

*Revised 17<sup>th</sup> June 2016*

# **RM Integris**

## **Attendance and Dinner register marking Guide**

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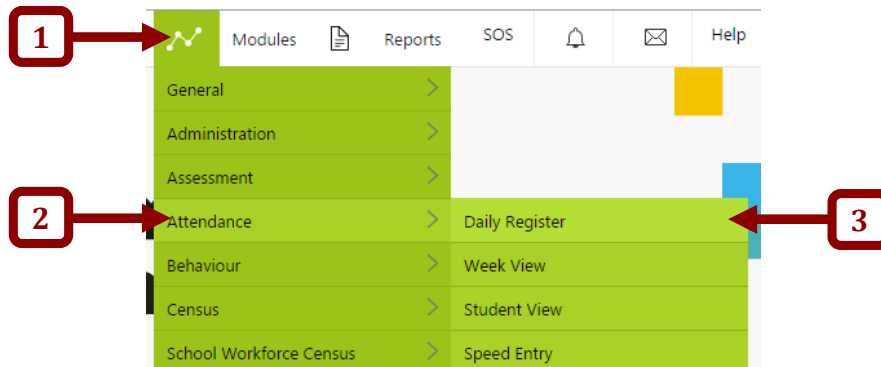
**LBR G2 support website: <http://171.33.198.190/g2/Index.htm>**

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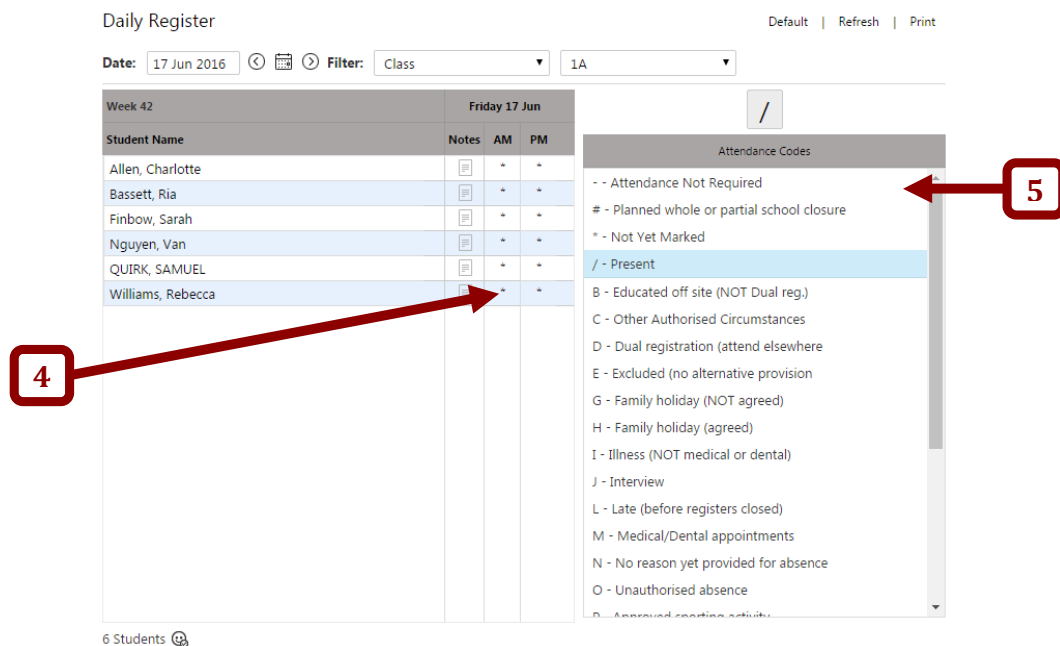
## Marking the attendance register

Go to **Modules (1) > Attendance (2) > Daily Register (3)**



The current day will automatically be displayed. If you are a teacher assigned to a specific class your class will automatically display. If you are any other member of staff and/or are not assigned to a specific class, you will need to select a class using the filter boxes.

With the appropriate **attendance code** selected from the panel on the right (4), click the mouse in the AM or PM session (5) for each student as appropriate for the current day/session.



## Marking the dinner register

If dinner register marking is enabled on your system you will also be able to mark the dinner register here.

With the appropriate **Meal Type** selected from the panel on the right (1), click the mouse in the Meal Type column of the register (2) for each student as appropriate for the current day.

Daily Register Default | Refresh | Print

Date: 17 Jun 2016 Filter: Class 1A

Student Name	Notes	AM	PM	Meal Type
Allen, Charlotte		-	-	
Bassett, Ria		-	-	
Finbow, Sarah		-	-	
Nguyen, Van		-	-	
QUIRK, SAMUEL		-	-	
Williams, Rebecca		-	-	

Attendance Codes

- Attendance Not Required
- # - Planned whole or partial school closure
- \* - Not Yet Marked
- / - Present
- B - Educated off site (NOT Dual reg.)
- C - Other Authorised Circumstances
- D - Dual registration (attend elsewhere)
- E - Excluded (no alternative provision)
- G - Family holiday (NOT agreed)
- H - Family holiday (agreed)
- I - Illness (NOT medical or dental)

Meal Type

- n/s - Not Specified
- A - No Meal Required
- HD - Home Dinners
- PL - Packed Lunch
- SD - School Dinner

6 Students

Save Undo

## Register Codes

### Attendance Codes

Attendance codes for the year 2015/2016	
Code	Description
-	- - Attendance Not Required
#	# - Planned whole or partial school closure
*	* - Not Yet Marked
/	/ - Present
B	B - Educated off site (NOT Dual reg.)
C	C - Other Authorised Circumstances
D	D - Dual registration (attend elsewhere)
E	E - Excluded (no alternative provision)
G	G - Family holiday (NOT agreed)
H	H - Family holiday (agreed)
I	I - Illness (NOT medical or dental)
J	J - Interview
L	L - Late (before registers closed)
M	M - Medical/Dental appointments
N	N - No reason yet provided for absence
O	O - Unauthorised absence
P	P - Approved sporting activity
R	R - Religious observance
S	S - Study leave
T	T - Traveller absence
U	U - Late (after registers closed)
V	V - Educational visit or trip
W	W - Work experience
X	X - Non-compulsory school age absence
Y	Y - Unable to attend due to exceptional circumstances
Z	Z - Pupil not on roll

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## Please Note:

- **If a student is not present at the time the register is marked, the 'N' code must be used. Please do not leave any sessions blank. Admin staff will be able to update the reason (whether it is simply that the student was late 'After register closes' or if a parent calls or writes in reporting reason for absence) at a later date.**
- **It is preferred in many schools that Teachers simply use the 'Present' (/), 'Late before register closes' (L), and 'No reason yet provided' (N) codes. Please discuss with your Admin Attendance Officer and also check the time for Close of Registers for your school. Any attendees later than the specified time should be marked U (Late after register closes), again in some schools it is preferred that the U code is left for Admin members to deal with as they usually have a 'Late signing in' book of sorts to refer to.**

## Dinner Codes

Unlike the attendance codes, the meal codes are set up by the school, therefore you will need to speak to the admin or attendance officer of your school for more information about the meal codes being used at your school.