## Phoenix Gold
Half Termly Attendance Return

This will provide a report on the number of Authorised and Unauthorised pupil absences that have occurred during the previous half term. The following gives guidance on how to produce and export these reports.

It is important that your attendance data is as up to date as possible before running the report.

Procedure

1   Open Your Phoenix database

2   Select **NCC Specials** from your main menu

3   Select **Returns to NCC** from the sub menu

4   Select **Termly Attendance Return** from the submenu – a screen similar to that below will appear:
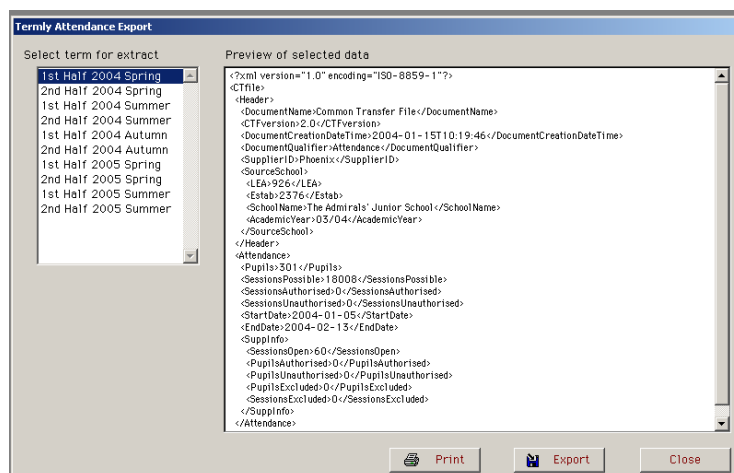
5   Select the half term period to export   (a summary of the data will be displayed in the **Preview window** in XML format).

     (If required, you can print off and retain a copy of this summary by selecting the **Print** button. NB the printout remains in XML format.)

6   Select the **Export** button to create an export file (this will be saved direct to your Data Exchange folder).

7   A file similar to the following will be created in your **Data Exchange** folder.

<div align="center">

9264444_ATT_926LLLL_031.XML.

</div>

8   Drag this file into your AVCO outbox and send to the Management Information Centre in the usual way.

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Please contact Education ICT Solutions should you require assistance

Telephone 0845 303 3003

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