

# ATTENDANCE REGISTERS

The school uses an electronic system called Lesson Monitor to register every student in every lesson throughout the school day. Lesson Monitor is used in Sims.net.

**Every lesson and every morning and afternoon registration should be completed electronically.**

It is imperative that teaching staff use the system and accurately record marks. We operate a First Day Calling system when a student is absent and no reason provided and rely on the data entered into SIMS.

## Morning and afternoon registration

Form tutors should continue to collect their green folder from Reception before the start of morning and afternoon sessions. This will ensure that tutors continue to receive notices and distribute letters to students. The folder must be returned to Reception immediately following tutor time.

All sickness notification and notes relating to absence of any kind should be placed in the Attendance pigeon hole in the staff room.

## Registering a student electronically

### To locate the required Register

- Launch **SIMS.net** to access your Home Page.
- Double click the period you wish to mark and the register will open.
- If you want someone else's register click the **Take Register** icon.
- The **Take Register** icon will open the **Select Class** browse.
- You can browse for a colleague's register if you are covering their class by using the binoculars to search and change the teacher name.
- You can search by **Name** or **Period** by highlighting the register and selecting **OK**.

### To mark the Register

#### Keyboard entry

- The first student is selected according to whether they are **Present /, Absent N or L Late**.
- Entering a valid mark moves the selection to the next student.

#### OR

- Click on the period column heading to select all and flood fill.
- Select the **Save** button.
- You will not be allowed to save the register if there are any Missing Marks.
- Any mark may be edited by selecting the appropriate students and clicking the **Preserve** button so it becomes **Overwrite**.
- You can move back to 10 previous registers for this class or forward to future registers using the **History** and **Future** buttons.

**Please complete the registration within the first 5-10 minutes of the session.**

**Please do not attempt to overwrite any marks that have already been put in to Lesson Monitor by the Attendance Administrator. If you think a mark is incorrect please e-mail the Attendance Administrator.**

## Special Circumstances

### Learning Development

Students should register in their class before going to Learning Development

### Lesson Supervisors

Where staff do not have a laptop, a PDA will be available.

## **PE/Science/Technology**

As there are rotations with groups, a teacher will not always have the group that is shown on their timetable. Teachers will need to be aware of the **CLASS LABEL/Group** they are teaching and ensure they find that label - under their colleague's name.

## **Assembly**

Tutors should complete registration before they go to assembly.

## **Technical Problems**

### **Morning and afternoon registration**

Only when staff experience technical problems during morning or afternoon registration, should they use OMR sheets (Optical Marking Record). This sheet should be placed in the green folder and returned to the Attendance Administrator immediately with a brief note informing the Attendance Administrator and providing reasons why a manual system has been used. The OMR sheet will then be machine read.

### **OMR Registration**

- Use a HB pencil for marking the OMR form.
- Do not write anything on the front of the OMR sheet.
- Mark all students who are present in front of you by clearly crossing HORIZONTALLY through the P 'lozenge'.
- Always mark either present or absent – DO NOT leave any blank.
- If a student arrives late having been marked A, and you still have the register, cross the P lozenge as well. This will read as late before register closed.
- Do not worry about this terminology. Do not amend a mark after the register has been returned to the office. Make a note of what happened and pass to the Attendance Administrator.
- Please do not use Tippex.
- Do not cross out mistakes.
- Do not write on the front of the form.
- Do not use coloured pens.

### **Technical Problems when registering in lessons**

Where staff experience technical problems during a lesson they should send a student to the Attendance Administrator to obtain a paper register. This should be completed and returned immediately. ICT support should be advised if you encounter IT problems.

## **ICT Support**

A help sheet can be found on the staff intranet. If you experience any technical issues please contact **237** or e-mail

### **ICT support.**

If a cabled connection is available in the classroom please use it as it will be more reliable than wireless especially when using SIMS.