

INTEGRIS Attendance COURSE OUTLINE

Working Together to Raise Attendance

It is widely acknowledged that children who do not attend school regularly are much more likely to leave with few or no qualifications, impacting upon their ability to gain employment. High rates of absence from school can also disrupt the education of other children as teachers help poor attendees catch up with missed work. We all recognise the relationship between school attendance and pupil attainment but reducing absence can be a major challenge. At RM School Management Solutions we believe that Integrus Attendance will significantly help to build the management information framework to meet this challenge. Electronic registration systems provide reliable and effective information, supporting the school's monitoring, tracking and follow-up procedures. Undertaking effective training is therefore an essential prerequisite and in so doing you can be confident that you have secured the maximum return on your investment in the Integrus Attendance product. You will then truly begin to reap the rewards of good data management.

What's Covered?

- A quick review of Integrus core features
- System Set-up & Maintenance
- System Considerations
- Exploring all the available methods for attendance data entry
- Using absence tracking techniques effectively
- Exploring the range of system reports
- Attendance statistics held in Student Details

Course Benefits

Providing statistical analysis that will help you to focus your efforts when tackling potential attendance problems.

Supplying the tools to identify how a school measures up against its attendance targets and enabling patterns of absence to be easily tracked for both individual pupils and groups of pupils.

Providing quantitative background information to be used in conjunction with, say, pupil attainment figures.

An opportunity to discuss local attendance issues experienced at school level and to offer advice and best practice.

Providing accurate data that can be used to inform parents' evenings and Ofsted inspections.

Empowering users to quickly and easily produce the statutory attendance returns, both annually and now at the end of each term.

Who Should Attend

The course is aimed primarily at office staff but is also highly relevant to anyone who will have responsibility for recording attendance data, interpreting the results or applying various levels of analysis. Increasingly, we are also encouraging staff members who provide regular cover to attend, giving them knowledge that will enable the school to accurately maintain their MIS database in the interim period of staff absence.

Similarly, the course is applicable to local support and training teams who will be offering services to schools on this product.

All delegates registering for the course should possess both relevant computer experience and a working knowledge of the Microsoft Office suite.

Course Outline

A quick review of Integris core features –

- Bridging the knowledge gap for any new users to the Integris suite, focusing on the overlapping functions and features that will play a key part in using Attendance

System Set-up & Maintenance –

- Creating your new academic year in School Details – choosing the right term dates
- Managing the School Diary – treatment of school closures, holidays and inset days
- Using the right attendance codes – understanding how they are structured and how they impact on statistics
- Creating a new attendance year – considerations & options
- Working with vertical groups
- Creating new attendance weeks – when and how?
- Understanding the process of rebuilding sheets
- Setting absence limits appropriate for the school

System Considerations –

- How to start recording attendance part-way through the current academic year
- Is it necessary to create 'back sheets' – making the right decision
- Running a successful trial for a single year group
- Adding additional year groups/ classes
- OMR Entry – taking a look at both the single and dual sheet options

Using absence tracking techniques effectively -

- Sidebar Tracking – revealing pupil absences, patterns of absence and highlighting any other pupils absent at the same time
- Absence Tracking Report – creating a list of pupils who have equalled/ surpassed the schools absence limit
- Generating parent/guardian letters of pupil absence

Exploring all the available methods for attendance data entry –

- Entry by Week – getting the most out of the numerous methods available
- Entry by Day – exploring how this area can be used for simple absence entry and barcode entry
- Rapid attendance data recording - combining the features of Entry by Week and Entry by Day

Exploring the range of system reports –

- Creating and validating your statutory attendance returns – both an annual and 'by term' event
- Filtering pupils for certain levels of absence/attendance
- Producing pupil absence reports within a specified period - summary and detailed breakdowns
- Producing detailed pupil attendance records for the entire school year

Attendance statistics held in Student Details –

- Viewing a summary of attendance data within the pupil record
- Updating the summary data for an individual pupil/cohort of pupils

Related Courses

For those users who will be working with other areas of Integris, we offer module-specific 1 and 2 day courses. In addition, we have recently launched our Essential Integris Course, aimed at new starters and those staff members who may be required to provide cover for absent colleagues.

We are also happy to discuss the feasibility of delivering bespoke training courses /consultation services upon request.

Whatever your training requirements we are here to help.

Contact Us

Should you require further clarification on the course content, or would like to register your interest, please contact our Training Administrator, Susan Marsh, on (01235) 401842 or via e-mail (see address below).