

Student Attendance (STATS) Collection

Non-Government Schools Data Specification:

2017 Collection

Version 1.00

Last Updated: 13 February 2017

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Change History

STATS Collection Year	Changes to data specification	
	Section	Change Made
2017	3.1	Insert reference to list of out of scope students at section 4
	3.2	Add cross reference to definition of non-school days and update dates to 2017 dates
	3.3	Update dates to 2017 dates
	4	Update students in scope and out of scope for the collection
	7.2	Added dot point that Indigenous students must also be counted in all student population for each grade/sex combination
	7.3	Added dot point to clarify counting of students enrolling or leaving part way through the reference period (excluding expulsion) and enrolled but attended zero days.
		Update students not included in STATS to match section 4 list.
	7.4	Treatment of boarding school absences.
	7.6	Correct layout of calculation.
	8	Appendix A: better explain the calculations for each of the calculated fields; possible school days – no decimal points allowed.
	9	Appendix B: <ul style="list-style-type: none"> • Change title of last column to 'Include in Possible School Days Count' with answers in column as Yes or No to make it clearer for schools about which incidents/absences are counted in the Possible School Days Count. • Add boarding students at C (parent/guardian approved absence) • Update item S (expelled) • Add item T (student leaves school mid term)

1 Purpose

The purpose of this document is to define the data requirements for the 2017 Student Attendance Collection (STATS). This ensures the Australian Government Department of Education and Training (the department) receives consistent data across sectors, jurisdictions, school systems and independent schools.

2 Audience

The audience for this specification is:

- Data analysts and programmers in education sectors, jurisdictions and school systems
- Software providers to schools where their product supports the STATS. (**Please note** it is the responsibility of the organisation using the software provider to ensure they have a copy of this specification).
- School Services Point (SSP) application developers within the Australian Government Department of Education and Training.
- Individuals submitting Student Attendance data for the school through Schools Entry Point (SEP) which provides access to the SSP STATS module.

3 Collection Overview

3.1 About the Collection

The Student Attendance Collection (STATS) gathers data about the attendance of all full-time students at school in Year 1 through to, and including, Year 10 in non-government (Catholic and independent) schools in all Australian States and Territories.

For in scope students see [Section 4](#).

The data is collected at the **school / campus level**.

The data collected is used for several reporting purposes, including reporting student attendance rates at the school level on the *My School* website and at national, state and territory and school sector level in various national reports.

This data specification should be read in conjunction with ACARA's [National Standards for Student Attendance Data Reporting \(Second Edition, August 2015\)](#) upon which this specification is based. ACARA's document contains the detailed definitions/explanations which should be referred to where required. This data specification focuses on the reporting standards required by the ACARA document.

Appendix D provides a pictorial view of STATS for non-government schools

Appendix E provides the key dates for the STATS 2017 collection

3.2 Reference Periods

STATS uses reference periods for its data. A reference period is the start and end dates to which the data provided relates. STATS has two reference periods which relate specifically, and only, to *school days* and do not include non-school days (see section 7.5 for definition of non-school days):

- **Semester 1** (usually, Term 1 and 2) - the first school day of the year through to and including last school day of Semester 1, or until the Friday on or before 30 June if there is no break in June/July (in 2017 this is Friday 30 June 2017);
- **Term 3** - the first day of Term 3 through to and including the last day of Term 3, or until the Friday on or before 30 September if there is no break in September/October (in 2017 this is Friday 29 September 2017).

3.3 Data submission and dates

Data **cannot** be submitted to the department **prior to** the end of the relevant reference period:

- **First Semester:** Last day of Semester 1 (Term 2) for the year level at the school / campus
- **Term 3:** Last day of Term 3 for the year level at the school / campus

Data must be provided to the collection **by no later than:**

- **First Semester:** 02 August 2017
- **Third Term:** 20 October 2017

Each Approved Authority decides how their schools will provide data and advises their schools accordingly. In the Independent schools sector, the individual school is generally responsible for providing their school's data to the collection. Non-systemic Catholic schools are treated like independent schools for the purpose of the collection unless other arrangements are made with their local Catholic Approved Authority.

3.4 Providing data to the department

Each sector provides data to the department in a specific manner.

- **Independent schools** generally use a single CSV data file and the upload facility in the STATS module in SSP **or** manually enters their data into their school's record in the STATS module in SSP.
- **Catholic and Other Systems** may request their schools to:
 - provide their data to their System Office in CSV format or another format and the System Office will then upload a CSV file of all schools within the system to the Schools Service Point (SSP) and declare the data as true and correct; **or**
 - manually enter their school's data into the STATS module in SSP and declare their school's data as true and correct; **or**
 - create and upload a single school CSV data file into their school's record in the STATS module in SSP and declare their school's data as true and correct.
- **Catholic Non-systemic schools** may be supported for the collection by their Catholic System Office **or** they may operate as an independent school and enter their own data for the purposes of this collection.

3.4.1 Upload of Data Using a CSV file

A Microsoft Excel CSV template is available for non-government individual schools and for non-government system offices for reporting multiple schools in the STATS [Help](#).

IMPORTANT!

It is noted that some schools use a CSV file downloaded from a software product used by the school to then be uploaded to the SSP. The downloaded file must meet the data specification at **Appendix A and the data business rules described in [Section 7](#)** to be able to successfully upload it into STATS.

4 Scope of the collection

The collection's scope is:

Any student enrolled at the school¹ that is enrolled full-time in Years 1-10 at any time during the reference periods. This includes overseas students studying in Australia, including students on exchange from another country.

The following enrolments are not in-scope for the Student Attendance collection:

- Foundation (year 1 minus 1) and earlier programs;
- Years 11 and 12;
- part-time student;
- distance education student; and
- Expelled students (after they have been expelled).

Ungraded students in special schools are included in the STATS collection. An ungraded student is one who cannot readily be allocated to a year of education and are reported as either ungraded primary or ungraded secondary according to the typical age level in each state or territory.

5 Data Collection Level

Data is collected and submitted to the collection at the **school / campus level**.

6 Data Form

Data is collected in the form of a **number** for each attendance data field against each cohort.

7 Data Business Rules

This section describes the specific data and the associated business rules that apply to the data for this collection. The data variables, description, values/ranges and format are summarised at [Appendix A](#).

7.1 The Reference Period

- The reference period for the collection **must** be identified as either:
 - Semester 1
 - Term 3

7.2 The School

- The school **must** be a school as defined by the National School Statistics Collection (NSSC):
An education establishment which satisfies the following criteria:

¹ The school must fall within the NSSC definition of school (see data business rules section)

- *its major activity is the provision of full-time day:*
 - *primary education*
 - *secondary education*
 - *distance education*
 - *special education*
 - *any combination of the above*
- *it is possible for a person to enrol and be active in a course of study provided by that school's formal curriculum for a minimum of four continuous weeks (excluding breaks for school vacations).*
- The school's campus(es) **must** report attendance data against each campus'(es') Australian Government Education Client Identifier (AGEID). The AGEID is a **number**.
- The school **must** determine and provide the number of [school days in the reference period](#) for *each* year level. It is noted that this number may be different for the various year levels.
- The school **must** calculate the [possible school days](#) [formerly Enrolment Days] for all full-time students enrolled during the reference period for the cohort. The aggregate of possible school days for all full-time students in each cohort **must** be provided.
- The school **must** calculate the [attendance days](#) for all full-time students in each cohort during the reference period. The attendance days **must** be less than or equal to the number of [Possible School Days](#). The attendance days can include partial attendance days. The aggregate of attendance days for all full-time students in each cohort **must** be provided.
- The school **must** apply the [incident/absence guidance at Appendix B](#) when determining:
 - Possible school days for the cohort, and
 - The attendance days for a full-time student.
- The school **must** calculate each full-time [student's attendance as a percentage](#) of attendance days (numerator) compared to possible school days (denominator). This value is used by the school to determine the three numbers below.
- The school **must** provide the number of full-time students who [attended school less than 90%](#) of the possible school days in the reference period for each cohort.
- The school **must** provide the number of full-time students who [attended school greater than or equal to 90%](#) of the possible school days in the reference period for each cohort.
- The school **must** provide the aggregate of [possible school days for full-time students with an attendance rate of 90% or more](#) for each cohort.

- The school **must** provide the above data for each cohort combination of Year Level, Male/Female, Total Students/Indigenous only students. Total students **must** include all Indigenous students and all non-Indigenous students.

7.3 The Student

- The student **must** be enrolled full-time, at state level by sector, enrolled in years 1-10 at time during the reference period.
- The student's attendance **must** be reported for all days they were enrolled at the school in the reference period:
 - Students **enrolling** at the school part way through the reference period **must** have their attendance counted from the first day of enrolment to the end of the reference period;
 - Students **ceasing enrolment** at the school part way through the reference period **must** have their attendance counted from the first day of the reference period to the last day of enrolment at the school.
 - Students **enrolled but who attend zero days** in the reference period **must not** be included in the collection.
- The eligible student **must** be counted **once** by the school for the collection.
- The student **must not be** included in the data submission if the student is identified as not-in-scope as per [Section 4](#).
- The student's attendance **must** be reported against the combination of their:
 - Year level (Y1 to Y10; or PU [primary ungraded] or SU [secondary ungraded] for special schools only)
 - Sex (M or F)
 - Student Type (T – Total students **including** Indigenous students; or I – Indigenous students only)

Each combination of the above is known as a cohort. Thus, each year level may have up to four cohorts:

1. All male students (**including** Indigenous students)
 2. All female students (**including** Indigenous students)
 3. Indigenous male students only
 4. Indigenous female students only
- Where an informal arrangement exists between schools where a student attends multiple schools, but remains enrolled full time at one school, all absences and attendances **must** be attributed to the main school.

7.4 Student Absences

- Part day absences **must** be reported and included in the calculated figures. The definition of a part day absence, duration and reporting of part-day absences varies dependent on individual arrangements for any given school and jurisdiction.
- Incidents and absences affecting a student's attendance **must** be treated in accordance with guidance provided at Section 7 of the *National Standards for Student Attendance Data Reporting 2015*. For ease of reference, this section has been copied to **Appendix B** of this document.
- Students at a **boarding school** who are enrolled but do not attend school on a particular school day (e.g. due to illness) **must** be counted as an absence.

7.5 School Days in the Reference Period

School days are those days that the school is conducting lessons or other official activities for the students.

NOTE: Weekends, public holidays, Pupil Free Days, school holidays or other days on which student attendance is not required (called non-school days) **must** not be included.

7.6 Attendance Calculation

- The formula for calculating the attendance rate percentage (%) is as follows:

$$100 \times \frac{\text{Attendance days}}{\text{Possible school days}}$$

7.7 Actual days in Attendance (numerator)

- The actual days (or part-days of) in attendance is the number of days that a student actually attends school over the collection period on [possible school days](#).
- Attendance days **must** be equal to or less than the [possible school days](#) for the Cohort
- There are two possible ways to calculate attendance days:
 1. Sum of possible school days minus sum of absent days
 2. Sum of days that a full-time student is present at school on each possible school day. This number cannot exceed the number of possible school days.
- The sum of the actual school days for all students in each cohort **must** be provided.

7.8 Possible school days (denominator)

- Possible school days are the number of days that a **student** is enrolled at school over the collection period. This means that students who enrols late or move schools will have different numbers of possible school days. [This was previously called Enrolment Days].
- Possible school days **must** take into account the treatment of incidents and absences (see **Appendix B**).

- For each student, Possible School Days **must** be equal to or less than the [School Days](#) in the reference period.
- The sum of possible school days for all students in each cohort **must** be provided.

Section 6.3 of the [National Standards for Student Attendance Data Reporting 2015](#) provides **examples scenarios** for calculating the possible school days.

7.9 Counts of students with attendance rates less than 90%

This is a count of the number of full time-students who attended school *less than* 90% of the possible school days in the reference period for each cohort.

7.10 Counts of students with attendance rate of greater than or equal to 90%

This is a count of the number of full time-students who attended school *greater than or equal to* 90% of the possible school days in the reference period for each cohort.

7.11 Possible School Days for Students who attend school 90% or more

The sum of the number of possible school days for those full-time students who attend school 90% or more (of the time) **must** be reported for each cohort.

For worked examples, see Appendix C

7.12 The CSV File

- Where a CSV (comma separated variable) file is used to upload data to the department, it **must not** include a header row and **must** be in the same sequence as the data fields shown at **Appendix A**.
- The department accepts comma delimited Microsoft Excel CSV files only.
- Numbers should not be in a comma delimited format.

8 Appendix A: Data Summary

Variable	Description	Values/Ranges	Format	Comment
AGEID	The Australian Government Department of Education Client ID	>0	Integer	Value to be entered into each row.
Collection	Identifies the reference period for the collection	Semester 1 Term 3	Up to 10 characters	Value to be entered into each row.
Year level	Year level	Y1 - Y10 PU SU	Up to 3 characters	A record is required for each Year level with enrolments. PU (primary ungraded) and SU (secondary ungraded) are valid entries for Special Schools only.
Gender	Male or Female	M F	1 char	As recorded at enrolment.
Student Type (formerly Indigenous Status)	Indigenous status, either all students or Indigenous	T I	1 char	T – Total Students (including Indigenous Students) I – Indigenous Students only
Possible School Days (formerly Enrolment Days)	Sum of days all students* are enrolled during the reference period.	≥0	Integer; no decimal points	Refers to full-time students in each Cohort.
Attendance Days	Sum of attendance days for all students* during the reference period.	≥ 0	Up to two decimal places	Must be less than or equal to the number of Possible School Days. Can include partial attendance days.
Students with <90% attendance	Count of full-time students who attended school less than 90% of possible school days in the reference period	≥ 0	Integer	Number of students where $(\text{Attendance days} \div \text{Possible School Days}) \times 100 < 90$.
Students with ≥90% attendance	Count of full-time students who attended school for 90% or more of the possible school days in the reference period	≥ 0	Integer	Number of students where $(\text{Attendance days} \div \text{Possible School Days}) \times 100 \geq 90$.
Possible School Days for Students with ≥90% attendance	Sum of days enrolled for Students with attendance rates of 90% or more.	≥0	Integer; no decimal points	A subset of 'Possible School Days' used to calculate Full-time equivalent estimate.
School Days in Reference Period	Number of school days in Semester 1 / Term 3 (grade specific)	80 – 110 Semester 1 40 – 60 Term 3	Integer	Tested against expected norms, Warnings will be given for values at the extremes of the norm.

* Students in that cohort

9 Appendix B: Treatment of Incidents/Absences

Source: *National Standards for Student Attendance Data Reporting 2015*, Second edition, August 2015; Section 7 pages 12 – 14

7 Treatment of incidents/absences

The table below provides a general description of incidents/absences that may be applicable to schools, how these incidents are to be treated and whether they should be included in the sum of possible school days. Note that actual descriptions in jurisdictions and sectors may differ. However, the general basis of the absence is the same. Also not all descriptions may be applicable to all jurisdictions/sectors.

General description of incidents/absences	Treatment of absence Absent/ Present / NA	Include in Possible School Days Count
<p>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:</p> <ul style="list-style-type: none"> • Truancy • Unexplained • Without parent/guardian approval • Unacceptable explanations as determined by the school 	Absent	Yes
<p>B. Religious/cultural absences Approved/notified absences due to recognised religious or ceremonial activity</p>	Absent	Yes
<p>C. Parent/guardian-approved absences Includes absences such as:</p> <ul style="list-style-type: none"> • Family event • Extended holidays • Boarding student who does not attend classes (e.g. illness, bereavement, etc) 	Absent	Yes
<p>D. Medical Approved/notified absences due to medical reasons. Includes absences such as:</p> <ul style="list-style-type: none"> • Illness • External medical appointment with health care professionals including counselling 	Absent	Yes
<p>E. Disciplinary (Out-of-school) Disciplinary action that is not on school grounds. Includes suspensions but excludes internal suspensions(see F).</p>	Absent	Yes
<p>F. Disciplinary (In-school) Disciplinary action that is on school grounds. Includes internal suspensions</p>	Present	Yes
<p>G. Behavioural reasons Behavioural absences, e.g. disengagement. Excludes disciplinary action (see E or F).</p>	Absent	Yes

General description of incidents/absences	Treatment of absence Absent/ Present / NA	Include in Possible School Days Count
<p>H. Bereavement Approved/notified absences due to bereavement. Includes absences such as:</p> <ul style="list-style-type: none"> • Funeral • Personal Bereavement 	Absence	Yes
<p>I. School closed School closed for religious, public or other holiday. Includes absences such as:</p> <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	No
<p>J. Natural disaster/event Natural disaster/event where students are unable to travel to school and school is closed.</p>	NA	No
<p>K. Approved educational absence Attendance at an approved/sanctioned school event where the student is not required to attend school. Includes absences such as:</p> <ul style="list-style-type: none"> • Excursions • Flexible timetable • Attending another school • Vocational Education Training (VET) activities 	Present	Yes
<p>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></p>	Present	Yes
<p>M. Employment Short-term employment. School is not responsible for students during this period; however, student remains officially enrolled.</p>	Absent	Yes
<p>N. Explained other absence Absences from school due to acceptable reasons, other than any of those listed in this table.</p>	Absent	Yes
<p>O. Exemptions Approved exemptions such as certificate of exemptions, only for exceptional circumstances. Reasons for exemptions must not conflict with other descriptions in this table. 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. <i>Note: 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.</i></p>	NA	No

General description of incidents/absences	Treatment of absence Absent/ Present / NA	Include in Possible School Days Count
<p>P.</p> <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	No
<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	Yes
<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>	Absent	Yes
<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	Yes
<p>S. Expelled</p> <p>Student is no longer allowed to attend the school</p>	NA	Included until date of expulsion
<p>T. Student leaves school mid term</p> <p>Student is no longer enrolled at the school by choice</p> <p>Note:</p> <ul style="list-style-type: none"> • If the student/parents formally notify the school then enrolment ends on the last day of enrolment • If there is no notification, and the student is away for 6 school weeks, the student is then deemed to have left school on the first day of the absence. 		Included for period enrolled

10 Appendix C: Worked Examples

10.1 Example 1 – Possible School Days, Attendance Days and Attendance Rates

10.1.1 Formula for attendance rate

Refer back to “Appendix A: Data Summary” for specifications of variables in quotes below.

$$\text{Attendance Rate (\%)} = 100 \times \frac{\text{Attendance days}}{\text{Possible School Days}}$$

10.1.2 Case Study to demonstrate calculations

School A has a year level with 93 “School days in reference period” and five students enrolled.

Calculating “Possible School Days”

Student	Student 1	Student 2	Student 3	Student 4	Student 5*	Enrolment Days
Days Enrolled	93	93	93	93	85	457

In this example, Student 5 was enrolled 8 school days after the commencement of Semester 1.

Calculating “Attendance Days”

Student	Student 1	Student 2	Student 3	Student 4	Student 5	Attendance Days
Days Attended	82	87	85	83	78	415

Calculating attendance rates

Using Student 1’s data above and the attendance rate formula:

$$\text{Attendance Rate (\%)} = 100 \times \frac{82 \text{ (Student 1's actual days in attendance)}}{93 \text{ (Student 1's possible school days)}} = 88.17\%$$

Using the same method for all five students

Student	Student 1	Student 2	Student 3	Student 4	Student 5
Attendance Rate	88.17%	93.55%	91.40%	89.25%	91.76%

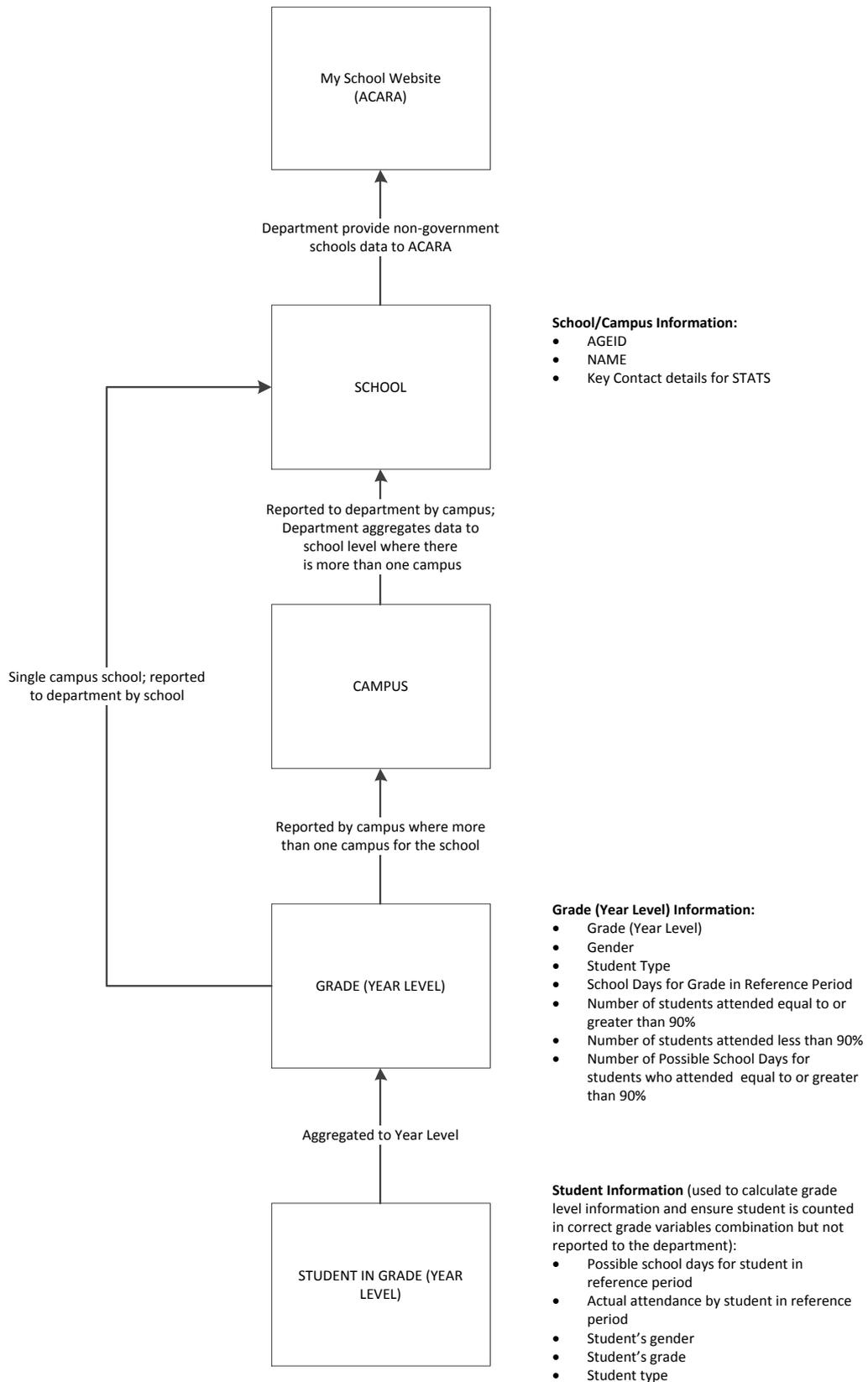
As can be seen in the above attendance rate data, there are **two “Students with less than 90% attendance”** (Student 1 – 88.17% and Student 4 – 89.25%) and **three “Students with greater than or equal to 90% attendance”** (Student 2 – 93.55%, Student 3 – 91.40% and Student 5 – 91.76%).

To calculate the **“Possible School Days for students with 90% or more attendance”** we would add the possible school days for the three students with attendance rates of 90% or more (student 2, 3, and 5)

Possible School Days for students with 90% or more attendance = 93 + 93 + 85 = 271

11 Appendix D: STATS Non-Government Schools Data Pictorial View

Student Attendance Collection (STATS) – Data Pictorial View



12 Appendix E: STATS Key Dates

Date	Event	What your school must do
20 March 2017	Initialisation opens for STATS	Complete the acknowledgement and confirm your school's / campus' contact details
21 April 2017	Initialisation closes	Your school must have completed the acknowledgement and confirmed your school's / campus' contact details
23 June 2017	STATS opens for Semester 1 reporting	Your school can commence providing each campus' Semester 1 student attendance information for FULL-TIME students in YEAR 1 to YEAR 10 and any UNGRADED students who are in the typical age group for students in years 1 to 10.
02 August 2017	STATS due for Semester 1 reporting	Your school must have finished providing each campus' Semester 1 student attendance information for FULL-TIME students in YEAR 1 to YEAR 10 and any UNGRADED students who are in the typical age group for students in years 1 to 10, and have declared the data provided as complete and correct for each campus.
15 September 2017	STATS opens for Term 3 reporting	Your school can commence providing each campus' Term 3 student attendance information for FULL-TIME students in YEAR 1 to YEAR 10 and any UNGRADED students who are in the typical age group for students in years 1 to 10.
20 October 2017	STATS due for Term 3 reporting	Your school must have finished providing each campus' Term 3 student attendance information for FULL-TIME students in YEAR 1 to YEAR 10 and any UNGRADED students who are in the typical age group for students in years 1 to 10, and have declared the data provided as complete and correct for each campus.