

## **ATTENDANCE IN THE CLASSROOM**

### **SCHOOL PROFILE**

We are a 2 form entry Primary School (Nursery to Year 6).

We use Herts Catering and offer daily menu choices of 3 options.

### **PRIOR TO USING ATTENDANCE IN SIMS**

- Each week a manual register for attendance and dinners was printed for each class teacher.
- After registration at 8.50am the manual register would be returned to the office where I would then input into SIMS the attendance and dinner options. This would enable me to give the cook numbers for dinner.
- This whole process would take about 45 minutes.

### **SETTING UP ATTENDANCE IN SIMS**

- Firstly a call to SITSS was made to get the ball rolling.
- All teachers will need to be set up with a SIMS login. (This will also enable them to have access to basic information about their pupils i.e. contact and address information, attendance, lates and some reporting – therefore reducing the need to come to office in some instances)
- SITSS came to school to train the teachers in how to take their register. This took place after school one day and took no longer than 30 minutes. All teachers are trained to only enter a '/' or an 'N' on their register.
- Once an attendance code has been entered then the default meal pattern is shown on the dinner register. The default code is then changed to their pupil choice that day.
- Each class has a laminated class list. Each day the teacher marks in a way to suit them their absences only. This is so that in the event of a fire then they can see their attendees and take the register.

### **DAILY TASKS FOR THE OFFICE**

- Each morning the office enters the late children and records any illness reported.
- Reports are printed for 'first day of absence' and 'kitchen statistics' for the cook.

### **CONS**

- Any absence remarks entered by the office can be displayed in the classroom. This information may be of a sensitive nature.
- If a teacher does not close their register after taking it in the morning any codes they put in during afternoon registration over writes what the office has entered.

### **PROS**

- Saves the office time – I save at least 30 minutes every day
- Saves paper

- Teachers can bring their lunch registers and pupil choices up on their whiteboard prior to lunch to remind pupils what they ordered.
- Far less mistakes made on the register (no idea why but there is!)
- Teachers have access to basic pupil information in the classroom.

### **ADVICE / SUMMARY**

- The pros by far outweigh the cons.
- Go live with attendance and dinner registers together.
- Do a couple of classes at a time to enable you to be on hand for the first day or so.
- Check that all teachers can login into SIMS prior to going live.

This information on my experience of attendance in SIMS is only brief and basic. Please do not hesitate to contact me on 01442 424920 and I will happily discuss with you in further detail.

Helen Robson  
School Office  
Yewtree Primary School

### **FROM A TEACHERS POINT OF VIEW**

SIMS has had a positive impact on the running of the classroom and my day to day job for the following reasons;

1. You don't need to worry about absence codes, simply put a / or a N, which means medical appointments etc do not get put down as unauthorised absence by mistake, and errors can be easily corrected (tipex has now become redundant in my class)
2. The dinner register is electronic so you can check to see what the children have chosen should they forget.
3. Attendance rates and contextual data can be accessed through the SIMS interface which means you don't need to ask in the office or chase other people for information.

Mrs Emma Munro  
Year 1 Teacher