

Attendance – Communication & Reporting.

Training Agenda



Target Audience

The **Attendance – Communication & Reporting** training is recommended for delivery to the following people from your school:

- ✓ Attendance Officer/Team
- ✓ Deputy Headteacher

Pre-Requisites

Please complete the **Attendance Routines** training session **before** the **Attendance – Communication & Reporting** session. This ensures the fundamental knowledge of managing Attendance in Bromcom is in place before learning how to report on Attendance data.

Objectives of Session

By the end of this session, attendees will be able to:

- ✓ Communicate attendance information via SMS, email, and watchlists
- ✓ Generate and share key attendance reports and letters
- ✓ Use dashboards and student records to analyse and monitor attendance

Agenda Overview

- ✓ **Communication**
 - How to send SMS/Email
 - Watchlists
 - Creation (inc. creating message template using additional dynamic fields)
 - Manual Processing
 - Process Log
 - Absence Alerts
- ✓ **Reporting**
 - Report Groups
 - Below 'X'% Attendance
 - 10 in 10 Unauthorised Absences
 - Built-in Reports
 - Must Try Attendance Reports (Help Centre)
 - Attendance Certificate
 - Attendance History
 - Analysis Exports (Missing Marks)
 - Fire Drill
 - School Summary Report
 - Attendance Letters
 - Using Quick Report Webmerge to produce letters
 - How to email letters home to parents
- ✓ **Analysis**
 - Attendance Dashboard
 - Student Record
 - Attendance Highlights
 - Attendance Tab