

School Attendance Admin Guide

September 2024



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Overview

Your school must keep a record of student attendance. The Sentral system is built for two types of attendance:

- **School Attendance module**
Manages all absence types and records. Its focus is the top-level attendance of students being present at the school daily.
- **Period by Period (PxP) module**
Allows for more granular tracking of student whereabouts and this is described in a separate document. See the Class PxP Admin Guide

This document describes key steps for setting up Sentral to track student attendance.

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)
Attendance Setup	■	■	■

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 Attendance 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 Attendance from the Sentral home screen:

- Select the menu icon () and choose Attendance.
- Select  Setup and choose Attendance Setup.

Considerations

NSW Department of Education schools

Action

Check Scout for all attendance data for 2023 – providing your school was using Sentral for attendance in Term 1.

Check EBS for attendance data prior to 2022 or if your school was not using Sentral for attendance until part way through the 2023.

Reason

Schools in NSW who have moved to 3PI can synchronise attendance data to Scout. Following migration to auto attendance, Sentral attendance syncs back to Scout rather than EBS.

The auto attendance syncs data for the academic year, so will include attendance data from Term 1 Day 1, 2023 providing your school was using Sentral for attendance in Term 1.

Action

Advise EdConnect and Scout that you are now using Sentral for attendance.

Email the following information to: DataCollections@det.nsw.edu.au and Scout.Support@det.nsw.edu.au

- School code
- School name
- New attendance application e.g. Sentral
- Old attendance application e.g. OnTrack
- Date roll marking commenced in the new application.

Reason

This is an onboarding action that you must complete for the sync to happen.

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 implementation 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/enrolment system.

Reason

This is required for the Attendance 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.



Video: For more, watch this demo on our YouTube channel [Attendance Setup | Set your school's term and holiday dates](#).

Student kiosk

Action

Determine if your school wants to use the option to configure a kiosk machine that provides students the ability to sign themselves in and out of school without staff interaction.



Tip: Sentral recommends using a touch screen for ease of use for students (or a numerical pad). Student identification can be done through several methods including barcode, mag stripe card, PIN number.

Reason

In larger schools this can be very useful because it alleviates the need for a staff member to process many students when an exception arises. For example, a traffic incident.

School start and end time

Action

Set the 'official' school start and end time within Attendance Setup | School Times to match the times that your school will be reporting against.

Reason

Certain schools are required to export their attendance data to the government for auditing purposes. Therefore, the start and end time on Sentral must match whatever system you are importing back into. If you set the start time to 8:30am on Sentral, but the government assumes that you start at 9am, then the absences exported back will fail because it cannot accept attendance data prior to 9am.



Video: Watch this video on our YouTube channel to learn how school times work in Sentral Attendance. [Attendance Setup | School times](#)

Roll marking

Action

Decide if you want the student kiosk to take care of parts of roll marking or if you want teachers and office staff to mark the rolls.

Better practice

Sentral recommends that your teachers mark the rolls electronically in a roll class at the beginning of the day.

Reason

There are a couple of ways to mark rolls. Your school may prefer for staff to continue to mark the official roll of the day with the kiosk supplementing partials rather than office staff.



Tip: Sentral also supports roll marking and attendance tracking via kiosks and in-class interactive roll marking.



Note: To set up actual detailed attendance times for different days and year groups, go to Attendance | Attendance Setup | School Times.

SMS and email templates

The school will need to decide on whether absence notifications to parents will happen automatically via a set of customised rules or if school prefers parents to be contacted personally by a staff member. Automation will reduce the manual work required and will complete this task in a timely manner. It relies on roll marking being completed efficiently by all staff.

If the school is planning to use automated messaging for sending out SMS and emails for student absences, then the SMS and email templates need to be configured in the Communication module.

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.

Integrations with other modules

Action

Consider if you need to configure settings in other Sentral modules. For example, the Portal Console.

- [Messaging Admin Guide](#)
- [Portal Admin Guide](#)
- [Class PxP](#)
- [Kiosk](#)

Reason

Some functionality won't work if settings are not configured in the applicable modules. For example, the ability for parents to see Absence notifications or send Future Absence Requests via the Sentral for Parents App.

Sentral's YouTube channel



Video: Visit our YouTube channel to view the [playlist for Sentral Attendance](#)

General settings

Overview

Use the information in this section to configure the basic parameters that need to be set up in advance.



Note: Assess the Absence types used by your school. This is the key pre-requisite to this section. See [Attendance reasons and types](#)





Video: Watch this video on our YouTube channel for a quick overview of General Settings. [Attendance Setup | General Settings...totally new? Start here](#)

To configure general settings

Feature availability

Fields	Sentral Cloud; Sentral Classic (ST)	Sentral Enterprise (MT)
Default Generate letters for non-residential families	■	
Mid day time		■
Staff Sign In External Access	■	
Attendance Edit Lockout		■
Maximum number of absences		■
Exceed absences notification recipients:		■
Medical Conditions		■
Maximum number of pre-approved absences		■
Display Custom Absence Reason Count		■

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose General Settings.
4. Review on-screen explanations for each setting.
5. Specify how to display absences on rolls.

6. Specify the analysis target attendance percentage to show on graphs.
7. Enter the name and contact number for the attendance officer.
8. Specify the settings your school wants to use for automatically changing the status of any declared absences to unjustified. Specify whether to include or ignore past absences.
9. (ST version) Specify whether to enable 'Generate Letters for Non-Residential Families' by default.
10. Specify the default reason to display as a tooltip for new absences.
11. Specify the defaults for:
 - Showing attendance on the student screen
 - Student name to use
 - Default surname to display for interactive rolls.
12. Define any roll classes that shouldn't be used in Attendance Setup.
13. Select one of the following options for Enable Roll Submissions:
 - a. **Disabled** for all classes if your school uses another system for attendance.
For secondary schools, this setting is relevant especially if your school is using the Attendance PxP module. If your school is using PxP, then all secondary roll classes should have their roll submissions disabled. This is because the rolls should be submitted in PxP instead.
 - b. **Enabled** – without selecting exceptions from the list if your school wants to enable roll submissions for all classes.
 - c. **Enabled** – and then select one or more exceptions from the dropdown list to enable roll submissions for some classes.



Tip: For primary schools, you should generally ensure that all roll classes are available for roll submission. However, there might be a situation where a particular roll class cannot be removed from your administration system and as a result shows up on Sentral (even though it is not a roll you want or need anyone to mark).

14. Specify whether to group the evacuation summary by student school years or roll classes.
15. Do one of the following for export type
 - a. Select the export file type. For example, 3PI.
 - b. Select None to turn off this setting.Most schools require an export of the attendance data to some governing body for auditing purposes. Configure this setting to ensure Sentral generates an attendance export relevant for your governing body's auditing system.
16. Select one of the following options for Export Unsubmitted Absences:
 - Disabled
Recommended for most situations. Review the on-screen information for details.
 - Enabled



Note: Not recommended for most situations. However, you might wish to select this option if you have historically imported absence data that wasn't created via Sentral Attendance or PxP functionality, or other imported absences that do not normally need to be reflected in the export file.

17. Specify whether to enable 'Remember absence details for next student' by default.
18. Specify the number of rolls per day:
Leave the setting as 'One' unless your school has a requirement to submit two rolls per day instead of
If your school is using PxP, leave the setting as One.
19. (ENT version) Specify the time when AM classes end and PM classes start.

-
20. Do one of the following for School Comment:
 - a. Select None to disable this option.
 - b. Select OASIS from the list.
 21. Upload a Sickbay form to make it available for download when your users create or edit a sickbay entry.
 22. Specify whether to show the following information against students on rolls:
 - Gender Icon
 - Incursions
 - Religion
 - (ENT version) Medical Conditions
 - Uniform Tracking.
 23. Do one of the following for Staff Sign In Automatic Signout Time:
 - c. Leave the checkbox deselected to accept the 11:59PM default.
 - a. Select the checkbox and enter an override time.
 24. (ST version) Specify whether to enable staff sign in for audit purposes when accessing Sentral externally.
 25. Specify how student attendance percentages are calculated.



Note: *The difference between the two options comes down to whether you need to drill down to exactly how much time the student was away for. The 'Per Minute' setting should generally show a more negative attendance percentage as it counts and includes the partial time away from school as part of the absence percentage.*

26. (ENT version) Set the number of days a teacher has to edit attendance records before access is limited to teachers with specific permissions.
27. (ENT version) Set the maximum number of absences allowed in a calendar year.
28. (ENT version) Set the maximum duration in days for pre-approved absences.
29. (ENT version) Specify who to notify when absences are exceeded.
30. (ENT version) Specify whether to display a custom absence reason count. If you select Yes, enter the Customer name.
31. Specify whether to enable override of non-barcode submissions.
32. Specify whether to allow attendance administrators medical certificate privileges.
33. Specify whether to display a flag showing a student's current level.
34. Specify the first date when rolls may be formally marked and submitted within Sentral.

Absence reasons

Overview

The Absence Reasons section of Attendance setup defines the list of valid reasons for student absences.

Restricted access

Absence Reasons settings are typically defined by government and your school will not need to adjust these. In most cases, this setup page is hidden from school administrators.

Pre-populated information

Sentral pre-populates this information for your school during the Implementation stage.

If your school does need to add custom attendance reasons, contact Sentral to discuss your school's situation.

Automatic absences



Overview

Use the information in this section to configure automatic absences, which allows students to be marked as absent for the entire day at the start of the day.



Tip: This can be useful when students are known to be away for an extended period either due to school or personal circumstances. You can also use this in conjunction with requiring students to swipe on as present when they arrive at school.

To configure automatic absences

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Automatic Absences.
4. Specify whether to enable automatic absences for all students.
5. Specify whether to enable automatic absences for specific cohorts.
If you select Yes, then apply filters to select one or more roll classes or years.
6. Select Save.
Students (groups) of students who are flagged for automatic absence display in the Auto Absences section.

Automatic staff notifications

Overview




Use the information in this section to configure notification rules applied when students meet certain criteria. This setting allows you to configure a set of rules that when met, will send a notification to nominated staff.

For example, you can create a notification that if any student has 4 unexplained absences in a term, notify the deputy principal.



Video: Watch this video on our YouTube channel to learn about automatic staff notifications.
[Attendance Setup | Automatic staff notifications](#)

To create a new automatic staff notification rule



1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Automatic Staff Notifications.
4. Select Add Automatic Notification.
Additional fields display.
5. Enter a name for the notification.
6. Specify whether to notify on Absences or Consecutive Absences.
7. Make one or more selections to specify the students the notification applies to.
8. Specify action count details.
9. For Rules:
 - a. Specify the rules that apply.
 - b. Select New Rule to specify more limiting factors to narrow the scope of the notification.
 - c. Select the Delete icon  to remove a rule.



Tip: When you add or configure the rules for a notification, the rules are joined by an AND operator. This means that if you add two conflicting rules, for example, [Type is – Whole Day] and [Type is – Partial], the notification will fail, since an absence cannot be a Whole Day AND a Partial.

10. Choose one or more recipients to receive the notification.
11. Select Save.

To edit or remove an automatic staff notification

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Automatic Staff Notifications.
4. To edit notification rules:
 - a. Select Edit next to a rule.
 - b. Update fields.
 - c. Select Save.
5. To remove a notification rule:
 - a. Select Remove next to a rule.
 - b. Select OK to confirm.

Automatic absence notifications

Overview



Use the information in this section to configure a set of rules for when SMS or email absence notifications to parents or carers get automatically sent.





Video: Watch this video on our YouTube channel to learn about automatic absence notifications.

[Attendance Setup | Create automatic absence notifications](#)



To configure automatic notifications

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Automatic Absence Notification.
4. Under Automatic Absence Notifications Global Settings, specify whether to enable the automatic absence notifications functions.
5. Select Save.

To create a new automatic absence notification rule

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Automatic Absence Notifications.
4. Select Add Rule.
Additional fields display.
5. Specify whether to generate the notifications for absences on the current day or previous day.
6. Set the time of the day the SMS messages should be generated and sent.
7. Select the default message type, as well as templates to use for sending the absence notifications.
8. Select one or more absence reasons to automatically generate absence reasons for.
9. Select one or more absence types to automatically generate absence reasons for.
10. Do one of the following for Student Years:
 - c. To include all school years, don't select an option from the list.
 - a. To include specific school years, select one or more options.
11. Specify whether to enable the rule.
12. Select Save.
The rule is added to the list – in time order.

To disable an automatic absence notification rule



1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Automatic Absence Notifications.
4. Select Edit next to the rule that you want to disable.

-
5. Set the time of the day to later in the day.

Since the rules are listed in time order, this sends the rule to the bottom of the list.

6. Select Disable.
7. Select Save.

To edit an automatic absence notification rule

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Automatic Absence Notifications.
4. Select Edit next to the rule that you want to update.
5. Update fields.
6. Select Save.

Import absences

Overview

Use the information in this section to import and/or re-import attendance data from an external source such as EBS4 or Cases21 (Victoria)



Best practice: Complete an import of historical attendance data when you migrate to Sentral Attendance to ensure that a complete set of attendance records is available in the system. The import adds all absence records from EBS4 into Sentral Attendance as read-only absences.

Historical data

Importing data allows you to:

- import existing absences from an external system into Sentral Attendance
- view historical absences from before your school started using Sentral Attendance
- run WebAttend absences reports and graphs covering an entire calendar year rather than just since you started using Sentral Attendance.





Note: All imported absences will be visible in Sentral Attendance as read-only and cannot be edited. They will be clearly marked by an import icon in the Mark Roll display.

The settings page for this section also clearly outlines the process for importing a data via a CSV file.

Import from external system

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Import Upload screen			■

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Import Absences.
4. Open the Sample CSV file to review the required format for the spreadsheet.
5. Prepare the CSV file with data to be imported.
 - Ensure the file is a CSV (Comma Separated Values) file ending with .CSV or .TXT.
 - Complete all the relevant fields in the file for each asset.
 - Ensure the headers in the file remain as specified in the template.
6. Select the file to import.
7. Select Import.
Imported absences display in Sentral Attendance as read only – marked by an import icon in the Mark Roll display.



Import from Cases21 (Victoria)

	Sentral Classic (ST)	Sentral Cloud (ST) Victoria	Sentral Enterprise (MT)
Import Absences from cases21		■	

Before you begin

Read the See [Import Cases21 attendance data for Sentral-v1-1](#)



Generate the SQL statement within Sentral Attendance

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Import Absences.
4. Under Import Absences from cases21:
 - a. Next to Import Absences, select dates from and to
 - b. Select the Generate SQL and Import button.
5. Copy the generated SQL query.
The copied text is what you need for the Cases21 steps.

Export Attendance data from Cases 21

1. Complete part one export from Cases21.
See [Import Cases21 attendance data for Sentral-v1-1](#)

Import data into Sentral



1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Import Absences.
4. Under Import Absences from Cases21:
 - a. Select Choose File and browse to upload the file you saved.
 - b. Select Import.
Imported absences display in Sentral Attendance as read only – marked by an import icon in the Mark Roll display.

Import absences from other attendance roll marking system (Victoria)

	Sentral Classic (ST)	Sentral Cloud (ST) Victoria	Sentral Enterprise (MT)
Import Absences from other Attendance Roll Marking System - only accepts cases21 import format		■	



Warning: Only accepts cases21 import format.

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Import Absences.
4. Prepare data in a CSV file using the format shown:
<school_name>, <start_date>, <end_date>
<cases21_student_id>, <date>, <year_level>, <am_reason_code>, <pm_reason_code>
5. Under Absences from other Attendance Roll Marking System:
 - a. Next to Import absences from, select dates from and to
 - b. Select Import.
6. Next to Absences CSV File, select Choose File, and browse to upload the file you prepared.
7. Select Import.
Imported absences display in Sentral Attendance as read only – marked by an import icon in the Mark Roll display.

Incursion types

About incursions

Incursions are used in Sentral to record any student absence where the student is away from class but still located on school grounds. Typical incursion types include sick bay, counsellor, music practice, and private study. You can also customise the dropdowns used in Sick Bay through this area.





Video: Watch this video on our YouTube channel to learn about incursion types.



[Attendance Setup | Specify Incursion Types](#)

	Sentral Classic (ST)	Sentral Cloud (ST)	Sentral Enterprise (MT)
Allow multiple incursions field			■

To add a new incursion type

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Incursion Types.
4. Enter a name for the new incursion type and Select Add.
5. Under Incursion Type Details:
 - a. Enter a shorthand description for the incursion type.
 - b. Specify whether the incident type is a record or a timed incursion.
For Timed, the incursion needs to have a start time and end time.
For schools using PxP, it also means that an incursion type with this mode will affect Sentral's logic in checking for conflicts of attendance data when a roll is submitted.
For Record, the incursion only has a start time. It does not require an end time.
This is useful for recording student absences where only a start time is needed. For example, a bathroom pass.
 - c. Specify whether the incursion can be created on PxP rolls.
 - d. (ENT version) Specify whether to allow multiple incursions.
6. Under Details:
 - a. Select Add Detail Category.
 - b. Enter a name for the detail category.
 - c. Specify where the category should appear.
 - d. Specify whether to allow multiple selections.
 - e. Specify whether to show the detail on lists.
 - f. Select Add.
 - g. In Incursion Detail Category Details, under Details:
 - i. Enter a name for the new detail and select Add.
 - ii. To specify the detail as a text field, select Edit next to the Detail.
If you don't select an option, the Detail name is used.
 - iii. Select Text Field from the Custom Field list.
 - iv. Select Save.

To edit an incursion type



1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Incursion Types.
4. Under Incursion Types, select Edit next to an incursion type.
5. Under Incursion Type Details, update fields and select Save.
6. Under Check In:
 - a. Select Edit next to the Incursion item.
 - b. Under Incursion Detail Category Details, update fields and select Save.
 - c. Under Details, select Edit next to the Detail, update the name and custom field (text field), and select Save.
7. Under Check Out (if applicable):
 - a. Select Edit next to the Detail name.
 - b. Under Incursion Detail Category Details, update fields and select Save.
 - c. Under Details, select Edit next to the Detail, update the name and custom field (text field), and select Save.
8. Under Details (if applicable):
 - a. Select Edit next to the Detail for the Incursion Type.
 - b. Under Incursion Detail Category Details, update fields and select Save.
 - c. Under Details, select Edit next to the Detail, update the name and custom field (text field), and select Save.

To configure a kiosk profile based on a service account

1. First, create service accounts for each kiosk profile, configure student scanning options, and define kiosk menus.

For more on Service Accounts, see [Sentral Setup](#) in the Help Centre and [Kiosk setup](#) in the Appendix of this guide. See also

[To configure student scanning options](#), [To configure general settings](#)

2. Select the menu icon () , and then choose Attendance.
3. Select  Setup and choose Attendance Setup.
4. Select Setup in the left menu and choose Kiosk Setup.
5. Under Kiosk Configurations, select Edit next to a kiosk profile name.

Kiosk Configurations				
				Add Profile
Kiosk Profile Name	Sentral Username	Pin	Menu Configuration	Options
Front Office /kiosk/?profile=attendance.kiosk	attendance.kiosk	1234	Attendance Main Menu	Edit Remove
Library Kiosk /kiosk/?profile=LibKiosk	LibKiosk	1235	LibKiosk	Edit Remove
Sick Bay /kiosk/?profile=SickBay	SickBay	1234	Sick Bay	Edit Remove
Visitor /kiosk/?profile=Visitor	Visitor	1234	Attendance Main Menu	Edit Remove
Gym /kiosk/?profile=Front%20office%20kiosk	Front office kiosk	1234	Gym	Edit Remove
Chemistry Classroom /kiosk/?profile=Chemistry%20room%20kiosk	Chemistry room kiosk	2345	Chemistry Classroom	Edit Remove

Kiosk Setup | Kiosk Configurations section (example) – ST product version

6. In Edit Profile, enter the kiosk profile name.
 - a. Select the type of kiosk profile type.

One device may be used for both student/visitor if you wish.
 - b. Select the Sentral username to use for the profile.
 - c. Create PIN against the account or leave this field blank.

People cannot log into the account unless they know the PIN.
 - d. Select a menu configuration option from the list.

You should have set this up already.
 - e. Specify whether to enable camera, virtual keyboard and manual search options.
 - f. Select Save.

A URL displays underneath the name of the kiosk profile.
 - g. To create a shortcut on the kiosk desktop, add the URL to the end of your regular Sentral URL and save the link as a shortcut.

Example: If your regular Sentral URL was `sentral.school.edu.au`, then you would type `sentral.school.edu.au/kiosk/?profile=attendance.kiosk`.

You can also have it run automatically when you start up your kiosk machine.



Tip: Many schools find that to help students select the appropriate code, they will often have multiple reasons on a kiosk link to the same official absence code. For instance, Sickness and Medical Appointment both linking to a sick attendance code. This can mean that you will have many attendance codes on a single kiosk. To help students, many schools will set up sub-menus on the home screen based on broadly what kind of absence it relates to (late without an excuse, late with an excuse, timed absence, leaving early, etc).


To configure student scanning options



Video: Watch this video on our YouTube channel to learn about student scanning.

[Attendance Setup | Kiosk Setup – student scanning](#)

Follow these steps to manage student recognition and interaction with the kiosk.

1. Select the menu icon (⋮), and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Kiosk Setup.
4. Select a scanning mode option to suit your school's preference for recognising students:
 - Disabled
Disables scanning mode.
 - Automatically Detect
Attempts to recognise all forms of known inputs.
 - Barcode Scanner
The kiosk only recognises this type of input.
 - Magnetic Swipe Card.
The kiosk only recognises this type of input.
5. Do one of the following to specify the barcode format:
 - a. If your student cards have just student IDs, leave both fields blank.

- b. If your student cards have a school-specific prefix and/or suffix either side of the student ID number, complete the Prefix and/or Suffix fields.



Example: Student A has a student ID of '123456'. Student A's barcode is PRE123456SFX. The prefix that should be configured is 'PRE' whilst the suffix should be 'SFX'.

6. Specify whether to show an authorisation key for particular scanning reasons.
7. Specify whether to allow flexible anytime.
- If you set the option to Yes, then students can sign in and out regardless of whether they are meant to be in class or not. Upon the sign in and out, Sentral will automatically insert a partial absence against the student for time they were absent from the class or classes.
 - If you set the option to No, then students can sign in or out when they should be in class. It forces the student to use another reason such as unexplained late or unexplained early or seek a staff member for assistance.



Note: This option is only relevant if your school has senior students and you have implemented a flexible timetabling setup on Sentral.

8. If you set Allow Flexible Anytime to Yes, then select the correct attendance code for Sentral to automatically apply for students signing in/out using a Flexible absence.
9. Specify whether you want the computer to play a beep sound after students successfully sign into the kiosk.
10. Specify whether you want visitors to enter their Working with Children Check (WWCC) number when they sign in.



Note: This option is only relevant if your school has senior students and you have implemented a flexible timetabling setup on Sentral. You should have a specific attendance code that records flexible attendance.

Slip printing

Overview

Use the information in this section to configure the print layout and print method for each type of slip printed for various attendance related exceptions by students. The slip provides students with a valid excuse for exit/entry from/to school activities.



Video: Watch this video on our YouTube channel to learn about slip printing.

[Attendance Setup | Slip Printing](#)



Slip types

Slips that are printed on Sentral are divided into three areas:

- **Incursions:** slips for incursion entries against the student
Incursions include absences printed from within the Attendance module.
- **Partials:** whole and partial absences entries against the student
Partial absences are printed from the Partial Absences and Slips screen.

-
- **Absences:** any absence entries generated via the Sentral Kiosk (excluding Visitors)
Absences are printed from the Attendance Kiosk.
 - Returned
Returned from absence slips are printed from the Attendance Kiosk when a student returns to school from an absence.

To configure slip printing settings

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Slip Printing.
4. Under Slip Print Layout, set the print layout to suit either a receipt printer or a sticker printer for each type of absence.
5. Under Slip Print Method:
 - a. Set the print method to either HTML printing or Java Printing.
Most modern web browsers no longer support Java and therefore HTML Printing is the preferred choice.
 - b. Specify whether to centre all content of partial slips.
 - c. Specify whether to show or hide the school address and phone number on partial slips.
 - d. Specify whether to show photos on partial slips.
 - e. Specify whether to print a signature line on partial slips.
 - f. Select Save.
6. Under Incursions:
 - a. Specify the incursion details to show on Incursion slips.
You might need to try a few different options to work out the best fields to include that fit on the layout you selected.
 - b. Select Save.

Biometrics



Warning: Do not use. This function relies on JavaScript, which is not supported by most modern browsers. It is only on the menu so that schools maintaining older systems can continue to use this function.

The interface allows admin staff to capture student fingerprints into Sentral to mark their attendance in Student Kiosk. It can be done class by class.

Letter templates

Overview



Use the information in this section to create a set of prepared Attendance letter templates. The letters that get sent to parents and guardians might cover irregular attendance, attendance record confirmation, or some other attendance related issue.



Video: Watch this video on our YouTube channel to learn about Letter Templates.

[Attendance Setup | Create and Manage Letter Templates](#)

To add a letter template

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Letter Templates.
4. Select Add Template.
5. Enter a name for the template and select Save.
6. For each template:
 - a. Specify whether the letter should be printed on school letterhead
 - b. Specify if the letter requires a tear off slip for parents to sign and return
 - c. Specify whether to include Principal name: Yes/No
 - d. Specify the number of absences before the tear off slip is replaced with a new page for more space to explain absences.
 - e. Select Save.
7. Under Template Content, use the toolbar to format text and insert merge fields where required to customise the letter according to its purpose and your school's preferred approach.
8. Select Update Content.
The letter is available for selection in the Notifications section of Attendance.

Roll assignments

Overview

Use the information in this section to assign staff members to specific or multiple classes to enable them to mark rolls.

Pressing the Auto Assign Users button instantly assigns staff to roll classes based on system data. This can then be manually adjusted.





Video: Watch this video on our YouTube channel to learn about roll assignments.

[Attendance Setup | Roll Assignments](#)

To auto assign users



Warning: Auto-assignment depends on which other systems you have linked to your Sentral account. Check with your IT department before auto-assigning users.

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Roll Assignments.
4. Select Auto Assign Users.



Users are automatically assigned their roll classes based on your student administration system's record of who teaches the roll class.

You can manually assign classes to a staff member by using the Edit Assignment buttons below.



To manually assign classes





Tip: Users with an asterisk next to their name are not correctly linked to a staff member and so need to be manually assigned.

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Roll Assignments.
4. Select Edit Assignments next to a staff member.
5. In Assign/Unassign Rolls, select one or more rolls from the Rolls list, and select the Arrow. The roll is moved to the Assigned Rolls list on the right.
6. Select Save.

To edit roll assignments

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Roll Assignments.
4. Select Edit Assignments next to a staff member.
5. In Assign/Unassign Rolls, do one of the following:
 - a. To unassign a roll, select it from the Assigned Rolls list on the right and use the arrow to move it to the Rolls list on the left. Select Save.
 - b. To assign a roll, select it from the list of rolls on the left and use the arrow to move it to the Assigned Rolls list on the right. Select Save.
6. Select Save.



To re-enable a roll class from User Class Roll Assignments

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Roll Assignments.
4. Select the Disabled Roll Classes link at the top of the screen.
The Attendance Setup Settings screen displays.
5. Next to Disabled Roll Classes, select Define.
6. In Define Disabled Classes, deselect the class or classes that you want to re-enable.
7. Select Save.

To reset roll class assignments



Caution: Pressing this button instantly resets any manual assignment of staff to roll classes.

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Roll Assignments.
4. Select Reset Manual User Rolls.

School Times

Overview

Use the information in this section to define the start and finish times rules used for attendance.





Video: Watch this video on our YouTube channel to learn how school times work in Sentral Attendance. [Attendance Setup | School times](#)





Warning: Do this before your school begins using Sentral for Attendance.



To add a new rule

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and School Times.
4. Select Add New Rule.
5. Enter a name for the rule.
6. Enter the school start and end times for the rule to match against.
7. Select the days of the week for the rule to match against.
8. Specify Days and Years for the rule to match against.
9. Specify the priority order for the rule against the available list of rules.
The rules will be tested in descending order, matching against the day of the week and student year group. The first match determines the school times for the student on that day. Otherwise, the next rule will be tested until the Default Times are reached which will always match.
10. Select Save.
The rule is listed at the bottom of the screen.

To edit a rule

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and School Times.
4. Select Edit next to a rule.
5. In Edit Rule, update fields, and select Save.

To delete a rule



1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and School Times.
4. Select Remove next to a rule.
5. Select OK to confirm.

Year 12 last attendance date

Overview

Use the information in this section to set the final date of roll marking for students in Year 12 who are performing final examinations and will not be attending school after their last exam. This list is generated from enrolled final year students.

To set the last attendance date

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Year 12 Last Attendance Date.
4. Use the date picker to set a date.
5. Select one or more students from the list.
6. Select Save.

Future absence notifications

Overview

Use the information in this section to define the notification settings for future absences.



If your school chooses to turn this on, a specific staff member(s) can be notified when a parent requests a future absence for their child.



Video: Watch this video on our YouTube channel to learn about future absence notifications.

[Attendance Setup | Future Absence Notifications](#)

To configure future absence notification settings

1. Select the menu icon () , and then choose Attendance.
2. Select  Setup and choose Attendance Setup.
3. Select Setup in the left menu and choose Future Absence Notifications.
4. Specify whether to allow notifications.
This will depend on your school's policy regarding notifications.
5. Specify the users to receive a notification when a new future absence is added.
6. Select Save.

Kiosk setup

Refer to the [Kiosk Admin Guide](#) in the Help Centre.



Video: Visit our YouTube channel to view the [playlist for Sentral Kiosk](#).

Student PIN numbers

Refer to the [Kiosk Admin Guide](#) in the Help Centre.



Video: Visit our YouTube channel to learn about creating student PIN numbers.
[Create student PIN numbers](#).

Appendix A: Checklist

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

Menu option	Checklist	Review frequency
General Settings	Will roll marking be 1, 2 or in every period? If 1 or 2 roll marking per day, define roll classes for roll marking.	On an annual basis – January
Absence Reasons	Absence reasons has been pre-populated	
Automatic Absences	Which students will be offered Automatic Absence?	On an annual basis – after final exams
Automatic Staff Notifications	Define Rules around exceptions for Attendance and who should be notified	
Import Absences	Does the school have historical attendance data to be imported?	
Slip Printing	Slip Printing required?	Printers may need replacing on a 5-year cycle. Order consumables. Check with IT
Kiosk Configuration	Kiosks required? If Yes, define settings and decide on Kiosk locations. Define Service accounts in Sentral Admin.	Kiosks may need replacing on a 5-year cycle. Check with IT.
Biometrics	Do not use. Legacy function	
Letter Templates	What Attendance letters are currently being used? Who will implement them into this section? Has each template been tested and approved?	On an annual basis – January
Roll Assignments	Roll assignments are based on Enrolments data.	Annual/Term

Menu option	Checklist	Review frequency
	<p>In the case of PxP being used, roll class assignments are not critical but still need to be entered.</p> <p>Some schools define a single roll class for each year group 7-12 to satisfy this requirement.</p>	
School Times	<p>Must be completed before system is being used for Attendance.</p> <p>Decide on how to handle roll marking for before and after official school times.</p> <p>These classes can be treated in PxP as a 'non-attendance' class. The roll can still be marked, and internal process can deal with any absences, but absences will not be recorded in the Attendance module.</p>	On an annual basis – January
Student PIN Numbers	<p>PIN numbers to be used? Y/N</p> <p>If Yes, ensure PIN entry is enabled on Kiosk.</p> <p>Determine process for distribution for PINS?</p> <p>What happens if a child needs to reset their PIN?</p>	<p>New student PIN assignment – monthly?</p> <p>Update all methods of recognition on Kiosk (Barcode, Mag Strip, PIN, other?)</p>
Year 12 Last Attendance Date	<p>Who will enter this data?</p> <p>Will need to be coordinated with Year coordinator to obtain dates of each student's last exam.</p>	To be done at end of Term 3
Automatic Absence Notifications	<p>Is the school going to Use Automatic Absence Notifications? Y/N</p> <p>If Yes, determine rules for this.</p>	On an annual basis – January
Future Absence Notifications	<p>Is there a staff member(s) that need to be notified when a parent requests a future absence? Y/N</p> <p>If Yes, then who?</p>	