



Manually calculate your student attendance rates

This guide helps you to manually calculate required data for the Student Attendance (STATS) collection and can also be used to assist with checking attendance data your school technology provider produces.

Who should use the STATS data collection tools?

We recommend small schools or schools with limited technical support use the STATS collection tools. The tools enable school staff to:

- enter information about school/location, students and their attendance
- generate the required data in XML format for upload for each of the STATS reporting periods (Semester 1 and Term 3).

The updated tools assist you to provide the correct data in the right format. Data collection tools are available on the [SchoolsHUB STATS](#) page.

What is a cohort?

A cohort is a group of students with the same characteristics. Student cohorts are defined by year level (including **Primary Ungraded** and **Secondary Ungraded**) and the combination of gender and all students or Indigenous students.

Each reported year level may have up to six cohorts:

- all male students (including Indigenous students)
- all female students (including Indigenous students)
- all gender X* students (including Indigenous students)
- Indigenous male students only
- Indigenous female students only
- Indigenous gender X* students only.

* Gender X data is not published at that level of detail. ACARA applies a methodology to allocate this data to other gender categories.

Contents

Important reminders	3
How to calculate student attendance rates.....	4
Include students.....	4
Exclude students	4
Calculate the number of schools days in the reporting period.....	4
Calculate the student level data	5
1. Identify Indigenous students	5
2. Calculate the <i>Possible Schools Days</i> for each student	5
Calculate the number of <i>Attendance Days</i> for each student.....	6
Calculate the <i>Attendance Rate</i> for each student	10
Calculate the Cohort data for submission.....	10
Calculate the total number of <i>Possible School Days</i> for a cohort	10
Calculate the number of <i>Attendance Days</i> for a cohort	11
Count the number of students in a cohort with an <i>attendance rate of less than 90% (<90%)</i>	11
Count the number of students in a cohort with an <i>attendance rate equal to, or greater than 90% (≥ 90%)</i>	11
Calculate <i>Possible School Days</i> of students in a cohort with an attendance rate equal to, or greater than 90% (≥ 90%)	12
Need more help?	12

Important reminders

Some important things to remember when calculating student attendance rates are:

1. Data is provided for each location (campus) of Primary, Secondary and Special school.
2. Data is provided by reporting period (Semester 1 and Term 3).
3. Data is provided by cohort:
 - a. Year level, gender and all students (including Indigenous students).
 - b. Year level, gender and Indigenous students only.Include **ONLY** full-time enrolled students in Years 1 to 10 and ungraded students in the typical age group of students in Years 1 to 10.
4. A student can be counted more than once **ONLY** if they are recognised as a full-time student at the state level but attends as a part-time student at more than one school.
5. Ungraded students are those students who cannot be allocated to a year of education. Ungraded students are:
 - a. either Ungraded Primary or Ungraded Secondary according to the typical age level in each State or Territory, and
 - b. reported as ungraded if the school is a Special School.

How to calculate student attendance rates

Include students

Include any student at the school that is enrolled full-time in Years 1 to 10, or is an ungraded student in the typical age groups for students in Years 1 to 10, at any time during the reference periods. Ungraded full-time students in special schools are included in the STATS collection.

Note: Students enrolled full-time for only part of the reference period, but who ceased enrolment are included for the period they were enrolled at the school i.e. include the days they attended the school.

Exclude students

Exclude any student at the school location identified as:

- a. Foundation (Year 1 minus 1) and earlier program students
- b. Years 11 and 12 students.
- c. Part-time students
- d. Distance education students

Note: General descriptions on treatment of incidents/absences for schools and whether students should be included or excluded can be found at Appendix B in STATS 2023 Data technical Specification.

Calculate the number of school days in the reporting period

School Days in a Reporting Period are the days that your school is open and conducting lessons in Semester 1 or Term 3. This is calculated at the cohort level.

For most schools, there are 80-110 school days in Semester 1 and 40-60 school days in Term 3.

Count the number of days that your school is open (conducting lessons) during the reporting period for each cohort. The resulting figure is the number of school days in the reporting period.

When counting the number of school days in a reporting period exclude:

- weekends
- public holidays
- school holidays
- religious holidays
- pupil-free days
- grade-specific non-school days (for example, moderation days, pupil-free days)
- strike action/industrial action
- all classes cancelled for the day (for example, due to a traumatic event impacting students)
- unexpected temporary school closure (for example, power failure, water failure, closure due to danger from or due to a natural event such as bushfire, cyclone, flood etc)
- natural disaster/event where students are unable to travel to school and school is closed (for example, travel to school is prevented by road closures due to a natural disaster/event such as bushfire or cyclone and the school is closed on that day).
- whole-of-cohort (for example, Year Level) or school closure due to a confirmed COVID-19 case (for example, school is closed for a deep clean after confirmation of a COVID-19 case at the school).
- other days on which student attendance at school is not required.

Calculate the student level data

Use the following steps to calculate the student attendance data for each student's attendance.

1. Identify indigenous students
2. Calculate the possible school days for each student

1. Identify Indigenous students

Identify students at the school location recorded as Indigenous. Count these students in both the All Students and Indigenous Students count for their Year and gender.

Note: It is usually easiest to complete the below steps for Indigenous students before all students.

2. Calculate the *Possible Schools Days* for each student

The number of days a student is enrolled at the location is used as the Possible School Days a student could have attended the location during the reference period (Semester 1/Term 3).

Possible Schools Days can be different for each student. However, in many instances, the Possible Schools Days for a student will be the same as the School Days in Reference Period unless the:

- Student enrolled late
- Left the school during a reference period or
- Changed from full-time to part-time.

The number of Possible School Days for a student **must not** exceed the number of School Days in a Reporting Period for the cohort.

The following are examples of Possible School Days for a student.

Example 1: Max is enrolled for the entire duration of the reporting period

Max is enrolled at the school for the entire duration of the reporting period (Semester 1 or Term 3). The number of Possible School Days for Max is the same as the School Days in the Reporting period for his cohort.

Example 2: Sally enrolls at the school halfway through the reporting period

Sally enrolled at the school halfway through the reporting period (Semester 1 or Term 3). The Possible School Days for Sally would be the number of school days between the date Sally started at the school and the end of the reporting period.

Example 3: Joanna transfers to another school one week before the end of the reporting period

Joanna transfers to another school one week before the end of the reporting period (Semester 1 or Term 3). The Possible School Days for Joanna span from the start of the reporting period up to, and including, the last day Joanna was at the school.

Example 4: David changes from full-time to part-time enrolment

David changed his enrolment status from full-time to part-time at the start of Term 2 (half-way through the Semester 1 reporting period). **Part-time students are not included in the STATS collection.**

However, David is included for the time in the reporting period when David was a full-time student. The Possible School Days for David span from the start of the reporting period up to, and including, the last day David was full-time enrolled.

Calculate the number of *Attendance Days* for each student

An Attendance Day is a Possible School Day where the student attended school. An Attendance Day includes the days or parts of days that the student was at school. How a school counts the attendance of a student is a school policy decision.

The number of Attendance Days for each student must not exceed the number of Possible School Days for a student, nor the number of school days for the cohort in the reporting period.

Count the number of days each student attended school **after applying the following rules** to their attendance record:

1. In 2020, the Australian Curriculum Assessment and Reporting Authority (ACARA) changed the [National Standard for Student Attendance Data Reporting](#). ACARA now advises that:
 - a. Any student day where the absence recorded is less than or equal to 2 hours it is to be reported as a whole day attendance.
 - b. Any student day where the absence recorded is greater than 2 hours it is to be reported as a part day attended. Part-day absences are to be reported as 0.5.
2. If the school closes for part of a day due to an emergency or if it is a holiday for part of the day, then count attendance for that day as a whole day. Those students who did not attend that day are counted as absent for the whole day.
3. If a full-time student moves schools during the reporting period, then report their attendance on the days that they were enrolled at the school. For example, a new student arrives at the school in week three of Term 3 and is in attendance for the remainder of Term 3. This student's attendance from week three of Term 3 to the end of Term 3 must be reported by the school for the STATS collection.
4. If a student attends multiple schools, is enrolled full-time at one school and an informal arrangement exists between the schools, then all absences and attendances must be attributed to, and counted at, the main school.
5. Absences by the student must be treated as identified in Table 1.

Table 1: Absences/incidents included as attended school days.

General description of incidents/absences	Treatment of absence Absent / Present / NA	Possible school days Included / Excluded
A. Unexplained/unauthorised absences Absences where the school does not receive any explanation, or where the reason for absence is considered unacceptable . Includes absences such as: <ul style="list-style-type: none">• Truancy• Unexplained• Without parent/guardian approval	Absent	Included

General description of incidents/absences	Treatment of absence Absent / Present / NA	Possible school days Included / Excluded
<ul style="list-style-type: none"> Unacceptable explanations as determined by the school 		
B. Religious/cultural absences Approved/notified absences due to recognised religious or ceremonial activity	Absent	Included
C. Parent-approved absences Includes absences such as: <ul style="list-style-type: none"> Family event Extended holidays 	Absent	Included
D. Medical Approved/notified absences due to medical reasons. Includes absences such as: <ul style="list-style-type: none"> Illness External medical appointment with health care professionals including counselling 	Absent	Included
E. Disciplinary (Out-of-school) Disciplinary action that is <u>not</u> on school grounds. Includes suspensions but excludes internal suspensions (see F).	Absent	Included
F. Disciplinary (In-school) Disciplinary action that is <u>on</u> school grounds. Includes internal suspensions	Present	Included
G. Behavioural reasons Behavioural absences, e.g. disengagement. Excludes disciplinary action (see E or F).	Absent	Included
H. Bereavement Approved/notified absences due to bereavement. Includes absences such as: <ul style="list-style-type: none"> Funeral Personal Bereavement 	Absent	Included
I. School closed School closed for religious, public or other holiday. Includes absences such as: <ul style="list-style-type: none"> Unexpected temporary school closure Strike action/industrial action School unavailable School choice Individual school calendars All classes cancelled for the day 	NA	Excluded
J. Natural disaster/event Natural disaster/event where students are unable to travel to school <u>and</u> school is closed. Includes instances such as:	NA	Excluded

General description of incidents/absences	Treatment of absence Absent / Present / NA	Possible school days Included / Excluded
<ul style="list-style-type: none"> • Bushfires • Floods • Earthquakes • Pandemics 		
K. Approved educational activity Attendance at an approved/sanctioned school event where the student is not required to attend school. Includes absences such as: <ul style="list-style-type: none"> • Excursions • Flexible timetable • Attending another school • Vocational Education Training (VET) activities • Learning programs delivered remotely during a natural disaster/event* 	Present	Included
L. Work experience programs Approved participation in/attendance at work experience related programs. School is responsible for students on these programs. NSSC states that <i>students' time spent on work experience programs, as part of the school curriculum or program, should be treated as time in school.</i>	Present	Included
M. Employment Short-term employment. School is not responsible for students during this period; however, student remains officially enrolled.	Absent	Included
N. Explained other absence Absences from school due to acceptable reasons, other than any of those listed in this table.	Absent	Included

* Requires reasonable evidence that remote learning has occurred by way of return of schoolwork (paper or online) or participation in an online classroom or the teacher doing a roll call in another virtual form of way.

General description of incidents/absences	Treatment of absence Absent / Present / NA	Possible school days Included / Excluded
<p>O. Exemptions</p> <p>Approved exemptions such as certificate of exemptions, only for exceptional circumstances. Reasons for exemptions must not conflict with other descriptions in this table.</p> <p>Includes approved short-term employment for NSW and SA such as employment in the entertainment industry where approval and exemption from class has been given by the appropriate school personnel.</p> <p><i>Note:</i> Due to the low number of absences in this category, some jurisdictions may choose to include these absences as possible school days. Although this is not recommended, this has minimal impact to the national and jurisdictional attendance rate.</p>	NA	Excluded
<p>P.1. Detention/Juvenile Justice/Suspension/Immigration Detention Centres – notified</p> <p>School is notified that student is at the relevant centre. See P.2 for notified absences.</p> <ul style="list-style-type: none"> WA: Student is enrolled in main school but is part of Immigration Detention Centre. 	NA	Excluded
<p>P.2. Detention/Juvenile Justice/Suspension/Immigration Detention Centres – not notified</p> <p>If school is not notified, then the student would be absent for 'unexplained/unauthorised' reasons.</p>	Absent	Included
<p>Q. Behaviour centre</p> <p>Absences of students who are moved to a behaviour centre, but who nevertheless remain enrolled in their main school. All data are attributed back to main school.</p>	Present	Included
<p>R. Tutorial Centres</p> <p>Absences at the main school for students who are moved to a tutorial centre, but who nevertheless remain enrolled in their main school.</p>	Present	Included
<p>S. Excluded</p> <p>Student is no longer enrolled at the school. This includes expulsion or similar.</p> <p>If the student has been identified as enrolled and attending at another school, then this non-attendance can be excluded from being reported. If after 6 weeks of consecutive days non-attendance a student cannot be located to confirm if they remain enrolled at the school, then this non-attendance is excluded from being reported.</p>	NA	Excluded

Calculate the *Attendance Rate* for each student

A student's Attendance Rate is the percentage of Possible School Days the student attended in the reporting period. Calculate this rate for each student in a cohort, using the following equation, to determine whether the student had equal to, greater than, or less than 90% attendance.

$$\text{Attendance Rate (\%)} = 100 \times \frac{\text{Student's Actual Days of attendance}}{\text{Student's Possible School Days}}$$

Example 5: Calculate John's Attendance Rate at School A

John is enrolled at School A in Semester 1 for 80 Possible School Days. John attends School A for 75 of those 80 days. John's Attendance Rate is calculated as follows:

$$\text{John's Attendance Rate for Semester 1} = 100 \times \frac{75}{80}$$

$$\text{John's Attendance Rate for Semester 1} = 93.75\%$$

John is counted as a student with an attendance rate of greater than 90%.

Calculate the Cohort data for submission

Use the student-level data (from previous section) to calculate the cohort data for submission to the collection.

Reminder: A cohort is the combination of year level, gender and all students or year level, gender and Indigenous students, the cohorts in each year level for Student Attendance are:

1. All males
2. All females
3. All gender X
4. Indigenous males
5. Indigenous females
6. Indigenous gender X

Calculate the total number of *Possible School Days* for a cohort

Calculate the total number of Possible School Days for a cohort, by adding the Possible School Days of all students in the cohort.

Note: When manually entering data into the SchoolsHUB STATS collection, enter the combined total for a cohort in the Possible School Days column.

Example 6: Calculate the Year 3 female cohort's Possible School Days

There are five female students in Year 3 (i.e. the cohort is All females in Year 3) at School A whose Possible School Days are as follows:

- Betty = 80
- Sylvia = 78
- Jill = 80
- Bernadette = 60
- Beverley = 80

Possible School Days for All Females in Year 3 is:

$$80 + 78 + 80 + 60 + 80 = 378 \text{ Possible School Days for Year 3 females}$$

Calculate the number of *Attendance Days* for a cohort

Calculate the total number of Attendance Days for a cohort, by adding the Attendance Days of all students in a cohort.

Note: When manually entering data into the SchoolsHUB STATS collection, enter the combined total for a cohort in the Attendance Days column.

Example 7: Calculate the Year 3 female cohort's Attendance Days

For example, using the same cohort as at Example 6 above, for five female students in Year 3 (i.e. the cohort is All females in Year 3) at School A whose Attendance Days are as follows:

- Betty = 78
- Sylvia = 78
- Jill = 80
- Bernadette = 59
- Beverley = 80

Attendance Days for All Females in Year 3 is:

$$78 + 78 + 80 + 59 + 80 = 375 \text{ Attendance Days for Year 3 females}$$

Count the number of students in a cohort with an *attendance rate of less than 90% (<90%)*

You calculated each student's percentage attendance rate at the step called 'Calculate the Attendance Rate for each student.' also count the total number of students who had an attendance rate of less than 90%.

Note: When manually entering data into the SchoolsHUB STATS collection, enter the combined total for a cohort in the Counts of students with attendance rates <90% column.

Count the number of students in a cohort with an *attendance rate equal to, or greater than 90% ($\geq 90\%$)*

Count how many students in the cohort had an attendance rate of equal to or greater than 90%. You calculated each student's percentage attendance rate at the step called 'Calculate the *Attendance Rate* for each student.' also count the total number of students who had an attendance rate of equal to or greater than 90% (i.e. all the student that attended 90% or more).

Note: When manually entering data into the SchoolsHUB STATS collection, enter the combined total for a cohort the Counts of students with attendance rates equal to or greater than 90% column.

Calculate *Possible School Days* of students in a cohort with an attendance rate equal to, or greater than 90% ($\geq 90\%$)

Calculate the total Possible School Days for Students equal to or greater than 90% attendance. To do this:

1. Identify the students with an attendance rate of equal to or greater than 90%
2. Sum the Possible School Days for these students.

Repeat from Calculate the Possible Schools Days for each student to here for *each* cohort at *each* campus for the reporting period.

Once you have the data above, you can enter it into SchoolsHUB.

Need more help?

We are here to help. You can contact us by:

- email: attendancehelpdesk@education.gov.au
- phone: 1800 677 027 (select option 2, then option 3)
- visit: [SchoolsHUB STATS](#)
- submitting a new support request online from our Help and Support Centre.