



# Attendance Absence Reports in SIMS .net

**Autumn 2025**

DE have published **Attendance Guidance & Absence Recording By Schools – Circular 2025/09**

There are a number of changes to attendance codes that will impact the recording of attendance in the SMS in the 2025/2026 academic year.

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This guidance includes a number of useful absence reports available in Attendance/Lesson Monitor.

For a full list and samples of reports, see the one of following documents on C2k Exchange:

**Attendance Reports Primary and Special not using Timetable**

OR

**Attendance Reports Post Primary and Special using Timetable**

## Version History

### **September 2025**

DE Circular Update (August 2025)

- Attendance Guidance & Absence Recording by Schools 2025/09

### **October 2024**

DE Circular Update (August 2024)

- Attendance Guidance & Absence Recording by Schools 2024/13

### **October 2023**

DE Circular Update

- Attendance Guidance & Absence Recording by Schools 2023/11

### **December 2022**

Absence Tier Report

- Further information on Absence Tier Reporting can be found on the DE website- [Guidance for Schools - A new approach to pupil attendance reporting using absence tiers](#)

**NOTE:** It is essential that the August pre-term holiday is recorded correctly when editing the academic year. This pre-term holiday must contain code # ***Holiday for All.***

The code ! ***No Attendance Required*** should only be used as described in DE Circular 2025/09 Attendance Guidance and Absence Recording by Schools.

**DE Circular 2025/09** advises schools not to use attendance codes **F()** **I** (replaced with **I1**) **O** (replaced with **O1**).

**DE Circular 2025/09** new codes **I4 Illness (Emotionally Based School Non-Attendance)** **O2 Temporary Exceptions to the Curriculum**

# Missed Curriculum Report – Post Primary/Special Schools using Lesson Monitor

The purpose of this report is to assist in monitoring classes missed as a result of AM/PM session absences.

The subject code and teacher initials are shown against the session absences.

To ensure that classes are available for selection, the Timetable must be applied.

Excludes Late before Registration Closed (Code L) absences

Includes Authorised Absences, Unauthorised Absences and Approved Educational Activities (AEA)

Missing Marks are not included in this report.

## 1. Reports | Lesson Monitor/Attendance | Selected Student Reports | Missed Curriculum Report

2. Enter the **Date Range** for the report

From  to

3. Select the appropriate **Value Range** for the report:


**Value Range**

Any sessions


At least  sessions

Exactly  sessions

Less than  sessions

4. Click  at **Group Type** and select the appropriate group

5. Click  Search

6. Use Ctrl and SHIFT keys to multi-select a range of values, depending on the selected Group Type  
Or  
click 

7. Click  Print and 

Missed Curriculum								
Period: 01/09/2023 to 21/02/2024								
Scope: Whole School Value Range : At least 10 sessions								
Name	Reg	Session						
Acton, Jordan	10A	Th 28/09/2023 AM	Rg ML	Cz POB	Cz POB	Ma AP	Ma AP	En GR
		Th 28/09/2023 PM	Lu	En GR	Sc GS	Gg SON	En GR	
		Fr 29/09/2023 AM	Rg ML	Pe AG	Pe AG	Gg SON	Ma AP	Ma AP
		Fr 29/09/2023 PM	Lu	En GR	Mu RW	Gr GK	Pc ML	
		We 18/10/2023 AM	Rg ML	He JC	He JC	Hi JB	Hi JB	Gr GK
		We 18/10/2023 PM	Lu	Re EW	Sc GS	Sp JL	Em JA	
		Mo 06/11/2023 AM	Gg SON	Ma AP	En GR	En GR	Re EW	Rg ML
		Mo 06/11/2023 PM	Lu	Ar LW	Ar LW	Sc GS	Hi JB	
		Tu 07/11/2023 AM	Rg ML	Mu RW	Ma AP	Sp JL	Pe AG	Pe AG
		Tu 07/11/2023 PM	Lu	Sc GS	Sc GS	TI PB	TI PB	
		Th 07/12/2023 AM	Cz POB	Ma AP	Ma AP	En GR	Rg ML	Cz POB
		Th 07/12/2023 PM	Lu	En GR	Sc GS	Gg SON	En GR	
		Fr 08/12/2023 AM	Rg ML	Pe AG	Pe AG	Gg SON	Ma AP	Ma AP
		Fr 08/12/2023 PM	Lu	En GR	Mu RW	Gr GK	Pc ML	
		Mo 18/12/2023 AM	Rg ML	Gg SON	Gg SON	Ma AP	En GR	Re EW
		Mo 18/12/2023 PM	Lu	Ar LW	Ar LW	Sc GS	Hi JB	
		Tu 19/12/2023 AM	Mu RW	Ma AP	Sp JL	Pe AG	Pe AG	Rg ML
		Tu 19/12/2023 PM	Lu	Sc GS	Sc GS	TI PB	TI PB	
		We 20/12/2023 AM	He JC	Hi JB	Hi JB	Gr GK	Rg ML	He JC
		We 20/12/2023 PM	Lu	Re EW	Sc GS	Sp JL	Em JA	
		Th 04/01/2024 AM	Rg ML	Cz POB	Cz POB	Ma AP	Ma AP	En GR
		Th 04/01/2024 PM	Sc GS	Gg SON	En GR	Lu	En GR	
		Fr 05/01/2024 AM	Pe AG	Pe AG	Gg SON	Ma AP	Ma AP	Rg ML
		Fr 05/01/2024 PM	En GR	Mu RW	Gr GK	Pc ML	Lu	
		Mo 29/01/2024 AM	Rg ML	Gg SON	Ma AP	En GR	En GR	Re EW
		Mo 04/09/2023 AM	Gg SON	Ma AP	En GR	En GR	Re EW	Rg ML
		Mo 04/09/2023 PM	Lu	Ar LW	Ar LW	Sc GS	Hi JB	

## Continuous Absence Report

This report deals with cases of prolonged **unauthorised absence**. The purpose of the report is to list the full name and address of any pupil who has been continuously absent from school for the specified number of days.

A pupil is shown once on the report for each period of continuous absence recorded during the selected date range.

### 1. Reports | Lesson Monitor/Attendance | Selected Pupil/Student Reports | Continuous Absence Report

This report deals with **unauthorised absences** only.

2. Enter the **Date Range** for the report: From  to

3. Select the appropriate **Value Range** for the report:


**Value Range**

Any sessions

At least  sessions

Exactly  sessions

Less than  sessions

4. Click  at **Group Type** and select the appropriate group

5. Click  Search

6. Use Ctrl and SHIFT keys to multi-select a range of values, depending on the selected Group Type

Or click 

7. Click  Print and 

#### Continuous Absence

**Period** : 01/09/2023 to 21/02/2024

**Scope** : Whole School

**Value Range** : At least 10 sessions of continuous absences

Acton, Jordan	10A	10	22 , Gordon Road Craigavon Craigavon BT17 9HB
Agnew, Mark	8A	10	68 , Lower Rd Belfast BT1 1TQ

# Session Absences Report

This report shows session dates and marks for when the pupils/students have been absent. N codes are included. It is useful for monitoring the levels of absence.

The report can be run for **Any** number of absences, or it can be restricted to a specific number of absences for the options **At least**, **Exactly** or **Less than**.

If the report is run for a Value Range of **Any** a total of all session absences codes are summarized at the bottom of the report.

1. **Reports | Lesson Monitor/Attendance | Selected Pupil/Student Reports | Session Absences Report**

2. Enter the **Date Range** for the report

3. Select the appropriate **Value Range** for the report. If the value **Any** is selected then the totals for each code will also be displayed at the end of this report.

4. Click the down arrow at **Group Type** and select the appropriate group

5. Click Search

6. Select an appropriate option for **Report Content**

7. Use Ctrl and SHIFT keys to multi-select a range of values, depending on the selected Group Type

**Or**

Click

8. Click and

**Session Absences**

Period: 01/08/2025 AM to 01/10/2025 PM

Scope: 2

Value Range: Any Absences

Name	Reg	Total	Session	Mark
Allen, Lily	2A	10	22/09/2025 AM	I4
			22/09/2025 PM	I4
			23/09/2025 AM	I4
			23/09/2025 PM	I4
			24/09/2025 AM	I4
			24/09/2025 PM	I4
			25/09/2025 AM	I4
			25/09/2025 PM	I4
			26/09/2025 AM	I4
			26/09/2025 PM	I4
Ellis, Sophie	2A	2	08/09/2025 AM	O1
			08/09/2025 PM	O1
McKee, Henry	2A	6	08/09/2025 AM	I1
			08/09/2025 PM	I1
			09/09/2025 AM	I1
			09/09/2025 PM	I1
			10/09/2025 AM	I1

Totals for 2

I1	Illness General	28
I4	Emotionally based school non attendance (EBSNA)	10
M	Medical/Dental Appointments	2
N	No reason yet provided for absence	22
O1	Other exceptional circumstance	14

Screen shot below shows report run with the **Value Range of Any**. This summary is included after the details of absences at the end of the report.

## Pupils/Students with Chosen Code Report

This report lists all the pupil/students in the selected group type and date range for the selected code(s).

Missing marks are not included in this report

### 1. Reports | Lesson Monitor/Attendance | Selected Pupil/Student Reports | Pupils/Students with Chosen Code Report

2. Enter the **Date Range** for the report: From  to

3. Select the appropriate **Value Range** for the report:

**Value Range**

Any sessions

At least  sessions

Exactly  sessions

Less than  sessions

4. Select to Order by **Name** or **Number of Sessions**

5. Select the appropriate Code either from **Group Codes** or **Individual Codes**

6. Click  at **Group Type** and select the appropriate group

7. Click

8. Use **Ctrl** and **SHIFT** keys to multi-select a range of values, depending on the selected Group Type

Or

click

9. Click  and

### Pupils with Chosen Code

Code: / Present (AM)  
I1 Illness General  
Period: 01/08/2025 to 01/10/2025  
Scope: Whole School Value Range: Any sessions

Name	Reg	Sessions
Agnew, John	2A	24
Agnew, Sarah	4TO	24
Allen, Lily	2A	19
Barrett, Liam	4TO	24
Bobby, Ricky	3B	24
Brown, Dawn	4TO	24
Browne, Annie	4TO	24
Butcher, Patricia	3B	24
Connor, Christopher	2A	24
Connor, Phillip	3B	24
Cousins, Jack	2A	24
Cropper, Roy	4TO	24

# Pupil/Student Analysis by Attendance Code Report


This report lists all the pupil/students in the selected group type with the number of times each code has been used during the selected date range. The number of possible sessions is also included.

An option to show values as percentages is also available.

Missing Marks are not included in this report.

## 1. Reports | Lesson Monitor/Attendance | Whole Group Pupil/Student Reports | Pupil/Student Analysis by Attendance Code Report

2. Enter the **Date Range** for the report: From   to  

3. Click  at **Group Type** and select the appropriate group

4. Select the appropriate option from **Show Values As**

**Show Values As**

Numbers

Percentages

5. Click 

6. Use Ctrl and SHIFT keys to multi-select a range of values, depending on the selected Group Type  
**Or**

Click

7. Click   and

### Pupil Analysis By Attendance Code

Period: 01/08/2025 to 01/10/2025  
Scope: Year Group 2  
Number of sessions

Name	Reg	I	\	A	B	C	D	G	H	I1	I4	L	M	N	O1	O2	P	R	S	U	V	W	1	2	4	5	6	7	8	9	-	Poss
Agnew, John	2A	24	24																													48
Allen, Lily	2A	19	19								10																					48
Connor, Christopher	2A	24	24																													48
Cousins, Jack	2A	24	24																													48
Defeo, Lorenzo	2A	24	24																													48
Ellis, James	2A	24	24																													48
Ellis, Sophie	2A	23	23												2																	48
Forte, Lloyd	2A	24	24																													48
Hardy, Olivia	2A	24	24																													48
Hardy, Thomas	2A	24	24																													48

## Sibling Absence Detection Report

The purpose of this report is to search for any siblings of the selected student(s) and check for any absences they have in common.


The report is run in 3 stages:

- Select the Leader from a Group Type and the date range
- Select the criteria - value range, title and whether authorised and/or unauthorised absences should be included.
- Run the report with or without session details

### 1. Reports | Lesson Monitor/Attendance | Selected Pupil/Student Reports | Sibling Absence Detection Report

2. Enter the **Date Range** for the report

From  to

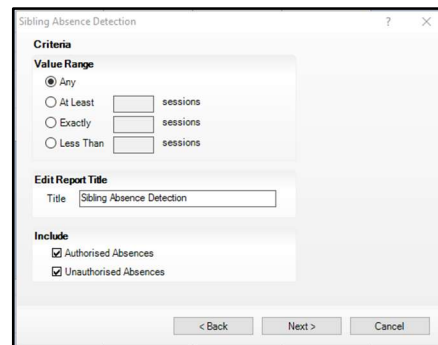
3. Choose the **Leader(s)** by clicking  at **Group Type** and select appropriate group

4. Click  Search

5. Use Ctrl and SHIFT keys to multi-select a range of values

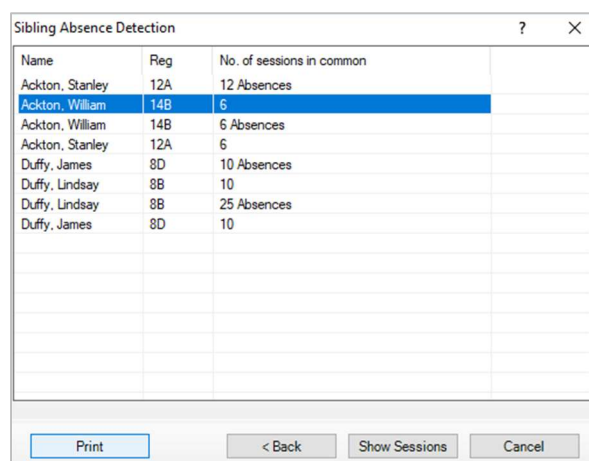
6. Click **Next** to display the Criteria screen

7. Select an appropriate **Value Range**  
**Edit Report Title** if required and  
Select whether to **Include** Authorised and/or  
Unauthorised Absences


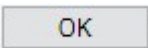


8. Click **Next**

9. A **Sibling Absence Detection** screen is displayed. Leaders are identified by the word **Absences** in the **No. of sessions in common** column.



Name	Reg	No. of sessions in common
Ackton, Stanley	12A	12 Absences
Ackton, William	14B	6
Ackton, William	14B	6 Absences
Ackton, Stanley	12A	6
Duffy, James	8D	10 Absences
Duffy, Lindsay	8B	10
Duffy, Lindsay	8B	25 Absences
Duffy, James	8D	10

10. Click  and 

**Sibling Absence Detection**

Selected "leaders" with names of "siblings".  
 Period : 01/09/2021 AM 21/02/2022 PM  
 Value Range : Any number of sessions  
 Including Authorised and Unauthorised Absences

Ackton, Stanley                      12A                      12 Absences

Name	Reg	No. of sessions in common
Ackton, William	14B	6

**Sibling Absence Detection**

Selected "leaders" with names of "siblings".  
 Period : 01/09/2021 AM 21/02/2022 PM  
 Value Range : Any number of sessions  
 Including Authorised and Unauthorised Absences

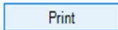
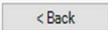
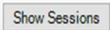
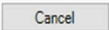
Ackton, William                      14B                      6 Absences

Name	Reg	No. of sessions in common
Ackton, Stanley	12A	6

11. To generate a report that includes session details (day, session, date, sibling's mark and leader's mark) highlight one or more siblings and click **Show Sessions**

Sibling Absence Detection ? X

Name	Reg	No. of sessions in common
Ackton, Stanley	12A	12 Absences
Ackton, William	14B	6
Ackton, William	14B	6 Absences
Ackton, Stanley	12A	6
Duffy, James	8D	10 Absences
Duffy, Lindsay	8B	10
Duffy, Lindsay	8B	25 Absences
Duffy, James	8D	10

12. Click 

**Sibling Absence Detection**

Selected "leaders" with "siblings" showing dates and marks.  
 Period : 01/09/2021 AM 21/02/2022 PM  
 Value Range : Any number of sessions  
 Including Authorised and Unauthorised Absences

"Leader"    Ackton, Stanley                      12A                      12 Absences

Name	Reg	No. of sessions in common	Mark	Leader's Mark
Ackton, William	14B	6	Mon AM 24/01/2022	F
			Mon PM 24/01/2022	F
			Tue AM 25/01/2022	F
			Tue PM 25/01/2022	F
			Wed AM 26/01/2022	F
			Wed PM 26/01/2022	F

## Absence Tier Report *(new December 2022)*

The new **Absence Tier Report** has been provided to enable schools to report on persistent absence based on tiers. This report can be used for tracking and monitoring purposes of all pupils/students. The report can be run over a user-defined date range for students' absences within the academic year selected.

- **Select Reports | Attendance/Lesson Monitor | Whole Group Pupil/Student Reports | Absence Tier Report**

**Absence Tier Report**

Search Print

Title:

Group Type:

Exclude 0% Absence Student Data

**Report on**

Attendance Year:

From:  to:

### Absence Tier Report

School Name	Gamble Academy
Group(s)	Whole School
Reporting Period	Attendance Year 2023/2024 (01/08/2023 - 31/07/2024)

### Summary Information

	% of pupils/students in absence tier	No. of pupils/students in absence tier	% of pupils/students in absence tier & FSM	No. of pupils/students in absence tier & FSM	% of pupils/students in absence tier & SEN	No. of pupils/students in absence tier & SEN	No. of pupils/students in cohort
Tier 3 - Severe Chronic Pupils with 20%+ absence (4+ days per month)	1.81	12	0	0	16.67	2	662
Tier 2 - Chronic Pupils with 10% - 19.99% absence (2-3 days per month)	0.91	6	33.33	2	16.67	1	662
Tier 1b At Risk Pupils with 5% - 9.99% absence (1-2 days per month)	0	0	0	0	0	0	662
Tier 1a Regular Pupils with 0% - 4.99% absence (<1 day per month)	97.28	644	2.95	19	13.04	84	662

### List of Pupils/Students

Tier 3 – Severe Chronic Pupils with 20%+ absence (4+ days per month)										
Name	Gender	FSM	SEN	In Care	Ethnicity	Current Year group	Current Reg group	% of Sessions Missed	No. Sessions Missed	Possible sessions
Acton, Jordan	M	F	T	F	White	10	10A	37.17	139	374
Bernard, Edward	M	F	F	F	White	9	9B	37.43	140	374
Bradbury, Christina	F	F	F	F	White	11	11B	34.76	130	374
Delaware, Lucy	F	F	F	F	White	11	11C	33.16	124	374
Fletcher, Precious	F	F	F	F	White	10	10B	37.43	140	374

Further information on Absence Tier Reporting can be found on the DE website- [Guidance for Schools - A new approach to pupil attendance reporting using absence tiers](#)