End of Year 2023

11

September Tasks - Attendance

For School Administrative Staff

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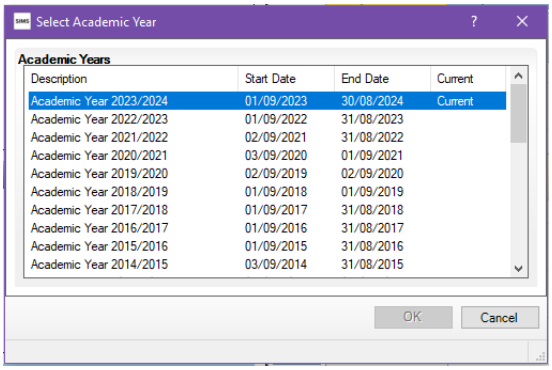
Setting the Academic Year to 2023/2024

1. Follow route **Tools / Academic Management / Set Academic Year**.



2. Select **Academic Year 2023/2024**.

NOTE: If you cannot see **Academic Year 2023/2024** in this screen then you have not created the Academic Year. You will need to do this before you can go any further.

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3. Click **Ok**.

4. Click **Ok** at the confirmation screen.

Print Official Registers

Print the **Official Registers** for **July 2023.**

1. Ensure you have dealt with **missing marks** and add any **reasons for absence** for the whole of the **academic year 2021/20223**.

2. Follow route **Reports / Attendance / Whole Group Student / pupil Reports / Official Register Report**.

3. Ensure that you have printed Official Registers for the whole year.

Part-Time routines for Adding Attendance Not Required Codes

The following routine enables you to add Not Required Codes to part-time student / pupils, e.g. nursery children.

Note: This routine can only be used for non-compulsory school age children e.g. Nursery and Years 12 and 13. You will not need to perform the following routine for those student / pupils that are in school full time.

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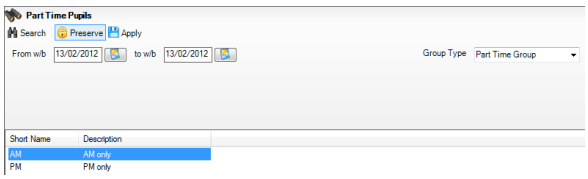
1. Follow route **Tools / Setups / Attendance Setup / Part-Time Pupils**.

The **Part Time Pupils** screen will appear.

2. Select the appropriate group in **Group Type**.

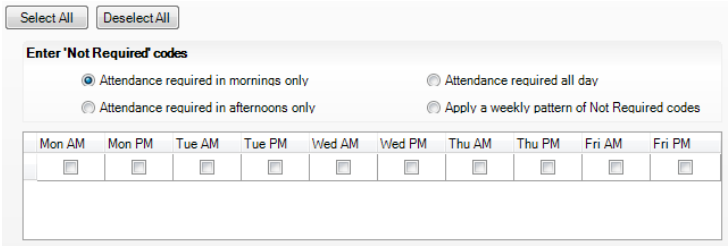


3. Change the **From w/b** and **To w/b** dates as necessary.

4. **Highlight** the required group.

5. Click **Search**.

6. Using the bottom section of the screen select the appropriate radio button.



The choices are as follows:

Attendance required in mornings only – this will enter an Attendance Not Required code for the afternoon sessions for those student / pupils selected.

Attendance required in afternoons only – this will enter an Attendance Not Required code for the morning sessions for those student / pupils selected.

Attendance required all day – no Attendance Not Required codes will be entered. *If you do have full time student / pupils' then you **do not** need to perform this routine.*

Apply a weekly pattern of Not Required codes – this option allows you to set your own pattern of Attendance Not Required codes.

7. Use the option **Apply a weekly pattern** of **Not Required Codes** over a shorter date range for **Reception intake** where the student / pupils are part time for the first few weeks.

Note: OMR Registration Sheets can be marked and read in by the usual method even though some student / pupils may still be recorded as admission student / pupils. Admission student / pupils will not show on OMR Absence sheets so you must have admitted them all to the school by the time of printing the OMR Absence sheets.

Dual Registered Student / pupils

If you have **Dual Registered** student / pupils who are educated off site or elsewhere for part of the week, you can set up a weekly pattern of marks through **Focus / Attendance / Enter a weekly pattern**. (Refer to your Attendance 7 Manual for more details).

Setting the Academic Year in Attendance

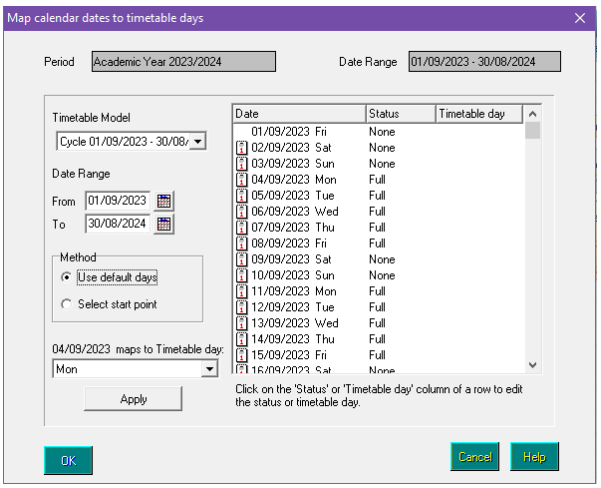
THIS SECTION IS FOR SECONDARY SCHOOLS ONLY

It may be necessary for you to perform the following procedure in order to see your classes in Lesson Monitor and Attendance 7. Apply it using your Server machine in the first instance and if it still does not work try running it on one of the Admin machines. If data still does not pull through to Lesson Monitor call the ICT Development Service, Service desk.

1. Follow route **Tools / Academic Management / Apply Timetable**.

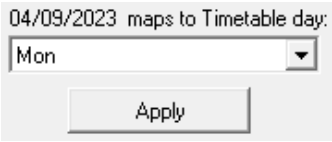
2. Click **Yes** at the message asking if you are sure if you wish to apply the timetable.

   The **Map Calendar dates to timetable days** box will appear.



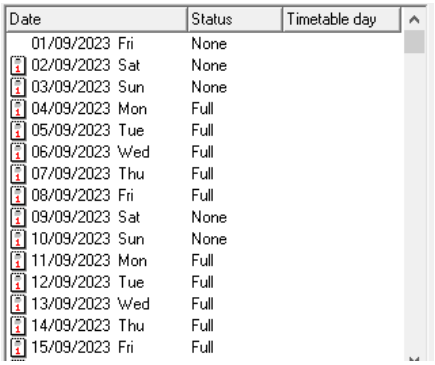
3. Check that the **Date Range** is correct for the academic year that you are applying the timetable for.

4. You will need to ensure the correct date maps to the correct Timetable day in the appropriate area.



5. Click **Apply** once you have checked that the dates match.

   The right-hand side of the screen will then populate.



Date	Status	Timetable day
01/09/2023 Fri	None	
02/09/2023 Sat	None	
03/09/2023 Sun	None	
04/09/2023 Mon	Full	
05/09/2023 Tue	Full	
06/09/2023 Wed	Full	
07/09/2023 Thu	Full	
08/09/2023 Fri	Full	
09/09/2023 Sat	None	
10/09/2023 Sun	None	
11/09/2023 Mon	Full	
12/09/2023 Tue	Full	
13/09/2023 Wed	Full	
14/09/2023 Thu	Full	
15/09/2023 Fri	Full	

6. Check that the information has mapped correctly i.e. the day in the date column matches that of the Timetable day.

7. Click **Save**.

   Your timetable has now been applied in Attendance so you should now see it in other areas of the system including Lesson Monitor and Attendance.