What is the new attendance collection?

After you have submitted your August 2022 Census, you are then also required to record and submit child attendance data in the Attendance Template. In this template, you must record attendance for all the children who you recorded in ECCMS as being enrolled at your service during the representative fortnight of 1 to 12 August 2022.

Each child's attendance data should cover the 4-week period from Monday 1 August to Friday 26 August 2022, and includes the time each child **arrived** at your service (the **In** time) and the time each child **departed** your service (the **Out** time).

The Attendance Template is a Microsoft Excel spreadsheet that has been especially designed to collect attendance information and is pre-filled with the child information that you supplied in your census submission.

Why is the Department collecting this attendance information?

The new Preschool Reform Agreement, between the Commonwealth and New South Wales Governments, has a strong focus on attendance. The Department needs this data to increase our understanding of preschool attendance in NSW and negotiate better outcomes for the preschool sector.

How do I access the Attendance Template?

As soon as you successfully submit your August 2022 Census in ECCMS, the Attendance Template (Excel spreadsheet) becomes available for download on the **Census Submission** tab.

The template only becomes available for download, **after** you have submitted your census data.

Download Attendance Template	Excel
Download Attendance Template Date	14/08/2022 10:42 AM
Upload Attendance Template (Available from 22 August 2022)	+ CHOOSE ♪ Upload ⊘ Cancel
Upload Attendance Template File	
Upload Attendance Template Date	

In the **Download Attendance Template** section, click the Excel icon to download the template. Then locate the file in your computer's **Downloads** folder and open it in Microsoft Excel. If preferred, you can save the file to another folder.

Should I record children who start after the representative fortnight?

Any children who enrol for the first time and attend your service **after the representative fortnight** will not be included in the pre-filled information in the Attendance Template. These additional children and their attendance do not need to be added to the template.

How do I record attendance for more than one mobile location?

An Attendance Template must be downloaded for **each** mobile service location. Therefore, a child who attends more than one mobile service location will have their attendance recorded on more than one Attendance Template.

What are the rules for recording 'make-up' days and 'casual days'?

The rules for recording 'make-up' days and 'casual days in the Attendance Template are different from entering these days in ECCMS. The key difference to remember is that you must report the **actual** attendance in the Attendance Template.

In ECCMS, if the day is a 'make-up day', i.e. a child attends on a day they are not enrolled as a 'make up' day for an enrolled day they did not attend, the attendance for that day is recorded on the scheduled day of enrolment, not the actual day attended. Also, if the day is a 'casual day', i.e. a child attends the preschool on a day that is additional to their enrolled days, attendance for this day should not be recorded in ECCMS.

In the Attendance Template, you must record all attendance as it **actually** occurred. Therefore, you should record a 'make-up day' on the day when the child **actually** attended, not on the day they were enrolled to attend. Similarly, you should also record a 'casual day' on the day when the child attended.

Can I copy and paste in the template?

When recording attendance in the template, you can use the **Data Entry – dropdown** tab or the **Data Entry – free text** tab, whichever is easier for you. To save time, on both tabs, you can copy a repeated **In** time or **Out** time and paste it into one or more relevant cells.

How do I know whether the template is complete?

To check your progress on recording attendance times, click the **Status of completion** tab of the Attendance Template, and check the status on the top left corner. The status can either show as **Complete** (with a green background) or **Not yet complete** (with a red background).

If the status is **Not yet complete,** check the list below for children whose attendance is not yet complete and for what days. If a child's attendance is not complete for a day, an **N** will display (with a red background). Enter or correct the information as necessary on either of the Data Entry tabs. Then return to the **Status of completion** tab to check the status. When the status is **Complete** (with a green background), you can upload and submit your template file.

What happens if I have a different version of Microsoft Excel?

The Department's Attendance Template was developed in Excel 2019, which is a commonly used version. However, if you open the template in an earlier version of Excel, or another spreadsheet application, the template may behave differently. For example, on the tabs designed to record attendance data, the cells that correspond to days when a child is not enrolled are coloured grey. However, this feature and others, which have been created for your convenience, may not be available in earlier versions of Excel or in other spreadsheet applications. Without these features, you can still record the basic information required, which is the **In** and **Out** attendance times of children, but if you prefer to have all the features, we recommend that you use (or upgrade to) a version of Excel that is 2019 or later.

Can I use another spreadsheet?

The Department recommends the use of our Attendance Template as it has the information of enrolled children pre-filled. This ensures the accuracy and consistency of your attendance data and helps consolidate information for the whole preschool sector.

However, if you do want to use your own spreadsheet to record attendance and submit this via ECCMS, you must make sure that the following information is recorded in separate columns:

- The child's name, either in a single column or split into two columns, one with the child's given name and one with their family name. The name should match exactly the child's name as recorded in ECCMS.
- A single column (see below) with the date of attendance (from August 1 to August 26) on each row is required, if you record each child's attendance for each day on a separate row.

Name	Date	In	Out
John Doe	1/8	8:15	3:30
John Doe	2/8	7:30	3:45
Jane Roe	1/8	7:45	4:00
...	...	...	...

The Department's template has a single row for each child and attendance days are each recorded in different columns on that single row (see below). If your spreadsheet follows a similar format, you do not need a single column for the date of attendance.

ENROLMENT DATA EXPORTED FROM ECCMS								WEEK 1 - starting 1 August 2022										
								Monday		Tuesday		Wednesday		Thursday		Friday		
Child ID	Child Surname	Child First Name	Child DOB	Low Income Status	Indigenous Status	Disability &/or additional needs	Language other than English	In	Out	In	Out	In	Out	In	Out	In	Out
100001	LNAME0001	Fname0001	1/8/17	No	No	No	Yes										
100002	LNAME0002	Fname0002	2/8/17	No	No	No	No										
100003	LNAME0003	Fname0003	3/8/17	No	No	No	Yes										
100004	LNAME0004	Fname0004	4/8/17	No	No	No	No										
100005	LNAME0005	Fname0005	5/8/17	No	No	No	No										
100006	LNAME0006	Fname0006	6/8/17	No	No	No	No	7:00	9:00	7:00	9:30						
100007	LNAME0007	Fname0007	7/8/17	No	No	No	No										

The **In** and **Out** times must also be recorded in separate columns:

- For each day, the **In** time – i.e. the time that the child physically arrived at your preschool.
- For each day, the **Out** time – i.e. the time that the child physically left your preschool.

> If information is not recorded in these separate columns, your submission will unfortunately be considered non-compliant and you may be required to correct and resubmit your attendance data.

How do I submit the completed Attendance Template?

The ability to **upload and submit** the completed Attendance Template only becomes available from 22 August.

To upload your completed template:

- Next to **Upload Attendance Template**, click **Choose**. The **Choose File to Upload** dialog box displays.
- Browse to and select the completed template, and then click **Open**. The name of the template file displays.
- Click **Upload**. ECCMS uploads the template file.

You will know that you have successfully uploaded the file when the file name and upload date/time are displayed on the screen.

> Each completed Attendance Template for **each** mobile location should be given a unique name according to the specific mobile location (e.g. Kindy Mobile Sydney) and must be uploaded **one file at a time**. Only the name of the last uploaded file will display on the **Census Submission** tab. However, if any previously submitted files uploaded successfully, they will have been received by the Department.

Why would the Department contact me?

Department staff will review your submitted Attendance Template for completeness and accuracy. We may need to contact you to address any issues and arrange for you to resubmit corrected data if required.