Class PxP
Admin Guide

July 2023

Contents

Overview

All schools are required to keep a record of attendance for all students. Sentral's Class PXP module handles all absence types and records with a focus on class attendance. It provides an efficient, effective and clear end to end solution that seamlessly manages key processes and workflows and reporting functionality for attendance records. The module is simple and fast to configure to your specific school's processes and requirements, but comprehensive enough to handle Student class attendance processes, compliance and movement.

Disclaimer

This document is a guide only, and Sentral accepts no liability for your configuration of the software.

Product versions

Your school will have one of the products listed in the Feature availability table below – with the main difference being the Classic versus Indigo user interface. Some differences exist between product versions. These differences are described at a feature level in this guide.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Class PxP	■	■	■	■

Permissions

Overview

Administration of this module is usually assigned to a select group of staff with access to all the functionality in the module. Your school is responsible for applying access levels for staff that determines the actions they can perform in the module. You will need to give faculty staff access to mark class rolls.

There are two main scenarios:
● Your school is new to Sentral
● Your school already uses Sentral, and existing access levels are in place.

New Sentral customer

Use your Global Admin account to apply Class PxP Admin permissions to selected staff. If required, configure the access levels further to control the actions they can perform in the module.

For details, refer to the following guides in the Help Centre:
● Admin Guide – Induction for New School
● Admin Guide – Setup
● Admin Guide – Getting Started with Sentral.

Existing Sentral customer

Check the configuration already in place. It may not be out-of-the-box.

For details, refer to the following guides in the Help Centre:
● Admin Guide – Induction for New School
● Admin Guide – Setup
● Admin Guide – Getting Started with Sentral.

Access

To access Class PxP from the Sentral home screen:

- Select the menu icon (⣿) and choose PxP.
- Select ⚙ Setup and choose PxP Setup.

> ℹ **Note:** *Depending on your version of Sentral, you may see Class PxP instead of PxP.*

Sentral's YouTube channel

> ▶ **Video:** *Visit our YouTube channel to view the* *playlist for Class PxP*.

Considerations

Timetable data

Action

Upload and sync timetable data into your Sentral Timetable module.

In the Timetable module, select ⚙ Setup and choose Data Synchronisation. Select Data Sources and choose Timetable Data.

Reason

This is a prerequisite to enable PxP to be implemented.

Period times

Action

Ensure you have configured your period start and end times correctly in Timetables Setup | Period Times.

Reason

Within PxP, there is a section to import the timetable period structure, and this is updated dynamically as timetables are updated.

Attendance reasons and types

Description

This is related to the Census data for reporting attendance to the Government. In a normal engagement, this data is pre-defined and populated by Sentral in the provisioning stage (initial setup) of your account. In rare cases, some schools may need to add custom Attendance Reasons.

Action

Check Absences Reasons and Types listed in the School Attendance module to determine if your school needs to add custom attendance reasons. Discuss this with Sentral if required.

Students, staff and roll classes

Action

Create user accounts for staff members, as well as roll classes with students in them. Use one of the following options:

- Enter information within Sentral Enrolments
- Synchronise data from your school administration system.

Reason

This is required for the PxP module to operate.

Timing

The information doesn't have to be finalised. You can always adjust the roll classes and resynchronise later.

> **Tip:** *Your roll classes may be home groups, pastoral care classes or tutor groups. Academic classes come from your timetable software.*

Term dates and holidays

Action

Configure the term dates and holidays including staff development/training days where regular teaching is impacted for students.

Select ⚙ Sentral Setup and choose Term Dates and Holidays.

Reason

This ensures that Sentral Attendance knows when attendance will not be tracked on the non-teaching days.

Flexible timetabling

Description

Flexible timetabling allows students in particular year groups to be permitted to arrive later to school when they have free periods and leave early if they have finished their last class for the day.

Action

Check the range of options available in the Timetables module to configure any classes that should be ignored from student timetables.

Reason

Excluding them will determine which class is the first or last lesson for a day.

SMS and email templates

Action

Decide your school's preference for managing absence notifications to parents (official attendance or PxP class attendance)

- automatically via a set of customised rules
- personal contact by a staff member.

If your school is planning to use automated messaging for sending out SMS and emails for student absences, configure SMS and email templates in the Messaging module.

Reason

Automation reduces the manual work required and completes this task in a timely manner.

Tip: It relies on roll marking being completed efficiently by all staff.

Configure settings

Overview

Use the information in this section to understand the basic parameters that you need to set up in advance. This includes settings for period-by-period roll marking and synchronisation settings with Attendance.

Video: Watch this video on our YouTube channel to learn about configuring the general settings for PxP. *PxP Setup | General settings for PxP*

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Attendance percentage calculation field			■	■

Prerequisite

The Timetables module is set up and imported or synchronised from your main timetable software. These settings also have bearing on how PxP attendance is used.

To configure settings

1. Select the menu icon (⋮⋮⋮), and then under Attendance, choose PxP.
2. Select ⚙ Setup and choose PxP Setup.
3. Select Setup in the left menu and choose Settings.
4. Review on-screen explanations for each setting.

Specify maximum time absence

5. Select the maximum time that an absence can be described as late arrival or early leaver.

Record when timed absences start

6. Choose whether timed absences must also specify when the absence starts relative to the start of the period.

Specify automatic sync to overall attendance

7. Choose whether to enable or disable this setting.

   If enabled, submitting rolls and modifying submitted absences within PxP Setup will affect students' overall attendance.

   For more information about this setting, refer to Appendix A: Syncing WebPxP with WebAttend in this guide or select the on-screen 'detailed here' hyperlink.

Specify rolls to sync

8. If you enabled automatic sync to overall attendance, choose which rolls will be automatically synced when submitted or modified.

Specify overall attendance roll attendance

9. Choose the option that suits how your school wants to treat an absence from a period.
   — Create Partial Absences

   Choose this option to preserve the attendance status in the student's overall attendance. In this case, a student will be present for the whole day unless explicitly marked absent for any given period. This would result in a partial absence.
   — Create Whole Absences

   If the student's overall attendance is marked as present at roll call, PxP will overwrite that attendance with a whole day absence if they are not present in the current period, or any preceding period. This will only change to partial if the student is present in next period.

Specify a grace period

10. Select the time difference between period attendance and overall attendance that will be ignored when considering conflicting information.

Specify whether to copy period times

11. Choose Yes to copy the start and end times of a period from Timetables whenever a class record is created. Choose No to use the period times defined in PxP Setup.

Set attendance warning percentage, source, and calculation

12. Enter the figure used for student warnings on reports that track student attendance.
13. Choose whether to source attendance data from Attendance PxP or Overall attendance.
14. (MT, S1 versions) Choose whether to use a whole period or per minute calculation for recording attendance.

Specify timetable display options

15. Define fields to display on the PxP screen.

Create absences from student unavailabilities

16. Select an option for how to treat student unavailabilities created in the Timetables module. This determines if and how they're translated into absences that cover the time period.

Specify whether to enable multi-period roll marking

17. Choose Yes to make PxP default to treating classes that take place over multiple consecutive periods as a single class roll. Otherwise, choose No.
    — If set to Yes, accessing a roll that meets the criteria takes you to the multi-period view.
    — If set to No, all rolls use the single-period view. This is the default.

Configure timetable/period setup

Overview

Use the information in this section to customise the timetable to suit your roll marking purposes and preferences.

> **Video:** *Watch this video on our YouTube channel to learn about configuring the Timetable/Period settings for*
>
> *PxP. PxP Setup | Timetable - Period setup*

> ***Workflow example***
>
> *1. Import the timetable period structure and then modify it to suit your attendance needs.*
>
> *2. Mark each period as a formal period or a break.*
>   *For example, you might not want recess and lunch to appear on the PxP timetable because you're never going to mark a roll in recess or lunch.*
>
> *3. Select which periods sync to the overall attendance, change times, and mark which period acts as the official attendance roll.*

To import from Timetables

1. Select the menu icon (⁞⁞⁞), and then under Attendance, choose PxP.

2. Select ⚙ Setup and choose PxP Setup.

3. Select Setup in the left menu and choose Timetable/Period Setup.

4. Select Import from Timetables in the right pane.

5. Review the period list that displays.
   This shows the period structure that you'll get after importing from Timetables into PxP.

6. Select Save.

To edit the period setup

1. Select the menu icon (⋮⋮), and then under Attendance, choose PxP.
2. Select ⚙ Setup and choose PxP Setup.
3. Select Setup in the left menu and choose Timetable/Period Setup.
   The Period Setup screen displays.
4. Do one of the following:
   a. Select a period from the grid.
   b. Under a particular day of the week, select Add.
5. Do any of the following in Period Details:
   a. Update the period name.
   b. Update the period type – select from Period, Break or Other.
   c. Adjust the position of the period in in the day.
   d. Adjust the default start and finish time.
   e. Specify whether to set the period as the official attendance roll for the day.
   f. Specify whether to override the day's official attendance roll.
   g. Specify whether to enable sync with Attendance.
   h. Specify whether to sync with Timetable.
   i. Select Save.

To delete a period from the list

1. Select the menu icon (⋮⋮), and then under Attendance, choose PxP.
2. Select ⚙ Setup and choose PxP Setup.
3. Select Setup in the left menu and choose Timetable/Period Setup.
   The Period Setup screen displays.
4. Select a period from the grid.
5. Select Delete.
6. Select OK.

To copy periods

1. Select the menu icon (⋮⋮), and then under Attendance, choose PxP.
2. Select ⚙ Setup and choose PxP Setup.
3. Select Setup in the left menu and choose Timetable/Period Setup.
   The Period Setup screen displays.
4. In the right pane, select Copy Periods.
5. Specify the days to 'copy periods from' and 'to'.
6. Select Save.

To clear list

1. Select the menu icon (⋮⋮⋮), and then under Attendance, choose PxP.
2. Select ⚙ Setup and choose PxP Setup.
3. Select Setup in the left menu and choose Timetable/Period Setup.
   The Period Setup screen displays.
4. In the right pane, select Clear List.
5. Select OK to confirm.

Manage disabled classes

Overview

Use the information in this section to disable classes that are on the timetable but do not require rolls marked for them. For example, periods dedicated to study or staff meetings where you don't want the roll to be marked.

> ▶ **Video:** *Watch this video on our YouTube channel to learn about configuring the Disabled settings for PxP.*
>
> [PxP Setup | Disabled / Check Guard Classes](#)

To disable classes

Any classes unchecked below will not appear in the timetables within Class PxP.

1. Select the menu icon (⋮⋮⋮), and then under Attendance, choose PxP.
2. Select ⚙ Setup and choose PxP Setup.
3. Select Setup in the left menu and choose Disabled Classes.
4. View the available classes.
   Unchecked classes do not display in the timetables within PxP.
5. Do either of the following:
   a. Select (uncheck) classes to exclude them from your PxP timetables. Unchecked classes display as gray in colour.
   b. Deselect (check) classes to include them in the list of available classes. Checked classes display as blue in colour.
6. Select Save.

Manage check guard classes

Overview

Use the information in this section to nominate classes that require mandatory safety guard checking of equipment prior to the commencement of each class lesson.

> ▶ **Video:** *Watch this video on our YouTube channel to learn about configuring the Guard Classes settings for PxP.*
>
> *PxP Setup | Disabled / Check Guard Classes*

To apply or remove the check guard option

1. Select the menu icon (⣿), and then under Attendance, choose PxP.
2. Select ⚙ Setup and choose PxP Setup.
3. Select Setup in the left menu and choose Check Guard Classes.
4. View the classes.
   Checked classes display as blue in colour. These classes have a Check Guard option on their rolls for teachers to mark.
5. Do either of the following:
   a. Select one or more classes to apply a check guard option.
   b. Deselect one or more classes to remove a check guard option.
6. Select Save.

Configure roll display

Overview

Use the information in this section to configure the look and feel of roll display – whether to display flags, attendance tallies and quick actions.

>
>
> **Video:** *Watch this video on our YouTube channel to learn about configuring the roll display settings for PxP.*
>
> *PxP Setup | Roll Display*

To configure roll display options

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
Uniform marking (additional option)			■	■

1. Select the menu icon (⋮⋮⋮), and then under Attendance, choose PxP.
2. Select ⚙ Setup and choose PxP Setup.
3. Select Setup in the left menu and choose Roll Display.
4. Under Labels and Display Options:
   a. Specify whether to retrieve the teacher's name for the roll from the Timetable module.
   b. Select Save.
5. Under Quick Actions:
   a. Specify whether to allow quick incidents to be added and removed on the roll marking screen.
   b. Specify with to allow incursions to be edited on the roll marking screen.
   c. (S1, ENT versions) Specify whether to include marking of uniform wearing on the roll marking screen.
   d. Select Save.
6. Under Flags:
   a. Specify whether to display medical flags.
   b. Specify an option for Profile flags.
   c. Specify whether to display Student Levels flags.
   d. Select Save.
7. Under Tallies:
   a. Specify whether to display tallies for student comments, unexplained absences, and timetable unavailability.
   b. Select Save.

Manage teacher (users) timetable links

Overview

Use the information in this section if you want your teachers to have a timetable link in their My Timetables section.

> **Tip:** For this to work, the timetable must exist, the user must be linked to their staff code, and the staff code must be correct in the timetable that they've set up.

Feature availability

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)	Sentral ONE (S1)
User Teacher Timetable Link			■	■

To create a link to a teacher's My Timetables section

1. Select the menu icon (⠿), and then under Attendance, choose PxP.
2. Select ⚙ Setup and choose PxP Setup.
3. Select Setup in the left menu and choose User Teacher Timetable Link.

   Teachers are listed (automatched) if the timetable exists, the users are linked to their staff codes and the staff codes are correct in the timetable that's been set up.
4. Select one or more teacher users, and then select Create links.

Configure explanations

Overview

Use the information in this section to create absence explanations for your teachers to use when they mark the roll. You can keep this quite basic or if it suits your school's circumstances, you can give your teachers the ability to record a range of explanations.

To add an explanation

1. Select the menu icon (⋮⋮⋮), and then under Attendance, choose PxP.
2. Select ⚙ Setup and choose PxP Setup.
3. Select Setup in the left menu and choose Explanations.

   The list of existing explanations displays. The options configured for each explanation show in the columns.
4. Select Add Explanation.
5. In Add Explanation:
   a. Enter a name for the explanation.
   b. Specify whether it counts as the student truanting from class.
   c. Specify whether to have the absence contribute to students' attendance rates.

      The timing referred to in the on-screen explanation related to the grace period setting. If a student goes outside the grace period, is that going to count as an absence for the period?
   d. Select an attendance reason.
   e. Specify whether to restrict access to adding new absences to the reason.

      This overrides the related access control level (ACL) selected in Sentral Setup. It allows a user in PxP to assign a restricted absence even though they don't have the correct ACL access for it.
   f. Select Save.

To edit an explanation

1. Select the menu icon (⋮⋮⋮), and then under Attendance, choose PxP.
2. Select ⚙ Setup and choose PxP Setup.
3. Select Setup in the left menu and choose Explanations.

   The list of existing explanations displays. The column headings reflect the configuration options available for explanations.
4. Select Actions next to an explanation and choose Edit from the dropdown menu.
5. In Edit Explanation, do any of the following:
   a. Update the name for the explanation.
   b. Specify whether it counts as the student truanting from class.
   c. Specify whether to have the absence contribute to students' attendance rates.
   d. Select an attendance reason.
   e. Specify whether to restrict access to adding new absences to the reason.
   f. Select Save.

To remove an explanation

1. Select the menu icon (⣿), and then under Attendance, choose PxP.

2. Select ⚙ Setup and choose PxP Setup.

3. Select Setup in the left menu and choose Explanations.

   The list of existing explanations displays. The column headings reflect the configuration options available for explanations.

4. Select Actions next to an explanation and choose Remove from the dropdown menu.

   You cannot remove built-in explanations.

5. Select OK to confirm.

To reorder explanations

1. Select the menu icon (⣿), and then under Attendance, choose PxP.

2. Select ⚙ Setup and choose PxP Setup.

3. Select Setup in the left menu and choose Explanations.

   The list of existing explanations displays.

4. Use the drag handles icon (☰) to reorder the explanations.

Configure automatic absence notifications

Overview

Use the information in this section to control how your school notifies parents of student absences from a class flagged for Automatic Absence. This absence can be either explained or set as truanting. Simply add a Rule and define criteria to automate this process.

To turn on automatic absence notifications global settings

1. Select the menu icon (⠿), and then under Attendance, choose PxP.
2. Select ⚙ Setup and choose PxP Setup.
3. Select Setup in the left menu and choose Automatic Absence Notifications.
4. Next to Enable Automatic Absence Notifications, select Yes.
5. Select Save.

To create a rule for automatic absence notifications

1. Select the menu icon (⠿), and then under Attendance, choose PxP.
2. Select ⚙ Setup and choose PxP Setup.
3. Select Setup in the left menu and choose Automatic Absence Notifications.
4. Select Add Rule next to Automatic Absence Notifications Rules.
5. Specify whether to generate notifications for absences on the current day or previous day.
6. Specify the time of day to generate SMS messages.
7. Select the default message type to be used to send the messages – SMS or email.
8. Select the SMS and email template to use.
9. Selecting the absence reasons applicable for the rule.
10. Specify the way Explanation option should work. If you don't select an option, absence notification will be sent for both Explained and Truant.
11. Specify the school years to include or leave this field blank to include all student years.
12. Specify whether to enable or disable the rule.
13. Select Save.
    The rule is listed at the bottom of the screen – along with the settings applied.

Appendix A: Syncing WebPxP with WebAttend

Overview

If Automatic Sync to WebAttend is enabled within the System Settings of WebPxP, then the following procedures take place.

Initial procedure

- When a period roll is submitted within WebPxP or an attendance is modified within WebPxP after the roll has already been submitted, WebPxP takes that attendance record for each affected student and uses it for the following tasks.
- WebPxP checks that this attendance is the most present attendance for that period. This means that if there are two submitted classes on at the same time for that student, WebPxP will only update the attendance for the class where that student is present or has a late arrival or early leaver over classes where the student is absent.
- WebPxP then checks WebAttend to determine whether an attendance record has already been created for that student on the affected day. Attendance records are only created by submitting a roll class within WebAttend, or via this syncing procedure.
- If there is no attendance record, WebPxP runs the **Create attendance procedure**, otherwise WebPxP runs the **Update attendance procedure**.

Create attendance procedure

1. WebPxP will first create the new WebAttend attendance record and fill in the relevant fields such as date, student, who created this attendance and the fact that WebPxP made this attendance. WebPxP will then try to determine if WebAttend already has absence data that overlaps this period's attendance. Overlapping absence data could be either a whole day absence, or a partial absence within the times of the period.

2. If there is no overlapping absence and WebPxP has recorded an absence for this period, then WebPxP will create an absence within WebAttend. If the WebPxP absence is for the whole period (i.e. it is not a late arrival or early leaver absence) and there are no partial absences already defined in WebAttend for this day, then WebPxP will create a Whole Day Unexplained – Declared absence in WebAttend. Otherwise, WebAttend will create a Partial Unexplained – Declared absence for the duration of the WebPxP absence.

3. If there is no overlapping absence and WebPxP does not have a recorded absence for this period, then WebPxP will not create any additional absence data within WebAttend.

4. If there is an overlapping absence and WebPxP has recorded an absence for this period, then WebPxP will compare the absences to determine what to do next.
   - If the WebAttend absence is a whole day absence and the WebPxP absence is a whole period absence, WebPxP will leave the absence 'as is'.
   - If the WebAttend absence is a whole day absence and the WebPxP absence is not a whole period absence, WebPxP will convert the whole day absence into a partial absence for the times of the WebPxP absence.
   - If the WebAttend absence is a partial absence and the partial time (including a grace period for late arrivals) envelopes the times of the WebPxP absence, then WebPxP will leave the absence 'as is'.
   - If the WebAttend absence is a partial absence and the partial time does not envelope the times of the WebPxP absence, then WebPxP will create a new absence for the duration of the WebPxP absence.

5. If there is an overlapping absence and WebPxP does not have a recorded absence for this period, then WebPxP will remove the absence.

6. WebPxP will then save the attendance data to WebAttend.

Update attendance procedure

1. WebPxP will first get a copy of the WebAttend attendance record. WebPxP will then try to determine if WebAttend already has absence data that overlaps this periods attendance. Overlapping absence data could be either a whole day absence, or a partial absence within the times of the period.

2. If there is no overlapping absence and WebPxP has recorded and absence for this period, then WebPxP will create a Partial Unexplained – Declared absence for the duration of the WebPxP absence.

3. If there is no overlapping absence and WebPxP has not recorded an absence for this period, then WebPxP will not create any additional absence data within WebAttend.

4. If there is an overlapping absence and WebPxP has recorded an absence for this period, then WebPxP will compare the absences to determine what to do next.
   — If the WebAttend absence is a whole day absence and the WebPxP absence is a whole period absence, WebPxP will leave the absence 'as is'.
   — If the WebAttend absence is a whole day absence and the WebPxP absence is not a whole period absence, WebPxP will convert the whole day absence into a partial absence for the times of the WebPxP absence. WebPxP will also convert any absences that have already been submitted during the day into partial absences as well.
   — If the WebAttend absence is a partial absence and the partial time (including a grace period for late arrivals) envelopes the times of the WebPxP absence, then WebPxP leaves the absence 'as is'.
   — If the WebAttend absence is a partial absence and the partial time does not envelope the times of the WebPxP absence, then WebPxP will create a new absence for the duration of the WebPxP absence.

5. If there is an overlapping absence and WebPxP has not recorded an absence for this period, then WebPxP will use the absence type within WebAttend to determine what to do next.
   — If the WebAttend absence is a whole absence, then the whole absence is converted into partials for any absences that have already been submitted. If there are no absences in WebPxP for this date, the absence is converted into a partial with the times defined in the roll class times configuration values.
   — If the WebAttend absence is a partial absence, WebPxP will remove the absence.

6. WebPxP will then save the updated attendance data to WebAttend.

Example 1: Student is present the entire day

The following steps occur for a student who is present the entire day and has no existing absence data in WebAttend:

1. On the first period this student is marked, they are marked present within WebPxP. WebPxP will see that they have no attendance record in WebAttend and will run the **Create attendance procedure**. As per step 3, WebPxP will not create any additional absence data. WebPxP will then save the attendance record in WebAttend.

2. Each additional period that the student is marked present, WebPxP will see that they have attendance data created by the first submitted WebPxP period and run the **Update attendance procedure**. As per step 3, WebPxP will not create any additional absence data. WebPxP will the update the attendance record in WebAttend.

3. At the end of the day this student will have attendance data within WebAttend that has marked them present for this day.

Example 2: Student is absent the entire day

The following steps occur for a student who is absent the entire day and has no existing absence data in WebAttend.

1. On the first period this student is marked, they are marked absent within WebPxP. WebPxP will see that they have no attendance record in WebAttend and will run the **Create attendance procedure**. As per step 2, WebPxP will create a Whole Day – Unexplained Declared absence in WebAttend. WebPxP will then save the attendance record in WebAttend.

2. Each additional period that the student is marked absent, WebPxP will see that they have attendance data created by the first submitted WebPxP period and run the **Update attendance procedure**. As per step 4, WebPxP will leave the whole day absence created by the first period as is. WebPxP will the update the attendance record in WebAttend.

3. At the end of the day this student will have attendance data within WebAttend that has marked them absent for this day.

Example 3: Student is absent at the beginning of the day

The following steps occur for a student who is absent at the beginning of the day and has no existing absence data in WebAttend:

1. On the first period this student is marked, they are marked absent within WebPxP. WebPxP will see that they have no attendance record in WebAttend and will run the **Create attendance procedure**. As per step 2, WebPxP will create a Whole Day - Unexplained Declared absence in WebAttend. WebPxP will then save the attendance record in WebAttend.

2. Each additional period that the student is marked absent, WebPxP will see that they have attendance data created by the first submitted WebPxP period and run the **Update attendance procedure**. As per step 4, WebPxP will leave the whole day absence created by the first period as is. WebPxP will the update the attendance record in WebAttend.

3. The first period that the student is marked present or late arrival, WebPxP will see that they have attendance data created by the first submitted WebPxP period and run the **Update attendance procedure**. As per step 4, WebPxP will then convert the Whole Day absence into Partial – Unexplained Declared absences for each period that the student was marked absent.

4. At the end of the day this student will have attendance data within WebAttend that has marked them as partially absent for the first periods of the day.

Example 4: Student is absent at the end of the day

The following steps occur for a student who is absent at the beginning of the day and has no existing absence data in WebAttend:

1. On the first period this student is marked, they are marked present within WebPxP. WebPxP will see that they have no attendance record in WebAttend and will run the **Create attendance procedure**. As per step 3, WebPxP will not create any additional absence data. WebPxP will then save the attendance record in WebAttend.

2. Each additional period that the student is marked present, WebPxP will see that they have attendance data created by the first submitted WebPxP period and run the **Update attendance procedure**. As per step 3, WebPxP will not create any additional absence data. WebPxP will the update the attendance record in WebAttend.

3. The first period that the student is absent or early leaver, WebPxP will see that they have attendance data created by the first submitted WebPxP period and run the **Update attendance procedure**. As per step 2, WebPxP will then add a Partial – Unexplained Declared absences for this period absence.

4. Each additional period that the student is marked absent, WebPxP will see that they have attendance data created by the first submitted WebPxP period and run the **Update attendance procedure**. As per step 2, WebPxP will create another Partial – Unexplained Declared absence.

5. At the end of the day this student will have attendance data within WebAttend that has marked them as partially absent for the last periods of the day.

Appendix B:

Use the table below as a road map of how to get your PXP module up and running in no time.

Module	Checklist	Review frequency
Settings	Check that all roll classes in the Attendance module have their roll submissions disabled. Define which class(es) will be used for official attendance recording.	Either annually in January, or when the timetable is updated
Timetable/Period Setup	Review timetable in relation to Attendance and adjust accordingly.	When timetable has been updated
Disabled Classes	Define classes that do not require roll marking.	When timetable has been updated
Check Guard Classes	Define classes that require guard checking.	
Roll Display	Review Roll label display options.	Annually
Explanations	Configure the list of available absence explanations.	Once
Automatic Absence Notifications	Set up rules that define when automatic absence notifications are run.	Annually

SENTRAL