

# Onsite Confirmation

**STAGE 1**  
Menu → Settings → Organisational preferences → Student record - emails → external partner → Alter preferences to "yes" → Save

**STAGE 2**  
Menu → Settings → Session → Alter am/pm to correlate with session number → Save

**STAGE 3**  
Menu → Planning & tracking → Timetable → Slot Subjects to correlate with AM/PM Session Numbers → Save

**STAGE 4**  
Menu → Students → Select student → View details → External partner → Add/edit → "Yes" to onsite confirmation → Save

External Partner:

Enable automated emails to partners when attendance is entered for students.

Emails for External Partner:  Yes

Emails for first AM session:  Yes

Emails for first PM session:  No

Sessions

Name	AM/PM	Label	
Session 1	AM		Save
Session 2	AM		Save
Session 3	AM	Lunch	Save
Session 4	PM		Save
Session 5	PM		Save

	Monday	Tuesday	Wednesday	Thursday	Friday
Session 1	AM session	AM session			
Session 2		Speech & Language			
Session 3	Lunch	Lunch			
Session 4	PM session	PM session	PM session		
Session 5			Creative Arts		

External Partner

Name:

Email Address:

Telephone Number:

Notes:

Save

External Partner Details:

- Half Term School Report:  No
- Full Term School Report:  No
- Onsite Confirmation:  Yes
- Weekly Log:  No

# Weekly View Register

Menu → Management reports → Reports  
→ Attendance → Registers

Select Group, Programme or school → View

Attendance by AM/PM

2025-2026 --- SELECT GROUP --- --- SELECT PROGRAMME --- All Schools View Print

Select Tags

Previous Week 23 Feb 2026 - 27 Feb 2026 Next Week

Student Name	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Anna Arandelle	/	\	/	\	/	\	/			
Baloo Bear	/	/	L	L	L		/		N	
Buzz Lightyear	?		?		?		N		/	
Cruella Deville	/		N		/		N		N	
Elsa Of Arandelle	N		/		/		/			
Flynn Rider	/	/	/	/	/	L	/	/	/	N
Goofy Mc Gooferson										
Hughie Duck										

Attendance by AM/PM

2025-2026 --- SELECT GROUP --- --- SELECT PROGRAMME --- All Schools View Print

Select Tags

Previous Week 16 Mar 2026 - 20 Mar 2026 Next Week

Student Name	Monday		Tuesday		Wednesday		Thursday		Friday	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Anna Arandelle	?	?	?	?	?	?	?			
Baloo Bear	?	?	?	?	?		?		?	
Buzz Lightyear	?		?		?		?		?	
Cruella Deville	?		?		?		?		?	
Elsa Of Arandelle	?	?	?	?	?	?	?			
Flynn Rider	?	?	?	?	?	?	?	?	?	?
Goofy Mc Gooferson										
Hughie Duck										
John Clayton										

# Participation

Menu → Settings → attendance → Attendance labels

Attendance Settings

Attendance Types Attendance Labels

Key	Name	
4	Mostly good engagement	Save
1	Little to no engagement	Save
5	Fully engaged independently	Save
3	Engaged for some of session	Save
0	Completely disengaged	Save
2	Engaged with a lot of encouragement	Save

Students → Select Student → Attendance

Progress Logs Comms Attendance Behaviour Targets Curriculum Engagement Files

11/03/2026

	Reason	2	3	4	5
1:1 SESSION MSB SUPPORT 11:10 AM	UAM Present	Engaged with a lot of encouragement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1:1 SESSION MSB SUPPORT 11:10 AM	UAM Present		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>