

Training Course Agenda.

Attendance Routines - Primary
Schools



Introduction

Target Audience

The **Attendance Routines** training is recommended for delivery to the following people from your school:

- ✓ Attendance Team (member of staff responsible for Attendance)
- ✓ Deputy Headteacher/Senior Teacher

Facilities/Requirements

For **Onsite Training**:

Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances, attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

After the Session

After completing the **Attendance Routines** training session, you can proceed to the **Attendance – Communication & Reporting** session. When you are ready, this second session will guide you through the various methods for reporting on your Attendance data and communicating with parents.

Agenda Overview

Part One: Teacher Routine

- ✓ Taking a Register
 - User Timetable – accessing registers for other staff
 - Useful Dashboard Widgets

Part Two: Attendance Officer Routine

- ✓ Checking Registers are Complete
 - Functionality of Today's Missing Registers (inc. Update Headers & Register Reminders)
 - Missing Registers Widget
- ✓ Recording/Chasing Student Absences
 - Using Manage Attendance
 - Absentee List Report
 - MCAS Absence Notifications
 - Virtual Textback Received Messages
- ✓ Updating Attendance in Bulk
 - Bulk Attendance Update

Part Three: Attendance Configurations

- ✓ Attendance Codes
 - Protecting Marks
 - Disabling Codes in Registers
 - Creating additional Codes
- ✓ Registration Options
 - Include Educational Marks in calculations
 - Mark all as present
 - Year Group Filter for Manage Attendance

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