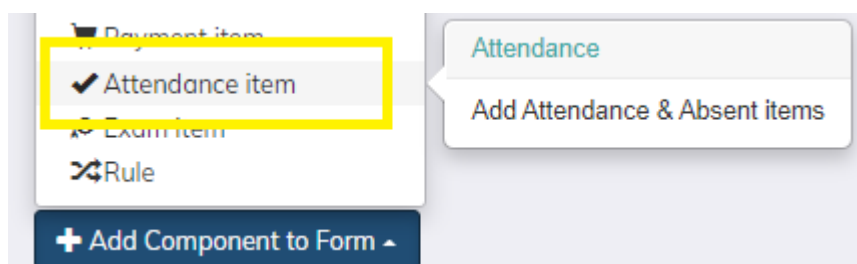# Attendance within Forms

It is now possible to add 'Attendance Tokens' to a form, either one or a multiple per form.

Once the user has selected to add the 'Attendance Item' token to a form, the user will be greeted with a range of options.

Column Name – This is the name given to column visible in the 'Results Table.' This MUST start with 'Attendance.'

Heading – This is the heading that will appear on the form, this is the question that the user will see. Mail merge tags also work in these headings i.e. [[StudentForename]], [[HisHer]] etc.

Type – There are three different types of attendance data that can be added to a form:

1. Display a list of dates when a pupil / student was late to either AM or PM session.
2. Display a list of dates of when a pupil / student was absent from school with an 'N' code in the schools management system.
3. Display the percentage attendance of a pupil / student.

Note – For both the 'Late' and the 'Absent' token it's possible to allow the user (Parent / Carer) to give a reason / explanation for the pupil / student being either 'Late' or 'Absent.'

Filter results to only those where – To assist schools with creating their Percentage Attendance Letter it is possible for the user to filter pupil / students above or below the set percentage. This will make it easier for schools to identify the pupils that require an attendance letters (via selecting the 'view custom token' tab when sending a form / letter.

Date Range – It's possible to set a 'Date Range' for when you want the percentage attendance to be calculated from, or the range of dates the user wish to display for 'Lates' or 'Absences.' This range can be set when adding the token to the form, or alternatively, to specify this 'Prompt from Send Time. This will mean that each time this form / letter is created from a Template or from a re-occurrence the user will always be able to enter new / different date ranges.

Width -

Late Forms / Letters

To create a letter to notify parents / carers of pupils being persistently late to school, select 'Add New Template' from the 'Template Tab' and give the Form a unique name. Navigate to 'Add Component to Form' and select 'Text / Description' and compose the letter.

Use the following tags to personalise the top of the letter:

[[salutation]]
[[Address]]

Re: [[StudentName]] - [[StudentRegGroup]]

Dear [[salutation]],

Following writing the letter select 'Attendance Item' from the 'Add Component to Form' to add the list of Lates to letter.

Edit Form Component ✕

Column Name	Attendance *for display in results*
Heading	Late Dates
Type	● List of Dates where the student was Late ○ Prompt for reason for each date with unknown absent reason ☑ Reason Inputs are Required ○ Percentage Attendance

Filter results to only those where

Greater Than Or Equal ⌄   5 ⇳
for display in results

Date Range

Prompt at Form Send Time ⌄

From	To
dd/mm/yyyy 🗓	dd/mm/yyyy 🗓

| Width | 100% (1 column) - default ⌄
when form is on desktop or tablet |

1. Give heading to the question i.e. ***[[StudentForename]] has been late to school on a number of occasions between [[startdate]] and [[enddate]].***

2. Select the 'List of Dates where the student was Late' to appear in the letter, if you need the parent's to provide a reason for this lateness please select 'Reason Inputs are Required'.

3. If you this letter to go to parents / carer of pupils of pupils that have been late to school more than 5 occasions for a month then select 'Greater than or Equal' to '5.'

4. If this letter is set to go out at specific dates throughout the year the ensure you select 'Prompt at Form Send Time.' Alternatively, you can enter a start and end dates, then select 'Submit.'

5. Finally you can add a 'Call to Action' question, this will enable you to know that the parent/ carers have read the letter if you add a simple question. Finally (if necessary), add a signature component.

Preview of the bottom of the Letter

Late Dates

06 Oct 2021

* I confirm that I've read and understood the content of this letter?

◉ Yes - I have read the letter

○ No - I haven't read the letter

Please provide information about these late's occurrences

*

toothache

As you can see from the above letter this pupil was late to school on the '6ᵗʰ of October 2021.' This is a great way of informing parents / carers of these as they may not be aware of this and following these correspondence the parent / carer can talk to their child.

An advantage of send these letters rather than by post there is a record that the parent / carer has received and read the letter, also the parent and school will always be able to view these letters in the future.

Results Screen

As we are using an attendance token within this letter is possible to view a pupil / students session attendance record within SWS. As well as this it is possible to update the attendance from the results screen and these changes will write back to the School's Management System.

	Edit	Recipient	Replied	Attendance	I confirm that Ive read and understood the content of this letter
☐	✎	Liz Aaron 11C	Mr A Blacker 09 Oct 2021 11:59 PM	06 Oct 2021	Yes - I have read the letter

Attendance for Liz Aaron (11C) ✕

Date	AM	PM
Fri 24 Sep 2021	/	\
Sat 25 Sep 2021	#	#
Sun 26 Sep 2021	#	#
Mon 27 Sep 2021	D : Dual registra ⌄	\
Tue 28 Sep 2021	/	\
Wed 29 Sep 2021	/	\
Thu 30 Sep 2021	/	\
Fri 01 Oct 2021	/	\
Sat 02 Oct 2021	#	#
Sun 03 Oct 2021	#	#
Mon 04 Oct 2021	M : Medical/Dent ⌄	\
Tue 05 Oct 2021	/	\
Wed 06 Oct 2021	/	L : Late (before r ⌄

If you get informed that the 'Late' was entered in error this can be changed from this screen rather than going into the school's managements system. Select the 'New Code' from the list and then click 'Submit' for the data to be written back.

Once the parent / carers reply it's possible to allocate these to a member of staff that doesn't have access to Forms. This feature is great as responsibility for monitoring and managing these results can be allocated to the appropriate member of staff such as a Head of Learning.

Allocating a Form to a Staff Member

Navigate to the 'Action' button at the bottom of the results page and select 'Password and Permissions.

Once the form has been allocated to a member of staff they will be able to view the messages from the parents / carers as well as being able to respond to them. They will then have the ability to respond to the parent / carer from the result view by selecting 'Email Selected.' A new functionality has been added so that a member of staff can add a 'Reply To' address so they will get the replies from the parent rather than going into the Messenger Inbox.

Send Email to Selected   ✕

ReplyTo

optional email reply to

optional override the default email reply to address for this email

Subject

Re: Year G Attendance Monitoring Letter

Message

Tokens ▾   Student Tokens ▾   <> ↰ ↱ ¶̲ B I {} A̲ A̲ I̲ₓ ≡ ≡ ≡ ≡ ⋮≡ ⋮≡ 🔗̲ ▣ ⬇ ⤢

Additional Features

Adding a result to a Meeting.

It is now possible to link a results from a form to a meeting either internally or by via Teams / Zoom. A Head of Learning may need to discuss this issue of lateness with the parents to try and resolve this issue. This meeting would be created in SWS and the invites would be sent out via Messenger as email and 'xperssions'. The details to the meeting would also appear in the 'Meetings' tab in 'xpressions.'

Adding a Conduct Record.

It is now possible to create an achievement or behaviour record from the results table of forms which will write back to the schools managements system. As the Head of Learning may not be aware for these occasion of lateness so following the letters being sent to the parents / carers the HOL may wish to allocate each pupil with a behaviour record – Persistence Lateness to school.
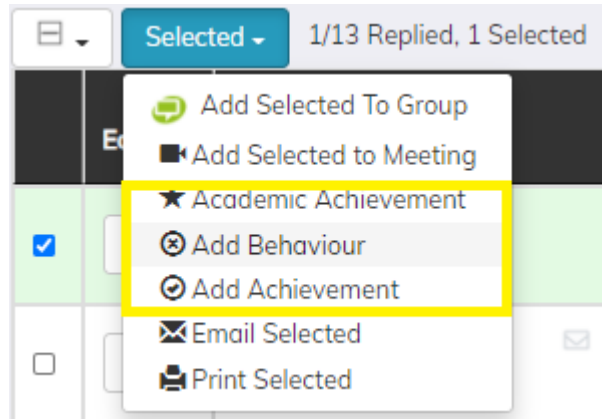
Absence Chase-up Letters

To assist schools with resolving unauthorised absences in school it's now possible to create a form based on unauthorised absence of a pupil / student. Parents /carer will receive a first day absence text / notification to notify of no reason given for an absence, if this is reason is not given it's possible to create a form listing all absences from a specific date range and then asking for reasons for this absence. Both these data items can be written back into the schools management's information system.

To create a letter to notify parents / carers of these absences from school select 'Add New Template' from the 'Template Tab' and give the Form a unique name. Navigate to 'Add Component to Form' and select 'Text / Description' and compose the letter.

Use the following tags to personalise the top of the letter:

[[Salutation]]
[[Address]]

Re: [[StudentName]] - [[StudentRegGroup]]

Dear [[salutation]],

Following writing the letter select 'Attendance Item' from the 'Add Component to Form' to add these absence to this letter.

1. Give heading to the question i.e. Please provide a reason for **[[StudentForename]] absence's between [[startdate]] and [[enddate]].**

2. Select 'Prompt for reason for each date unknown absent reason', you will also need to select 'Reason Inputs are required' so that the parent / carer can provide a reason for the absences.

3. As this is likely to be a weekly letter that would go out to the parent / carers you can leave the date range at – Prompt at Form Send Time.' Alternatively, you can enter a start and end dates, then select 'Submit.'

Here is an example of a letter that could be sent to the Parent / Carer.

View/Edit response for Tyler Leonard : Attendance Chase Letter W/B 27th September ✕

Dear Mrs M Leonard

I write to inform you that despite two previous attempts we have yet to receive a reason for Tyler's absence(s) from school between the following dates - 27 Sep 2021 - 01 Oct 2021.

It is important that Tyler regularly attends school but we acknowledge that there may be times when he could be absent. Could you look at the dates below and give us a reason for these absence(s). If however, you fail to give a reason for these absence(s) by 09 Oct 2021 these will be recorded as Unauthorised.

To avoid this letter in the future we ask that you inform us of Tyler's absence on the day of the absence. This can be easily done via the 'xpression's app' by selecting the 'Reporting an absence' and giving a reason.

Tyler current attendance for this academic year is currently – 97%.

Regards,

Mrs J Darby
Head teacher

Please provide a reason for the following absence(s)

Thur, 30 Sep 2021	reason

Once the letter has been sent to the Parent / Carers, the replies for these absences will appear in the Forms Results Screen. To manage these replies, sort the results by 'Replied' so as the replies come in they will always appear at the top. When a response has been submitted by the parent / carer the reason will appear in the 'Attendance' column.

1/3 Replied

	Edit	Recipient		Replied	Attendance
☐	✏	Genene Goudey 9C	✉	Mrs Mairead Goudey 09 Jan 2022 1:43 PM	2021-09-27=Dentist
☐	✏	Albie Johnson 9B	✉		2021-09-20
☐	✏	Nicolas Molita 9A	✉		2021-09-28

Select the reason provided by the parent / carer and then the school will be able to look at the reason provided and allocate the appropriate 'Attendance Code' in the school MIS system.

Once the user has allocated the appropriate code you'll see an overview of the pupils attendance, the mark that just been updated will be represented by a '~' until it's updated in the schools MIS.

A great feature is to be able to view if the reason for the absence has been action then it's possible to see this on the results screen. Once the Attendance Mark has been updated a note will appear stating the date and time of when this was actioned and also by which member of staff.

Dependant on the school's absence reporting policy, a school may choose to have a monthly letter of the above, which provides a list of absences for the previous months and stating to the parent's that if a parent / carer doesn't provide a reason by the due date [[duedate]] of this form then the absence will become 'Unauthorised.' These updates can also be done from the results screen.

Date	AM	PM
Wed 15 Sep 2021	/	\
Thu 16 Sep 2021	/	\
Fri 17 Sep 2021	/	\
Sat 18 Sep 2021	#	#
Sun 19 Sep 2021	#	#
Mon 20 Sep 2021	O : Unauthorised ⌄	\
Tue 21 Sep 2021	/	\
Wed 22 Sep 2021	/	\
Thu 23 Sep 2021	/	\
Fri 24 Sep 2021	/	\
Sat 25 Sep 2021	#	#
Sun 26 Sep 2021	#	#
Mon 27 Sep 2021	/	\
Tue 28 Sep 2021	O : Unauthorised ⌄	O : Unauthorised ⌄
Wed 29 Sep 2021	/	\

Back   Submit

Tip – For quick entry of changes to the marks – Select the box and type in the letter for the code i.e. / \ o, m etc. and then select 'Tab' to move to the next box and just enter the require code again follow this process until you reach the 'Submit' button. This can make this process very quick.

Percentage Letters

It is possible to send out letters based on attendance to Parent / Carers, these could be to notify them that their child attendance is under the school's target or alternatively to send them a praise letter for outstanding attendance in school. The advantage of doing percentage letters in forms rather than messenger, in forms it possible to have a 'call to action' question. By having a 'call to action' question it's more likely for the parent to engage with the letter and read it if they have to answer a question based on the letter.

To create a letter to notify parents / carers of their child's attendance, select 'Add New Template' from the 'Template Tab' and give the Form a unique name. Navigate to 'Add Component to Form' and select 'Text / Description' and compose the letter.

Use the following tags to personalise the top of the letter:

[[salutation]]
[[Address]]

Re: [[StudentName]] - [[StudentRegGroup]]

Dear [[salutation]],

Following writing the letter select 'Attendance Item' from the 'Add Component to Form' to add 'Percentage Attendance' data into the letter.

1. Give heading to the question, this will be what's visible in the body of the letter. i.e. **_[[StudentForename]] attendance in school is currently running at:_**

2. Select 'Percentage Attendance', you will then be able to apply a filter i.e. show pupils with attendance above, equal to or below a set percentage. This is a great functionality as you don't need to go through the list of students to check it will do it for you. When sending the form you can also double check this.

3. As this is likely to be sent a specific dates during the academic Year you will probably set this to – Prompt at Form Send Time.' Alternatively, you can enter a start and end dates, then select 'Submit.'

Here is an example of a letter that could be sent to the Parent / Carer.

View/Edit response for Deon Abimbola : Year G Attendance
Monitoring Letter

Ms A Abimbola
Flat 2, Roedean Court 82b
Kimbolton Road
Bedford
MK40 2PS
United Kingdom

Ref: KY / JO

09 Jan 2022

Dear Ms A Abimbola

I am writing to inform you that Deon's attendance has fallen below the expected level. It is the duty of a parent/carer of a child of compulsory school age to secure their education by regular attendance at school. Please can you support us in ensuring that Deon attends school regularly.

Percentage Attendance between 06 Sep 2021 - 31 Dec 2021:

89%

Please complete the section below if you require support from Mrs J Darby to improve Deon's attendance at school.

Yours sincerely,

Mrs J Darby

Here is a 'Call to Action' question. Before the parent / carer can answer the questions below they would need to read to letter, thus improving parental engagement.

View/Edit response for Deon Abimbola : Year G Attendance
Monitoring Letter

I have read and understood the above message?
* -- please select --

Would you like to speak to the head of learning?
* -- please select --

Any additional comments.

Please sign below

please use your mouse or finger sign above

Again, the replies from these forms can be allocated to any members of staff such as Head of Learning. From the above question – Would you like to speak to the head of learning, if this option is selected then the Head of Learning can link this result with a 'Meeting' within SWS.

From the results screen it's possible to see the Percentage Attendance contained in the letter plus the results from the parent.

From the above we can see that a parent / carer has commented for the school to check the attendance which is currently 89%. We are able to select the Attendance and view the AMPM sessions for this pupil. If the school identifies errors then these can be changed and submitted by selecting the Percentage Attendance Figure in the results screen.

Once the attendance has been updated there will be a need to 'Refresh' the attendance, to do this select the pupil were attendance data has been changed and navigate to 'Actions' and select 'Refresh Attendance.'
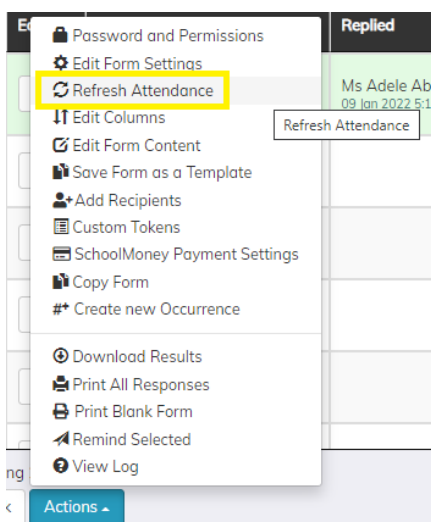
There are two ways of seeing who will receive this letter. Once a group of pupils have been selected in the send form screen you can view 'Custom Token.' This screen will allow the user to view who will receive the letter and also the percentage attendance of the child. If a pupil is identified as should receive a letter then you can select the 'Select Student' button and deselect the pupil you do not wish a letter to be sent too.

Set Custom Token Values

Name	Address	sentdate	AttendanceDateRange	Attendance-le90-pc
Deon Abimbola			06 Sep 2021 - 31 Dec 202	89%
Ethan Adams			06 Sep 2021 - 31 Dec 202	85%

Alternatively, the favourite way is to send the form at a later date / time. By selecting this the user can go through all the results and not only see a list of the pupil but read / preview the letter the parent will receive. Any pupil that shouldn't have this letter it is possible to 'Delete Selected Row.'

Internal Attendance Tracking Form

With the ability to assign multiple attendance tokens to a form this can be used to create an 'Internal Attendance Tracking Form.' This form can be created for an Academic Year due to the ability to 'Refresh Attendance.' If a school needs to track pupils attendance on a half-termly basis then using Forms is a great way of achieving this with the ability to add further input text boxes for 'Intervention,' '

To create this forms schools need to have an internal conversation to discuss what information they would like to display and also record per pupil.

For Example – Termly Attendance (Autumn) – Intervention Required (Yes / No) – Notes / Comments – Attendance Letter Required (Yes / No) - Termly Attendance (Spring) – Intervention Required (Yes / No) – Notes / Comments – Attendance Letter Required (Yes / No) – Improvement from Previous Term (Yes / No) - Termly Attendance (Summer) – Intervention Required (Yes / No) – Notes / Comments – Attendance Letter Required (Yes / No).

Again, as the attendance token displays on the results page, it is possible to select the percentage attendance and view the AM/PM session for the pupil. If this needs to be amended this can be done from this screen but again the user will need to go to 'Actions' and 'Refresh Attendance' to update the attendance percentage for pupils in that results.

Shortcuts – If a group of pupils in the Year Group require a letter sending home to inform the parents of an Intervention their child will be added too then select the pupils and 'Add Selected to Group.'
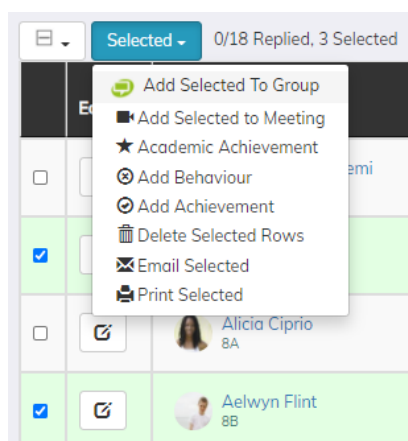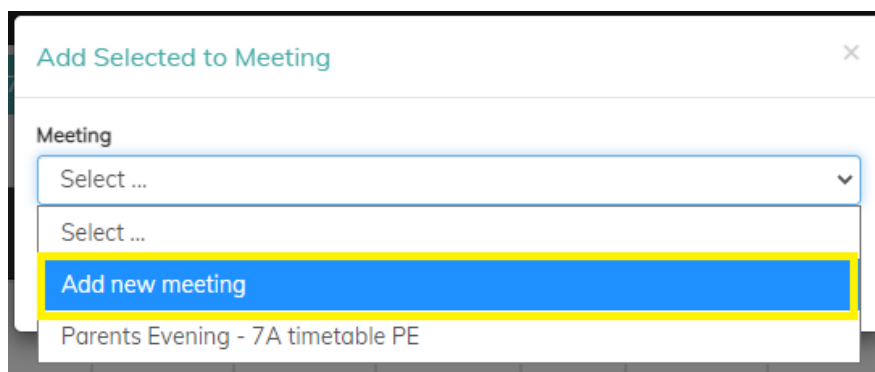
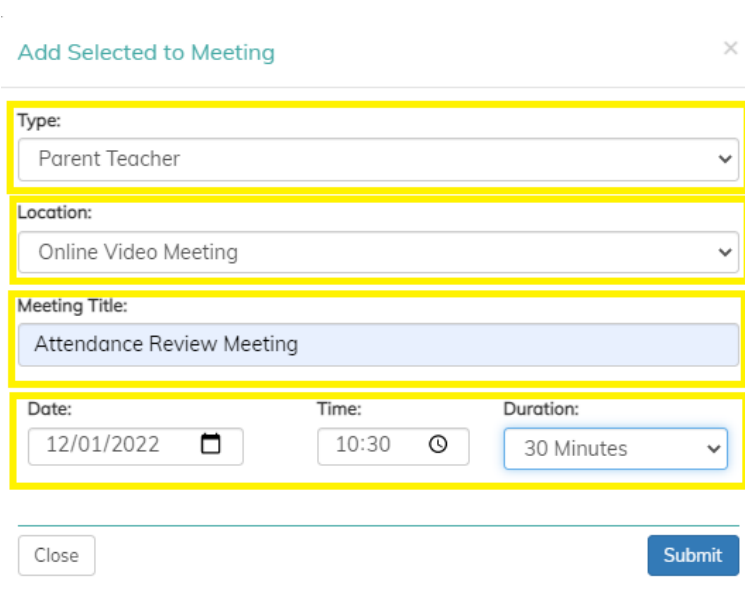## Allocating Pupils to a Meeting from the Form Results

To allocate a pupil to a meeting from the Forms Results navigate to appropriate form. Select the pupil that needs to be allocated to a meeting and navigate to 'Add Selected to Meeting.'
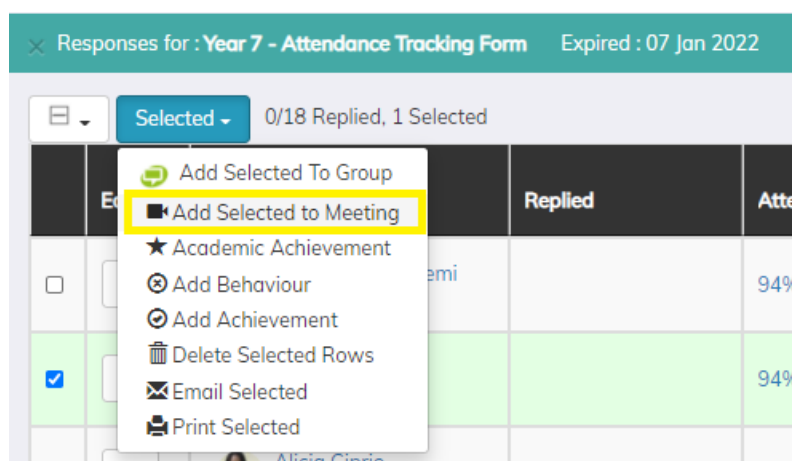

As this will be a new meeting select 'Add new Meeting' and select 'Submit.'


Select the type of meeting; Parent Teacher, Staff or Safeguarding. Give the meeting a location, Title, Date and Time. **Note** – If you create a 'Safeguarding' meeting then you will need to be in this 'Security Group' to be able to access this meeting.

Navigate to the Meeting Module and select the 'Parent Teacher' tab and you'll see the meeting that was created in forms, both Parents / Carers will be allocated automatically to the Meeting. Select the meeting that you have just created to view the details.
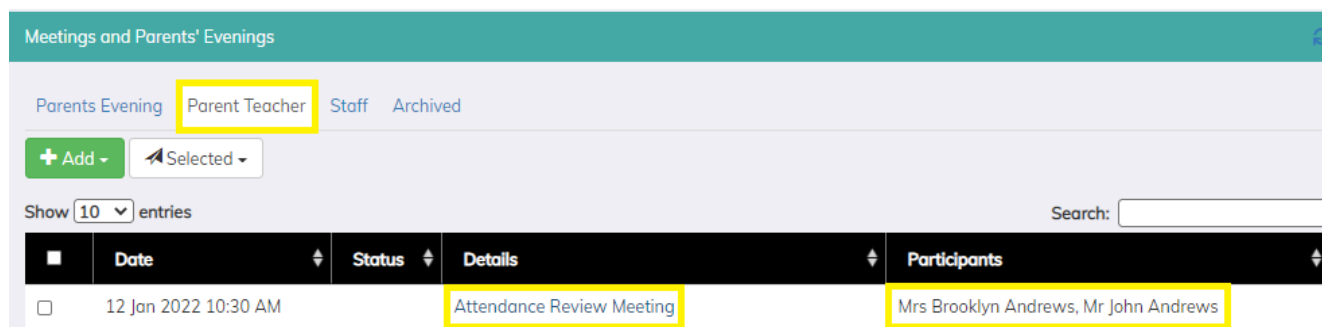
The parents of the pupils will have been added automatically to the meeting. If you require to add additional participants or edit the meeting, select 'Edit.'
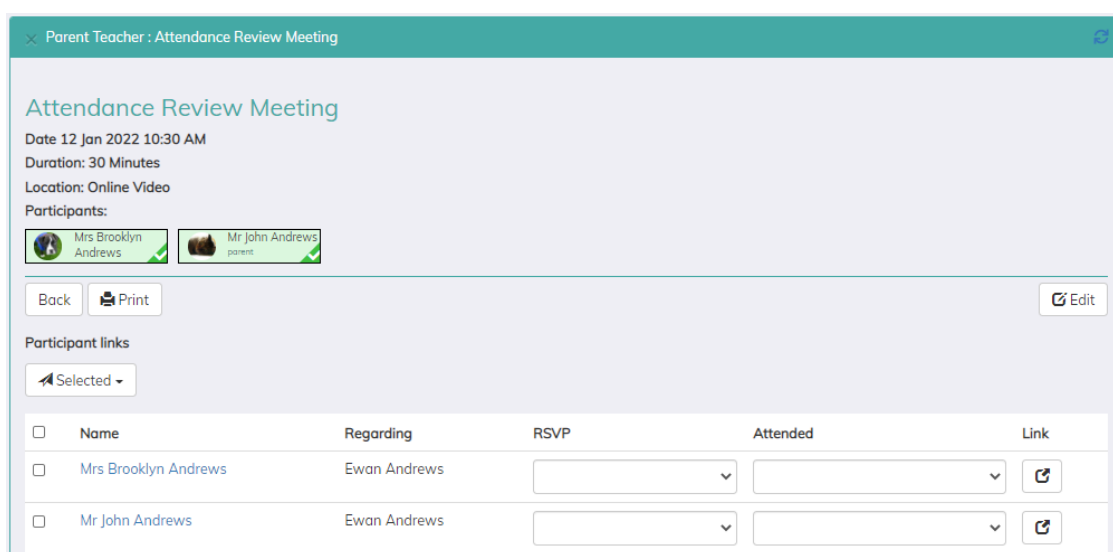
Meeting Settings
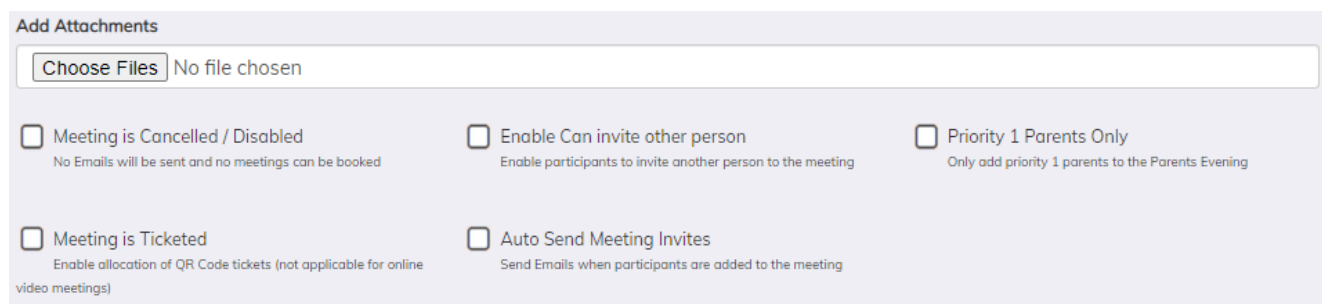
Add Attachments – The ability to add documents to the meeting i.e. Agenda, Care Plans, Intervention Plans etc. All participants will be able to view these documents.

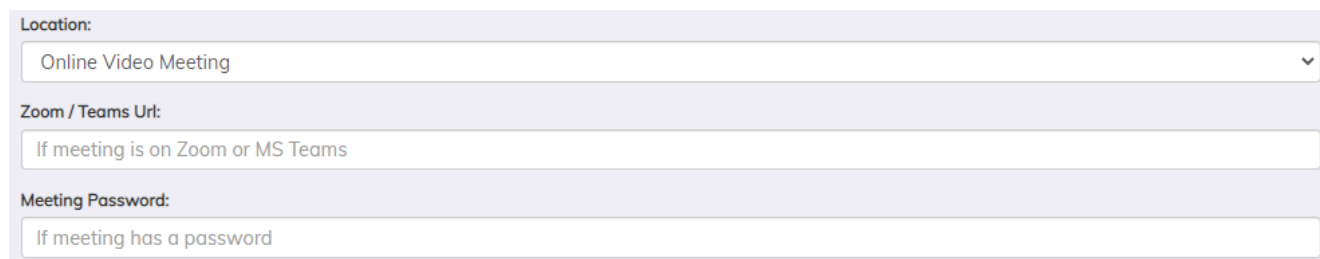**Meeting is Cancelled** – Select this option if the meeting needs to be cancelled.

Meeting is ticketed – When this option is selected it will be possible to create a 'QR Code' for each participant of a meeting. This QR Code will be used to sign the participant in and out of the school when the participants come to attend the meeting in school.

Enable can invite others persons – There maybe be times when parents would like to invite other relatives to a meeting that school may not know about. By selecting this option

Parents / Carers will be able to invite additional people to the meeting. **Note** – The additional attendees will not appear in the participant list.

Auto Send Meeting Invites – When this option is selected an invite email will be automatically sent to a participant as soon as they are added to the meeting.
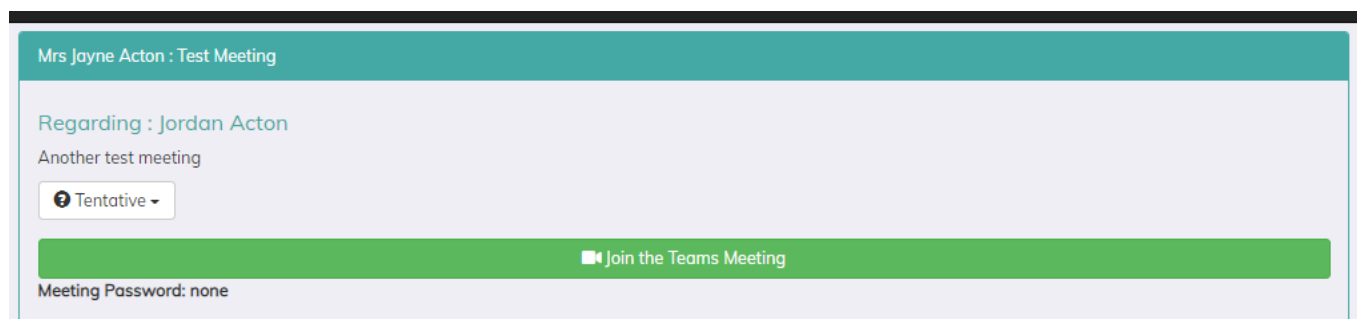
Priority Parent / Carer 1 – Only parents identified as Parent / Carer 1 in the school MIS will be added to this meeting.

Location – There are three type of 'location' to a meeting – Online Video; Telephone or School.

Zoom / Teams URL – As schools have become familiar with using Teams and Zoom as their preferred platform for holding meetings, it's now possible for these meeting to take place via these platforms which means that schools can make use of the functionalities available in these software. Parents / Carers will receive the link to this meeting via the xpressions app or an email.

Meeting Password – To ensure the security of the meeting it is possible to set a Password for the meeting that the parent / carer will need to enter before they will be able to enter the meeting.

Adding an additional Participant

Add Additional Participant   ✕

Participant Type:
○ Parent   ○ Staff   ○ Student
Name:

[Name]

Designation:

[For Staff e.g. Psychologist]

Email:

[Email]

Mobile:

[Mobile]

Regarding:

[RegardingName]

[Submit]

It is possible to add a number of Participant to a meeting such as external agencies. Complete the above dialog box, you will need to provide an email and mobile number to ensure that they receive the invites to the meeting.

Sending a message to the participants

To send a message to the participants select the people you'd like to send a message too and select the 'Selected' drop down and select 'Send email to selected.'

Participant links

[✈ Selected ▾]

✈ Send Email to Selected

Name	Regarding	RSVP	Attended	Link
☑ Mrs Brooklyn Andrews	Ewan Andrews	[⌄]	[⌄]	⬀
☑ Mr John Andrews	Ewan Andrews	[⌄]	[⌄]	⬀

Write the message, it is possible to add some 'tokens' to the message then select 'Send.'

Sending Email To Selected   ✕

Message

[Tokens ▾]   <> ↶ ↷ ¶ B I {} A A Tₓ ≡ ≡ ≡ ≡ ⦂≡ ⦂≡ ⦂ 🔗 ▣ ⬆ ⤢

Dear [[name]]

[[meeting.Title]] regarding [[regarding]]

You are invited to a meeting on [[meeting.Date]] at [[meeting.Time]]

Kind Regards

Martin

[Close]   [✈ Send]