Attendance Patterns

Attendance patterns are used to place an X in a child’s attendance when they are not required to be in school.

This will mainly be used by Nursery children for whichever session they are not school. Please note that when you change the child FTE from 0.5 to 1.00 when they move into Reception, the attendance pattern will be removed.

Attendance Patterns can be entered via speed edit or on an individual basis.

Speed Edit

1) Click on modules, Administration, and then Speed edit.
2) From area choose FTE and part time status. Then click on find.

3) Choose the relevant year group and click on find.
4) Highlight the children that you wish to change. Click on Select all if you need all of them.

5) Enter the new value of 0.5 in the box and click on apply changes (an M will appear) and then save (click yes to confirm).

6) You will now be given the choice of choosing the attendance pattern for all the children you have choosen. Place a tick into the boxes where the children are expected to be in and click OK.
7) Now enter the date that you want the change to take effect from and click OK.

You now need to click Cancel.
**Individual Child**

1) **Click on Modules, General and Student Details (or use quick links)**

2) **Search for the child you require.**
3) When the child record appears, click on Enrollment

4) Click on edit
5) Ensure that the FTE is changed to 0.5 (if not then you won’t be able to change the attendance patterns)

6) Once the ticks are in the boxes, click on Save and enter the date the changes are to be made from and click OK
7) The attendance patterns are now in the child's record.