Non-government School
Student Attendance System (STATS):
Detailed data requirements for 2013
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A. Overview

A.1 Description of attendance data collection

The purpose of this data collection is to measure attendance rates for full-time students in years 1 to 10, by sex, by grade (and where applicable ungraded primary and ungraded secondary students) and by Indigenous status over the first half of the school year for all schools and campuses.

A.2 Attendance rate calculation formula

The basic formula for calculating an attendance rate is:

\[
\text{Attendance Rate} = 100 \times \frac{\text{Attendance Days}}{\text{Enrolment Days}}
\]

(see paragraph A. 5)

A.3 Reference period

The reference period for the collection is the first half of school year, that is, every school day from 1 January to the last school day prior to the midyear break, or till the Friday on or before 30 June if there is no midyear break (in June/July).

A.4 Enrolment days

This refers to the total possible number of days that a student is expected to attend school over the reference period. For this collection only full-time students are to be included. Part-time students are therefore out of scope (see paragraph D. 11).

Following table shows the example of number of enrolment days in a week and the total enrolment days for a particular grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>25</td>
<td>25</td>
<td>20</td>
<td>20</td>
<td>110</td>
</tr>
</tbody>
</table>

Enrolment days can not include those days when students are not expected to be at the school. For example, school holidays, public holidays and pupil free days.

Following table shows the example of number of enrolment days in a week when there is a school holiday and the total enrolment days for a particular grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>25</td>
<td>25</td>
<td>School holiday</td>
<td>20</td>
<td>90</td>
</tr>
</tbody>
</table>

Non school days have to be identified at various grade levels. Details of non school days are available in paragraph D. 8.

A.5 Attendance days

This refers to the number of days that full-time student attended on each enrolment day. The number of attendance days cannot exceed the number of enrolment days. This is the number of days that the full-time students attend school over the reference period. Part day attendance is included in the data (see paragraph D. 10).
B. Reporting

B. 1 Reporting to DEEWR Schools Service Point using Student Attendance System (STATS)

Schools can enter data into STATS in two main ways:

- **Manual input into STATS screen** - there are three manual ways to enter data into STATS:
  - **Daily data**: Schools will have the option to directly input their attendance data on a daily basis and to maintain their enrolment data on a daily basis to DEEWR through the STATS application on the DEEWR School Service Point portal. Appendix 1 shows examples of data entry screens for inputting daily attendance and enrolment data.
  - **Monthly summary data**: Schools will have the option to directly input monthly summary data on attendance and enrolment to DEEWR through the STATS application on the DEEWR School Service Point portal. Appendix 2 shows examples of data entry screens for inputting monthly attendance and enrolment data.
  - **Single aggregate/summary data for the entire reference period**: Schools will also have the option to directly input summary data on attendance and enrolment for the entire reference period to DEEWR through the STATS application on the DEEWR School Service Point portal. Appendix 3 shows examples of data entry screens for inputting attendance and enrolment data for the entire reference period.

- **Automated upload of attendance and attendance data using a CSV template** - there are four ways to upload CSV data into STATS:
  - **Monthly input of daily data**: upload daily information after the end of each month.
  - **Monthly summary data**: upload monthly summary after the end of each month.
  - **Daily data at the end of the reference period**: upload daily data after the end of reference period.
  - **Single summary data at the end of the reference period**: upload a single summary file at the end of the reference period.

B. 2 Reporting details

- **Ungraded students**:
  - Ungraded students are reported by primary and secondary level.

- **Special school type includes**:
  - Specific purposes schools
  - Behaviour management; and
  - Disability schools.

- **Data disaggregation (School and Student) level**:
  - School level: Geo-location, Year, Sector, and
  - Student level: Gender and Indigenous status

B. 3 Monthly data entry into STATS
Following is the monthly data entry details:

- February – data should include every school day from school weeks mainly falling between 1 January and 28/29 February each year (these weeks will be defined in the system each year). For example in 2013 the weeks beginning 30th Jan and 6th, 13th, 20th and 27th of Feb would have been counted in February submission.
- March – data should include every school day from school weeks mainly falling between 1 March to 31 March each year
- April – data should include every school day from school weeks mainly falling between 1 April and 30 April each year (these weeks will be defined in the system each year).
- May – data should include every school day from school weeks mainly falling between 1 May and 31 May each year (these weeks will be defined in the system each year).
- June – data should include every school day from school weeks mainly falling between 1 June and end of reference period each year (these weeks will be defined in the system each year).

C. Overview of Changes to School Service Point

The changes from old to new system are:

- Schools able to report attendance data on a daily basis by grade for the reference period.
- Schools able to report attendance data in summary form monthly for the reference period.
- Schools able to identify and update non-school days until the entry is declared.
- Individual year levels able to be exempted from the collection on a daily basis for daily or monthly entry options.
- Attendance to be captured over the entire reference period.
- Partial attendance able to be recorded at up to 2 decimal places.
- Part day school closure due to an emergency during the day, should be treated as full day attendance for those who attended school.
- Reference period able to be defined in the system.

D. Definitions

D. 1 Attendance

Attendance refers to the total number of full-time students who attend school over the reference period. Attendance days include:

- Normal class days;
- School authorised trips or events;
- Student participating in work experience activity approved by the school; and
- In-school detention.

Absences not counted as attendance include:

- Normal class day
- Unauthorised absence;
- Suspensions;
- Truancy;
- Medical reasons;
- Funeral or personal bereavement;
- Short term employment;
- Behavioural reasons; and
- Student being in judicial detention.

---

1 These definitions are based on School Service Point (SSP) definition for census on the internet.
D. 2 Attendance days

Attendance days refer to total number of days attended by full-time students over the reference period.

Following table shows the example of number of attendance days in a week and the total attendance days for a particular grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>25</td>
<td>25</td>
<td>20</td>
<td>15</td>
<td>95</td>
</tr>
</tbody>
</table>

Following table shows the example of number of attendance days in a week when there is a school holiday and the total attendance days for a particular grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10</td>
<td>25</td>
<td>25</td>
<td>School holiday</td>
<td>15</td>
<td>75</td>
</tr>
</tbody>
</table>

D. 3 Enrolment

Enrolment refers to full-time students enrolled, on any given day within the reference period. Enrolment data are recorded by grade level, sex and Indigenous status. If a student stops attending school, and the school remains unaware of why this has happened, the student is assumed to be a continuous enrolment for a period of four week from the last attendance.

D. 4 Enrolment days

Enrolment days refer to the total possible number of days that a student is expected to attend school over the reference period. For this collection only full-time students are to be included. Part-time students are therefore out of scope (see paragraph D. 11).

Following table shows the example of number of enrolment days in a week and the total enrolment days for a particular grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>25</td>
<td>25</td>
<td>20</td>
<td>20</td>
<td>110</td>
</tr>
</tbody>
</table>

Enrolment days can not include those days when students are not expected to be at the school. For example, school holidays, public holidays and pupil free days.

Following table shows the example of number of enrolment days in a week when there is a school holiday and the total enrolment days for a particular grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td>25</td>
<td>25</td>
<td>School holiday</td>
<td>20</td>
<td>90</td>
</tr>
</tbody>
</table>

Non school days have to be identified at various grade levels. Details of non school days are available paragraph in D. 8.
D. 5 Full-time student

A full-time student is one who undertakes a workload equivalent to, or greater than that prescribed for a full-time student of that Year. This may vary between States and Territories and from Year to Year. This may vary between States and Territories and from Year to Year. The minimum workload for a full-time student would ensure that a student could complete a given Year in a year.

D. 6 Movement during reference period

Full-time students who are enrolled at any given time during the reference period are to be reported for the period for which they are enrolled.

D. 7 Non school days (exclusion)

There are days that should be excluded from the enrolment and attendance days count. These include:

- Public holidays;
- Grade specific non-school days;
- Days schools are closed due to events such as:
  - Natural disaster,
  - Teacher strike, etc
- Religious holidays; and
- Pupil-free days.

D. 8 Part day attendance

Part day attendance refers to those days the student did not attend for the full day. This attendance should be included in the data as a percentage of a full day attendance.

School definitions apply – schools not required to complete two decimal places.

D. 9 Part day school closure

Part day school closure refers to school shutting down due to an emergency during the day. Students who attended the school that day will be counted as full day attendance.

D. 10 Part-time student

A part-time student is one who undertakes a workload less than that specified as full-time. 

Part-time students are out of scope.

D. 11 Reference period

The reference period for the collection is the first half of school year, that is, every school day from 1 January to the last school day prior to the midyear break, or till the Friday on or before 30 June if there is no midyear break (in June/July).
D. 12 School

A school is defined as an education establishment which satisfies all of the following criteria:

- Its major activity is the provision of full-time day primary, secondary or special school education or distance education; and
- It is headed by a principal or equivalent, responsible for its internal operation; and
- It is possible for students to enrol and be active in a course of study for a minimum of four continuous weeks (excluding breaks for school vacations).

D. 13 Campus

A campus may have a principal but that does not make a campus a school. A campus is a single physical location, which is attached to an Approved Authority. Multi-campus arrangements (many physical locations at which primary or secondary education is carried out which are represented by a single Approved Authority) are counted as one school - the number of principals need not necessarily equal the number of schools.

D. 14 Special assistance school

A Special Assistance school is a non government school in a State or Territory that:

- Has been, or is likely to be recognised by the State or Territory Minister as a special assistance school; and
- Primarily caters for students with social, emotional or behavioural difficulties.

*Special Assistance Schools are in scope.*

D. 15 Special school

A special school is one which satisfies the definition of a school and is designated by the relevant State or Territory education authority as a special school. A special school caters predominately for students who have one or more of the following characteristics:

- Intellectually disabled;
- Physically disabled;
- Autistic;
- Socially/emotionally disturbed;
- Hearing impaired; or
- Visually impaired.

The following establishments are not regarded as special schools:

- Intensive language centres;
- Schools where the distinguishing feature is the lack of a formal curriculum;
- Schools for exceptionally gifted or talented students;
- Distance Education Schools; and
- Special Assistance Schools.

*Special schools are in scope.*

D. 16 Special unit within a regular school

A special unit is a unit within a regular school that caters exclusively for students who have one or more of the following characteristics:
Attendance Data Collection – Specification

- Intellectually disabled;
- Physically disabled;
- Autistic;
- Socially/emotionally disturbed;
- Hearing impaired; or
- Visually impaired.

*Special units within a regular school are in scope.*

**D. 17 School Student**

A student is a person who is formally (officially) enrolled or registered at a school and who is also active in a primary, secondary or special education program at that school.

Following categories of students are in scope:

- A student who attends one school but is formally enrolled at another is to be counted only at the school at which he/she is formally enrolled.
- A student enrolled full-time on a particular day during the reference period from Years 1 to 10, or ungraded students in the typical age range of students in Years 1 to 10, in a school and their individual campuses.

**Out of scope students**

- Kindergarten (year 1 minus 1) and earlier programs;
- Grades 11 and 12;
- Part-time students;
- Students in distance education schools; and
- Expelled students (after they have been expelled).

**D. 18 Students gender and Indigenous status**

Each student’s gender and Indigenous status also needs to be recorded and taken from enrolment forms.

- Gender is the distinction ‘male’ or ‘female’, as reported by a person; and
- A student is considered to be ‘Indigenous’ if he or she identifies as being of Aboriginal and/or Torres Strait Islander origin.

**D. 19 Ungraded student**

Ungraded students are restricted to special schools or special support units where students in ungraded classes who cannot readily be allocated to a year of education should be included as either ungraded primary or ungraded secondary, according to the typical age level in each State or Territory. Students in secondary support units, physically located in a primary school and vice versa, are to be counted as ungraded in either primary or secondary school. Students at special assistance schools should be graded.
## E. Appendices

### Appendix 1: Daily data sheet

Possible data structures for data upload

<table>
<thead>
<tr>
<th>DEEWR ID</th>
<th>Date</th>
<th>Grade</th>
<th>Total Male Enrolments</th>
<th>Total Female Enrolments</th>
<th>Indigenous Male Enrolments</th>
<th>Indigenous Female Enrolments</th>
<th>Total Male Attendance</th>
<th>Total Female Attendance</th>
<th>Indigenous Male Attendance</th>
<th>Indigenous Female Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y1</td>
<td>31</td>
<td>23</td>
<td>2</td>
<td>0</td>
<td>30</td>
<td>23</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y10</td>
<td>39</td>
<td>42</td>
<td>0</td>
<td>0</td>
<td>36</td>
<td>40</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y2</td>
<td>29</td>
<td>19</td>
<td>1</td>
<td>0</td>
<td>26</td>
<td>19</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y3</td>
<td>29</td>
<td>32</td>
<td>1</td>
<td>0</td>
<td>26</td>
<td>30</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y4</td>
<td>33</td>
<td>27</td>
<td>0</td>
<td>0</td>
<td>32</td>
<td>25</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y5</td>
<td>24</td>
<td>35</td>
<td>0</td>
<td>0</td>
<td>24</td>
<td>32</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y6</td>
<td>27</td>
<td>34</td>
<td>0</td>
<td>0</td>
<td>26</td>
<td>31</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y7</td>
<td>43</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>42</td>
<td>44</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y8</td>
<td>47</td>
<td>36</td>
<td>1</td>
<td>0</td>
<td>47</td>
<td>35</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y9</td>
<td>36</td>
<td>44</td>
<td>2</td>
<td>1</td>
<td>33</td>
<td>43</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>87654</td>
<td>1-May-13</td>
<td>Y1</td>
<td>31</td>
<td>23</td>
<td>2</td>
<td>0</td>
<td>31</td>
<td>20</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>1-May-13</td>
<td>Y10</td>
<td>39</td>
<td>42</td>
<td>0</td>
<td>0</td>
<td>36</td>
<td>40</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>1-May-13</td>
<td>Y2</td>
<td>29</td>
<td>19</td>
<td>1</td>
<td>0</td>
<td>26</td>
<td>19</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>1-May-13</td>
<td>Y3</td>
<td>29</td>
<td>32</td>
<td>1</td>
<td>0</td>
<td>26</td>
<td>30</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>1-May-13</td>
<td>Y4</td>
<td>33</td>
<td>27</td>
<td>0</td>
<td>0</td>
<td>32</td>
<td>25</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>1-May-13</td>
<td>Y5</td>
<td>24</td>
<td>35</td>
<td>0</td>
<td>0</td>
<td>24</td>
<td>32</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>1-May-13</td>
<td>Y6</td>
<td>27</td>
<td>34</td>
<td>0</td>
<td>0</td>
<td>26</td>
<td>31</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>1-May-13</td>
<td>Y7</td>
<td>43</td>
<td>45</td>
<td>0</td>
<td>0</td>
<td>42</td>
<td>44</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>1-May-13</td>
<td>Y8</td>
<td>47</td>
<td>36</td>
<td>1</td>
<td>0</td>
<td>47</td>
<td>36</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>1-May-13</td>
<td>Y9</td>
<td>36</td>
<td>44</td>
<td>2</td>
<td>1</td>
<td>35</td>
<td>43</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

**Note:** The file structure is the same for monthly or whole of semester return, the allowable date will be restricted in monthly returns.

**Note:** a record is required for each year level for each day.

---

H:\AAA STATS project meetings\FINAL_SPEC_Detailed data requirements.docx
Appendix 2: Daily file structure

<table>
<thead>
<tr>
<th>Variable</th>
<th>Description</th>
<th>Values / Range</th>
<th>Format</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEEWR ID</td>
<td>DEEWR School Id</td>
<td>&gt; 0</td>
<td>integer</td>
<td>Supplied by DEEWR</td>
</tr>
<tr>
<td>Date</td>
<td>School day</td>
<td>First half of school year</td>
<td>Date</td>
<td>Date of school day (non schools day are not entered) A record is required for each school day</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade level</td>
<td>Y1 - Y10, UP &amp; US</td>
<td>3 char</td>
<td>A record is required for each Year level</td>
</tr>
<tr>
<td>Total Male Enrolments</td>
<td>Enrolment numbers/Days</td>
<td>≥ 0</td>
<td>integer</td>
<td>number of full-time males enrolled on the day</td>
</tr>
<tr>
<td>Total Female Enrolments</td>
<td>Enrolment numbers/Days</td>
<td>≥ 0</td>
<td>integer</td>
<td>number of full-time females enrolled on the day</td>
</tr>
<tr>
<td>Indigenous Male Enrolments</td>
<td>Enrolment numbers/Days</td>
<td>≥ 0</td>
<td>integer</td>
<td>number of full-time indigenous males enrolled on the day</td>
</tr>
<tr>
<td>Indigenous Female Enrolments</td>
<td>Enrolment numbers/Days</td>
<td>≥ 0</td>
<td>integer</td>
<td>number of full-time indigenous females enrolled on the day</td>
</tr>
<tr>
<td>Total Male Attendance</td>
<td>number attended/Attendance Days</td>
<td>≥ 0</td>
<td>two decimal places</td>
<td>number of full-time males attended on the day</td>
</tr>
<tr>
<td>Total Female Attendance</td>
<td>number attended/Attendance Days</td>
<td>≥ 0</td>
<td>two decimal places</td>
<td>number of full-time females attended on the day</td>
</tr>
<tr>
<td>Indigenous Male Attendance</td>
<td>number attended/Attendance Days</td>
<td>≥ 0</td>
<td>two decimal places</td>
<td>number of full-time indigenous males attended on the day</td>
</tr>
<tr>
<td>Indigenous Female Attendance</td>
<td>number attended/Attendance Days</td>
<td>≥ 0</td>
<td>two decimal places</td>
<td>number of full-time indigenous females attended on the day</td>
</tr>
</tbody>
</table>

**Note:** The file structure is the same for monthly or the whole of reference period, the allowable date will be restricted in monthly return. The difference will be that the number of enrolment days will be reported for monthly records (not the enrolment numbers).

**Note:** A record will be required for each Grade Level.
### Appendix 3: Example Summary data sheet

<table>
<thead>
<tr>
<th>DEEWR ID</th>
<th>Month*</th>
<th>Grade</th>
<th>Total Male Enrolment Days</th>
<th>Total Female Enrolment Days</th>
<th>Indigenous Male Enrolment Days</th>
<th>Indigenous Female Enrolment Days</th>
<th>Total Male Attendance Days</th>
<th>Total Female Attendance Days</th>
<th>Indigenous Male Attendance Days</th>
<th>Indigenous Female Attendance Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y1</td>
<td>620</td>
<td>520</td>
<td>40</td>
<td>0</td>
<td>600</td>
<td>460</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y10</td>
<td>720</td>
<td>840</td>
<td>0</td>
<td>0</td>
<td>720</td>
<td>800</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y2</td>
<td>580</td>
<td>380</td>
<td>20</td>
<td>0</td>
<td>520</td>
<td>380</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y3</td>
<td>580</td>
<td>640</td>
<td>20</td>
<td>0</td>
<td>520</td>
<td>600</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y4</td>
<td>660</td>
<td>520</td>
<td>0</td>
<td>0</td>
<td>640</td>
<td>500</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y5</td>
<td>480</td>
<td>700</td>
<td>0</td>
<td>0</td>
<td>480</td>
<td>640</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y6</td>
<td>540</td>
<td>680</td>
<td>0</td>
<td>0</td>
<td>520</td>
<td>620</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y7</td>
<td>860</td>
<td>900</td>
<td>0</td>
<td>0</td>
<td>840</td>
<td>880</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y8</td>
<td>940</td>
<td>720</td>
<td>20</td>
<td>0</td>
<td>940</td>
<td>700</td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>87654</td>
<td>30-Apr-13</td>
<td>Y9</td>
<td>720</td>
<td>880</td>
<td>40</td>
<td>40</td>
<td>660</td>
<td>860</td>
<td>20</td>
<td>35</td>
</tr>
</tbody>
</table>

**Note:** * This field will become "Year" if summary upload / data refer to the whole reference period
### Appendix 4: Summary file structure

<table>
<thead>
<tr>
<th>Variable</th>
<th>Description</th>
<th>Values / Range</th>
<th>Format</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEEWR ID</td>
<td>DEEWR School Id</td>
<td>&gt; 0</td>
<td>integer</td>
<td>Supplied by DEEWR</td>
</tr>
<tr>
<td>Month *</td>
<td>Reference month</td>
<td>Feb to Jun</td>
<td>Char</td>
<td>Reference Month, non schools day are not entered</td>
</tr>
<tr>
<td>Grade</td>
<td>Grade level</td>
<td>Y1 - Y10, UP &amp; US</td>
<td>3 char</td>
<td>A record is required for each Year level</td>
</tr>
<tr>
<td>Total Male Enrolment Days</td>
<td>Enrolment numbers/Days</td>
<td>≥ 0</td>
<td>integer</td>
<td>number of full-time males enrolled during the summary period</td>
</tr>
<tr>
<td>Total Female Enrolment Days</td>
<td>Enrolment numbers/Days</td>
<td>≥ 0</td>
<td>integer</td>
<td>number of days full-time females were enrolled during the summary period</td>
</tr>
<tr>
<td>Indigenous Male Enrolment Days</td>
<td>Enrolment numbers/Days</td>
<td>≥ 0</td>
<td>integer</td>
<td>number of days full-time indigenous males enrolled during the summary period</td>
</tr>
<tr>
<td>Indigenous Female Enrolment Days</td>
<td>Enrolment numbers/Days</td>
<td>≥ 0</td>
<td>integer</td>
<td>number of days full-time indigenous females enrolled during the summary period</td>
</tr>
<tr>
<td>Total Male Attendance Days</td>
<td>number attended/Attendance Days</td>
<td>≥ 0</td>
<td>two decimal places</td>
<td>number of days full-time males attended during the summary period</td>
</tr>
<tr>
<td>Total Female Attendance Days</td>
<td>number attended/Attendance Days</td>
<td>≥ 0</td>
<td>two decimal places</td>
<td>number of days full-time females attended during the summary period</td>
</tr>
<tr>
<td>Indigenous Male Attendance Days</td>
<td>number attended/Attendance Days</td>
<td>≥ 0</td>
<td>two decimal places</td>
<td>number of days full-time indigenous males attended during the summary period</td>
</tr>
<tr>
<td>Indigenous Female Attendance Days</td>
<td>number attended/Attendance Days</td>
<td>≥ 0</td>
<td>two decimal places</td>
<td>number of days full-time indigenous females attended during the summary period</td>
</tr>
</tbody>
</table>

**Note:** * If the upload refers to the whole reference period, this field would be the “Year” field.

**Note:** A record will be required for each Grade Level.