled automatically providing that you have recorded attendance data as described above. The daily travel amount will have been entered on the ERS Student form and the total travel amount is calculated by a formula in the Excel file.

Note: students who have withdrawn will not be shown on this report if its start date is after the student’s withdrawal date.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Code	Title	Name	Start	Last D	Finish	Week	Fundn	Daily Travel Amou	Number of Days Attende	Total Trav	Bank Sort Cod	Acct Num
2	0231.11.00	National Certificate in Empl	Aardvaark John Percival	15/03/2009		11/12/2009	39	06	30.00	9	270.00	030201	0699244-00