Sentral Staff Absences Overview

Record and track absences, leave reason and daily sign-on/off.

1. What problem does this module address?

Schools are required to manage staff absences and check in/out of school to manage staff movement and replacements. Schools regularly need to access, reconcile and manage staff absences, their replacements and daily variations to routine.

Other modules in Sentral can connect to Staff Absences (Enrolment, Timetables and Daily Org) but it can be a standalone staff management module. Staff Absences removes the burden of paperwork and centralsies all staff absences,sign on/outand relief staff.

2. How does Sentral help solve this?

The Staff Absences Module:

- Staff absences provide information on staff absences and attendance
- Tracking and reporting functionality on staff sign in and out.
- Online access to create a leave of absence, upload documentation and flag for HR
- Link to Edval Daily variations to enable instance updates for substitutions.
- Abiltiy for staff to upload lessons plans for relief/replacement staff
- Easy allocation of leave and cover

3. Who will use and get value from this Module?

The Staff Absences module will be used by administrative staff who manage leave, daily variations and staff substitution. A deep understanding of current school policies and procedures is essential to ensure data is consistently captured, centralised, transparent with efficiency between teams.

The Staff Absences module could also be used by staff for sign on/out procedures and recording their absences.