



Educational Software & Distributors

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Student Attendance/ Absentees

Designed to be User Friendly

Reports available directly from the attendance register itself.

For example, by clicking on the date, eTAP produces a list of the pupils recorded as absent on that day.

Recorded down the left hand side of the page next to the pupil name is a 'year to date' total of half day absences for that pupil. If a user clicks on the number, eTAP produces a report listing all absences for the pupil including reasons for absence and any associated comments. This report also provides caregiver details.

Automatically generates caregiver letters.

The Term Details page shows all absence alerts (as set by the school) in red and the teacher can click on the cell and automatically create a letter to the caregiver. eTAP comes with four template 'absence alert' letters but a school can specify their own if required.

Student Attendance Features

The Absentees module offers a wide range of reports that link to other modules within eTAP, allowing schools to analyse attendance based on individual pupils, or across other criteria, such as cohort, level, or ethnicity.

Letters to caregivers/guardians can be automatically generated with a detailed breakdown of attendance.

Attendance in eTAP is broken into the following areas:

1. Attendance register – for inputting attendance details.
 2. Term details – to obtain broad overview of individual pupil attendance for a term.
 3. Custom reports – where teachers/school management can analyse attendance information
 4. Roll report – attendance - emulates the class roll report maintained by the teacher. It provides term and gender totals.
- Provides an automatic class list.
 - Records attendance by selected class term and week.
 - Monitors student absence by reason, room, year level, and other criteria.
 - Accumulates absentee statistics by gender, class, ethnicity, and day of week.
 - Allows for extensive tracking and reporting.
 - Details risk management processes.
 - Integrates with the pupil 'Guidance' module.
 - Allows parents access to absentee information through the 'Our School' web site.

eTAP Student Attendance

Term absence details (1/2 days) for Pupil Admin

Term	1	2	3	4	5	6	7	8	9	10	Term Total	Year Total
Week	15	1	2	4	5	6	7	8	9	10		
date	04	04	05	05	05	06	06	06	06	06		
	03	03	03	03	03	03	03	03	03	03		
Pupil											%	%
AALRIGHT Jilly										2	2	4%
BALDRICK Clive			2	2							4	7%
BALDRICK Timothy											0	4.7%
BMO Frances											0	4.7%
BEGOVICH Oscar											0	6.11%
BLACKADDER Lucy											0	14.26%
BLAIR James											10	18.35%
BLANCHETTE Sidney											0	2.4%

Early Notification Module

The school administrator allocates a person responsible for managing unexplained absences at the school. This person has access (from the main eTAP menu page) to an additional area of the website called 'Unexplained absences'.

- The area presents a list of all unexplained absences for the day.
- The user can make comments, update classifications (for example if something is explained).
- The user can record the results of actions such as telephoning caregivers.
- The user can list unlimited caregiver contact details and prioritise the list.
- The user can update student database contact details directly from within the module.

For more information about eTAP please contact:
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