

“Absentees” Tool in the Attendance Module

Before using the tool:

- The integration needs to be set up for you, so we will need to know
 - the time your **morning** registration closes
 - the time your **afternoon** registration closes
 Let us know us by email: elarning@theictservice.org.uk or call 0300 300 0000

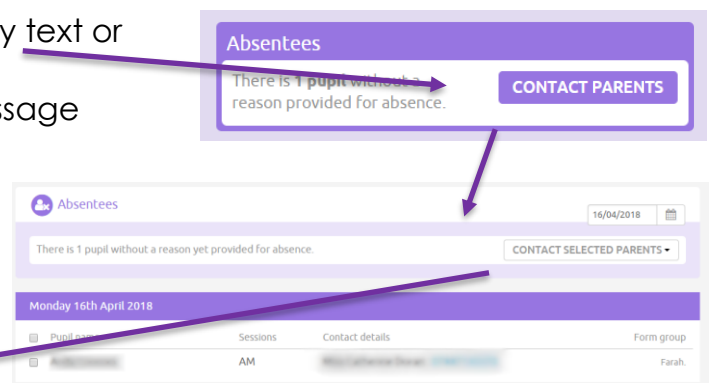
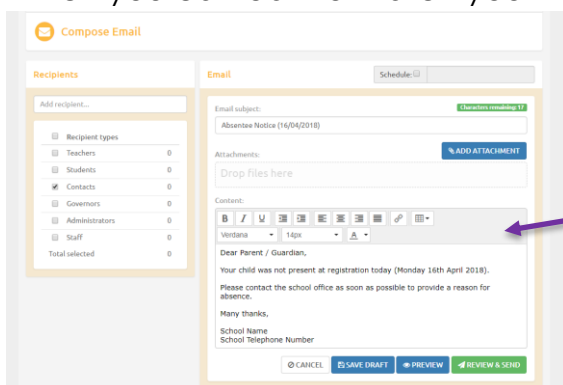
Using the tool:

As soon as you have confirmation that the tool is ready for you to use:

- Allow a short time after your registers have closed for the information to be updated in the Starz+ platform
- Log into Starz+ using your Administrator account
- Access the purple **Attendance** module on the Dashboard for details of any pupils who are showing as absent without a reason.
- Click onto the **Contact Parents button** for the list of pupils and the telephone numbers for their **Priority 1** parents, allowing you to contact them quickly to ascertain a reason for absence.

You can also select to contact your parents by text or email.

Selecting this option will open a template message which you can edit to match your needs.



NB If you choose to use the text sender within the platform, it will incur a small charge unless your parents are already using the eSchools apps for Android or Apple devices and receive the text within the app.

If you'd like to know more about using the **Letters Home** and **Text Sender** tools, get in touch!