



Class Charts Attendance Factsheet













What is Class Charts Attendance?

Class Charts Attendance is a powerful module that allows teachers to quickly take [AM/PM](#) and [lesson](#) attendance directly within Class Charts.

It provides attendance administrators with a set of [analysis tools](#) that will allow them to monitor how attendance is taken school wide.

Click on pupils to toggle their attendance status. Once you are done click "View register" to submit.

Present ▼ set all Cancel View register

 Cameron Weston Present ▼ 100%	 Zara Wheaton Present ▼ 100%	 Julie Tee Present ▼ 100%	 Piatro Bains Late* (5 min) ▼ 97%	 Hannah Kerr Present ▼ 100%	 Stephanie McAlister Present ▼ 100%
 Tiffany Simms Present ▼ 100%	 Kyla Sanson Present ▼ 100%	 Keenan Drake Present ▼ 100%	 Niamh Harris Absent (N) ▼ 97%	 Felicity Jackson Present ▼ 100%	 Graham Jacobs Late* ▼ 100%

Contents

Features and benefits	2
Attendance analytics	3 - 8
SIMS writeback	9
Points to note	10
Help documentation	11

Features and benefits






Taking registration through Class Charts is quick and easy. Depending on your preferences, you can either take attendance from the [seating plan](#), or via an in-class [register list](#). Attendance can be set for multiple pupils [simultaneously](#) and attendance [notes](#) can be added for individual pupils.

It is up to your school to decide which [attendance codes](#) are available for teachers to use. We can help set these up if needed.

Submit attendance

Set attendance for all pupils...

Attendance for: 10/10/2019

Pupil	AM	PM	P1	P2	P3	P4	P5	Code	Minutes late	Notes
 Deon Abimbola (7A)	/	/	M	/	/	\	\	\ ▾		
 Zachary Benson (7B)	/	/	/	/	N	\	\	\ ▾		
 Claus Bernhagen (7D)	/	/	/	/	/	\	\	L ▾	5	Late to the lesson
 Claire Berry (7A)	/	/	/	/	/	\	\	\ ▾		
 Tilly Candy (7C)	/	/	/	I	/	\	\	M ▾		Dentist appointment

Please note: We strongly recommend that teachers / attendance officers take and amend attendance in [Class Charts](#) instead of [SIMS](#). The reason for this is because taking attendance in SIMS in addition to Class Charts can cause [conflicts](#).

Attendance reports

Once teachers use Class Charts Attendance to take their registers, you will be able to analyse and break down the attendance data into customisable [session](#) and [lesson](#) attendance reports.

Attendance reports can be broken down by a number of categories including [attendance code](#), [pupil](#), [SEN Stage](#) and [Lesson](#).

Up to [three](#) breakdown categories can be used in a single session or lesson report.

Primary breakdown

Year group

Secondary breakdown

Pupil

Tertiary breakdown






Attendance code

Attendance reports can then be [filtered](#), to further refine the results.

- ☒ Include archived pupils
- ☐ Analyse number of incidents instead of attendance percentages
- ☐ Analyse minutes late

Once an attendance report has been generated, the results will appear below the applied breakdowns.

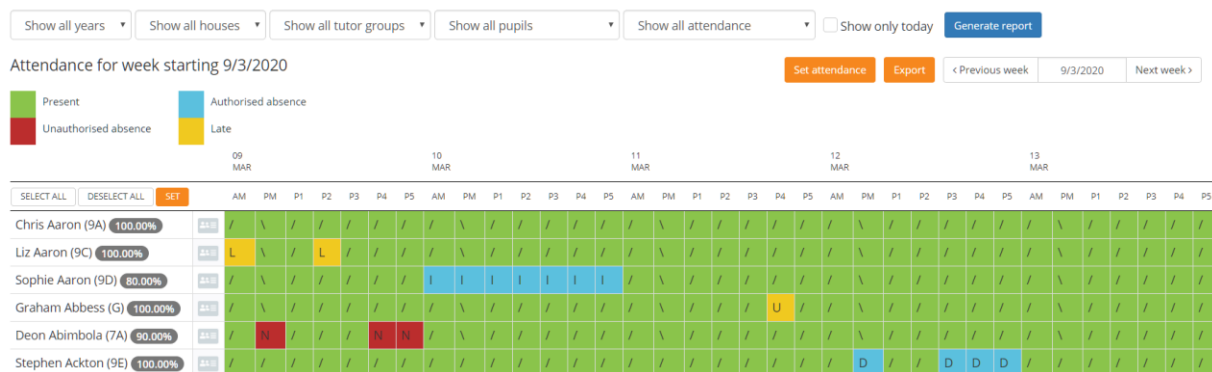
Attendance report results can also be exported to [Excel](#) as a spreadsheet.

Category ▼	Attendance (%)
Ian Anderson (P) 	100.0%
Robert Arkwrightson (P) 	100.0%
Edward Avison (P) 	85.7%
Kofi Vikram (P) 	100.0%
Total 	97.8%

Display All

Class Charts Attendance includes a [whole school attendance records table](#), which displays an overview of attendance records across your school. This table allows you to identify attendance trends across groups of pupils and bulk set attendance with ease.

The whole school attendance records table displays the [current week](#) by default. This can be filtered down to the [current day](#) by ticking the [Show only today](#) checkbox.



Attendance codes can be amended in bulk from the whole school attendance table, allowing you to change codes across [multiple days](#) or [multiple pupils](#).

This is useful for recording attendance in scenarios such as year group school trips, study leave, etc.

Attendance code for session attendance

Choose the attendance code:

/ Present (AM)

Date range:

10/3/2020 - 10/3/2020

Periods and sessions to set attendance:

☒ AM ☒ PM ☒ Period 1 ☒ Period 2 ☒ Period 3 ☒ Period 4 ☒ Period 5

Select All Deselect All

If you have periods set up to copy to AM/PM registration these rules are ignored in this popup and AM/PM must also be selected.

Notes:

Parent called in to inform us that Liz is sick.

☒ Overwrite existing attendance sessions? (including notes)

Certain attendance codes can only be overwritten by admin users.

Save Cancel

Teacher attendance records

As teachers use Class Charts Attendance, you can keep track of how consistently lesson attendance is being taken. The [teacher attendance records](#) table provides a weekly overview of teacher registers. Completed registers appear in [green](#), whereas partially and incomplete registers appear in [yellow](#) and [red](#) respectively.

Attendance recorded for week starting 4/11/2019

[Send missed register emails](#)

[< Previous week](#)

[Next week >](#)

	04 NOV					05 NOV					06 NOV					07 NOV					08 NOV				
	P1	P2	P3	P4	P5	P1	P2	P3	P4	P5	P1	P2	P3	P4	P5	P1	P2	P3	P4	P5	P1	P2	P3	P4	P5
Mrs Anita Abell																									
Mrs Selina Andrews																									
Mrs Mina Asif																									
Mr John Atkinson																									
Mr Adrian Blacker																									
Mr James Brown																									
Mr Paul Brown																									
Miss Katie Burrows																									
Miss Fiona Burton																									
Mrs Lynn Chase																									
Mrs Jane Darby																									
Mr Richard Davidson																									
Mr Geraint Davies																									
Mr Steven Dumbell																									
Miss Joan Edwards																									
Ms Julia Estaphan																									
Miss Jill Foster																									
Mr Anthony Gray																									

The teacher attendance records table also allows you to send [missed register emails](#) to teachers, reminding them that they have outstanding registers which need to be completed.

AM / PM attendance records

In addition to monitoring how teachers are taking lesson attendance, Class Charts Attendance also allows you to keep track of [AM](#) and [PM](#) attendance records for each [tutor group](#).

Tutor group attendance recorded for week starting 4/11/2019

Send missed register emails

< Previous week













Next week >

	04 NOV		05 NOV		06 NOV		07 NOV		08 NOV	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
J										
P										
N										
L										
Q										
M										
H										
K										
G										
7E										
7B										

As with the teacher attendance records table, you are able to send [missed register emails](#) to teachers, reminding them that they have outstanding AM / PM registers which need to be completed.

Common absences

There may be times when it will be necessary to track which pupils have absences in common, in order to determine if absences between two pupils are related. Class Charts Attendance allows you to do this via the [Common absences](#) table.

Common absences percentage					
	Lilly Flowers (M)	35 / 69	<div><div>47%</div></div>	35 / 79	Penny Parker (J) 
	Penny Parker (J)	34 / 79	<div><div>49%</div></div>	34 / 60	Nora Juckett (K) 
	Trevor Onnet (K)	34 / 34	<div><div>60%</div></div>	34 / 79	Penny Parker (J) 
	Penny Parker (J)	44 / 79	<div><div>72%</div></div>	44 / 44	Ryan Queen (H) 
	Trevor Onnet (K)	34 / 34	<div><div>87%</div></div>	34 / 44	Ryan Queen (H) 
	Lilly Flowers (M)	60 / 69	<div><div>93%</div></div>	60 / 60	Nora Juckett (K) 

The [common absences percentage](#) in the middle calculates how often the two pupils either side have been absent at the same time. This is based on the two sets of numbers either side of the common absences percentage, which represent each pupil's [shared absences](#) out of their total number of [individual absences](#).

Fire drill attendance reports

As it is vital to conduct regular fire drills at your school in order to ensure pupil safety in the event of a real fire, Class Charts Attendance provides you with the ability to [print](#) paper copies of your [school register](#).

Show all years ▼

Show all houses ▼

Show all tutor groups ▼

Show all pupils ▼

Attendance for today

[Print](#)

	Present		Authorised absence
	Unauthorised absence		Late

11
NOV

	AM	PM	P1	P2	P3	P4	P5
Graham Abbess (G)	/	\	/	/	/	/	/
Stan Ackton (G)	/	\	/	L	/	/	/
Diana Buckstone (G)	/	\	/	/	M	/	/
Lea Calliway (G)	/	N	/	/	/	N	N
Steve Carrison (G)	/	\	/	/	/	/	/
Harry Clairk (G)	/	\	/	/	/	/	/
Toby Cox (G)	/	\	/	/	/	/	/
Stephanie Fulton (G)	/	\	/	L	/	/	/

Whilst it is visually similar to the [whole school attendance table](#), it only displays attendance for the [current day](#). This allows you and your staff to keep track of the records that are the most relevant to the fire drill.

SIMS writeback

We currently only support attendance writeback to Capita SIMS for [session \(AM/PM\)](#) attendance. Session attendance will writeback to SIMS within [5 minutes](#), but please keep in mind that there may be delays due to circumstances outside of our control. This can include issues with your SIMS server hardware, internet connection or a locked SIMS database. In the event that a writeback fails, it will be attempted again by Class Charts until the session attendance data has written back to SIMS and we receive a [confirmation](#) from the SIMS server.

If your staff require real time attendance statistics, then they will need to look at the [end of class reports](#) and [analytics](#) in Class Charts. Class Charts writes AM/PM attendance data back into SIMS for [statutory returns](#) purposes only.



Please note: We do not support [lesson](#) attendance writeback to SIMS. During our extensive piloting, we found that this places too much demand on SIMS servers in schools, resulting in a detrimental impact on performance.

We also do not support writeback attendance for [pre-admission](#) or [guest / dual -registered](#) pupils.

SIMS does not accept the writeback of [custom codes](#) or the following codes: [Y](#), [8](#), [9](#), [\[](#) or [\]](#). These codes must be entered directly into SIMS.

If your school also uses [RFID](#) technology to record late pupils, please bear in mind that this can potentially cause conflicts with Class Charts Attendance writeback.

Points to note

In order to start using Attendance Writeback, your Class Charts integration will be moved from [Xporter](#) / [Xporter on Demand](#) over to [Wonde](#). The request to begin the Wonde integration will be sent by EduKey. Once received, Wonde will be in touch with your school directly to get the integration started.

With this new integration, your school is required to set-up assessment data in SIMS. However, this will be set-up per assessment [template](#) and not per aspect. For more information on setting up aspects via Wonde, please read the following guide:

https://www.edukey.co.uk/static/FAQ_Guides/wonde_addaspectsfromsims.pdf

When syncing assessment data from Wonde, [any existing aspects](#) that were previously synced from Xporter / Xporter on Demand will be matched in Class Charts. This means that you won't lose any existing fieldsets or any other aspect data that previously existed.

Wonde reads attendance data from SIMS every [30 minutes](#) during school hours. When session (AM/PM) attendance is taken in Class Charts, it is queued to writeback to SIMS within [5 minutes](#).

In the unlikely event that you decide to cancel your Class Charts Attendance licence, we will provide you with your school's attendance data in a [portable format](#), as required under [GDPR](#). This exported attendance data can then be imported into your SIMS server.



Help documentation

In order to ensure that your transition to Class Charts Attendance is as smooth as possible, you may wish to take a look at our [Knowledgebase](#) so that you and your staff are ready to use it to its full potential..

To access the Class Charts knowledgebase articles for attendance, click on the link below:

<http://help.edukey.co.uk/knowledgebase/topics/147562-attendance-via-wonde>

Year 7 pupils in September

When marking attendance in September, you may find that your new [year 7](#) pupils are not appearing in your Class Charts registers and lessons.

They should appear within a couple of days. Year 7 pupils often have a different [start date](#) set in SIMS. We only sync [current/on roll](#) pupils and cannot pull pre-admission pupils.

If you have checked your year 7 pupils' start dates and everything looks correct then do not hesitate to [get in touch](#), but please do not contact us if today's date is [prior](#) to the start date in SIMS.

Further support

Please do not hesitate to get in touch if you require additional support or training
support@classcharts.com



www.classcharts.com

Class Charts offers an easy solution to seating plans and behaviour management, reducing the workload for teachers.



www.provisionmap.co.uk

Provision Map has been carefully designed to assist SEN/ALN Co-ordinators with managing provisions & interventions in their schools.



www.safeguardmyschool.co.uk

Safeguard my School provides an easy and effective way to manage safeguarding of your students.



www.literacyassessment.co.uk

This system quickly assesses the literacy standards of groups of pupils & tracks progress over time.



www.schoolrobins.com

School Robins is a powerful communications tool designed for school leaders. It removes the paper trail of round robins.