

Sending an Absence Text to Parents

Identifying Absentees

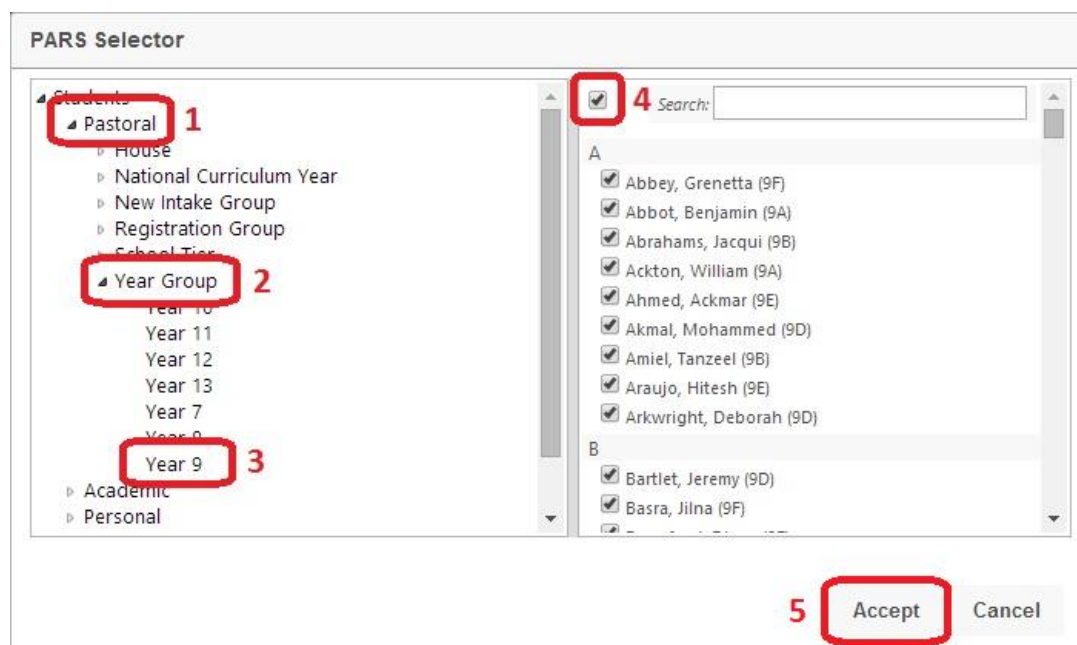
You first need to find out which pupils are absent from school. These are the pupils who will have messages sent home to their parents.

To do this, go to:

PARS main menu > Attendance > Attendance view

First click the “Students” button on the top toolbar. You can select different groups by clicking the items on the left of the window. For example, click Pastoral then Year Group to access different year groups. When you click on a group, the pupils in that group will appear to the right. Click the tick box above the pupils’ names to select them all.

For training purposes, select the pupils in year 9 then click accept.

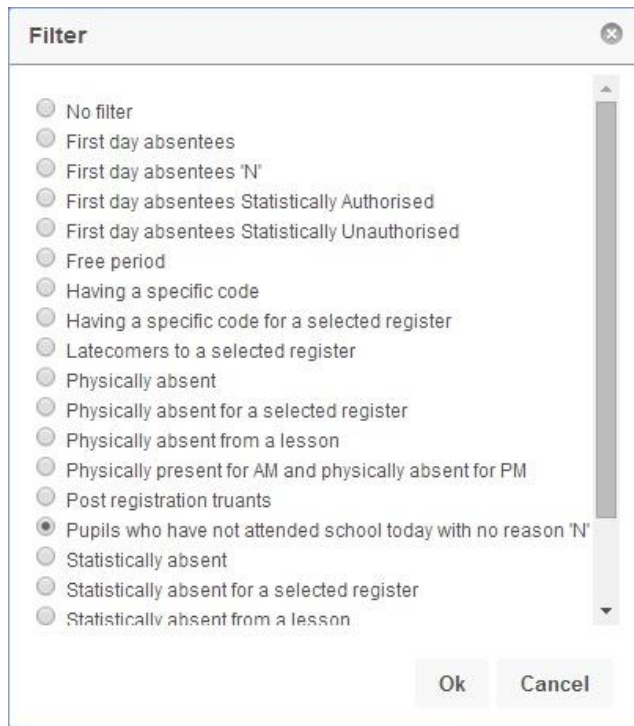


Next click the “Range” button from the top toolbar. This is the date range of attendance you will be viewing. You can set a custom date range using the two calendars, or the links on the left of the window to choose preset date ranges. Click “Today” from the left of the window.

Now click the “Refresh” button from the top toolbar and year 9’s attendance for today will load.

Abbot, Ben (9A)		20/06/2014	14:30-15:30 P Fri:5	9x/Ar1	Mrs S Williams		
	AM	Fri1	Fri2	Fri3	Fri4	PM	Fri5
Abbot, Ben (9A) 004161	9A /	9X1/Re /	9x/En1 /	9X1/Fr /	9x/Pe3 .	9A -	9x/Ar1 .
Abrahams, Jacqui (9B) 003980	9B /	9X1/Re /	9x/En1 /	9X1/Fr /	9x/Pe3 .	9B -	9x/Ar1 .
Ackton, Bill (9A) 003923	9A L005	9X1/Re /	9x/En1 /	9X1/Fr /	9x/Pe3 .	9A -	9x/Dr1 .
Ahmed, Ackmar (9E) 003981	9E /	9Y2/Gg /	9Y2/Re /	9y/Pe2 /	9Y2/Fr /	9E -	9y/Ma2 .
Akmal, Mohammed (9D) 003982	9D /	9Y1/Gg /	9Y1/Fr /	9y/Pe1 /	9Y1/Ge /	9D -	9y/Ma2 .
Amiel, Tanzeel (9B) 003924	9B /	9X3/Fr /	9x/En2 /	9X3/Ge /	9x/Pe2 /	9B -	9x/Mu1 .
Araujo, Hitesh (9E) 003925	9E N	9Y2/Gg N	9Y2/Re /	9y/Pe3 /	9Y2/Fr /	9E -	9y/Ma3 .
Arkwright, Deborah (9D) h 003983	9D /	9Y2/Gg /	9Y2/Re /	9y/Pe1 /	9Y2/Fr /	9D -	9y/Ma2 .
Basra, Jill (9F) 003926	9F /	9Y2/Gg /	9Y2/Re /	9y/Pe3 /	9Y2/Fr /	9F -	9y/Ma3 .
Beresford, Diana (9F) 003985	9F I	9Y1/Gg I	9Y1/Fr I	9y/Pe2 /	9Y1/Ge I	9F I	9y/Ma3 I
Boman, Chloe (9A) 003927	9A /	9X2/Gg /	9x/En2 /	9X2/Hi /	9x/Pe1 /	9A -	9x/Mu1 .
Briancon, Linda (9B) 003986	9B /	9X1/Re /	9x/En2 /	9X1/Fr /	9x/Pe1 /	9B -	9x/Mu1 .
Bruce, Felix (9D) 003931	9F /	9Y3/Re L002	9Y3/Hi /	9y/Pe2 /	9Y3/Fr /	9F -	9y/Ma3 .
Bruce, Felix (9F) 004162	9F /	9Y1/Gg /	9Y1/Fr /	9y/Pe1 /	9Y1/Ge /	9F -	9y/Ma3 .
Buckley, Helena (9D) 003928	9D /	9Y3/Re /	9Y3/Hi /	9y/Pe1 /	9Y3/Fr /	9D -	9y/Ma2 .

Now that you have the whole year group’s attendance, you need to filter it so that you only see the absentees. There are lots of different filters that can be applied, allowing you to view your data in different ways. This guide will show a filter that takes account of lesson marks, so pupils who were absent to the AM session and then turned up to period 1 will not be considered absentees.



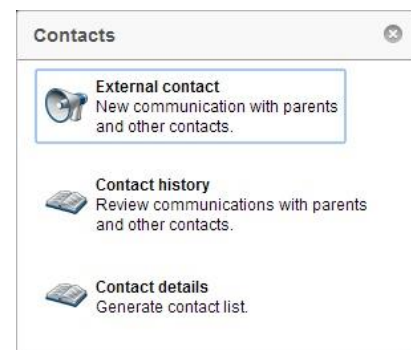
Click the “Filter” button on the top toolbar. A window will open showing the various filters that can be applied. Click “Pupils who have not attended school today with no reason ‘N’”, then click “OK”.

PARS will then show just the pupils who are absent from school today.

Candy, Molly (9B) 20/06/2014 08:40-09:00 A AM 9B Mrs A Zelinskova (9B)

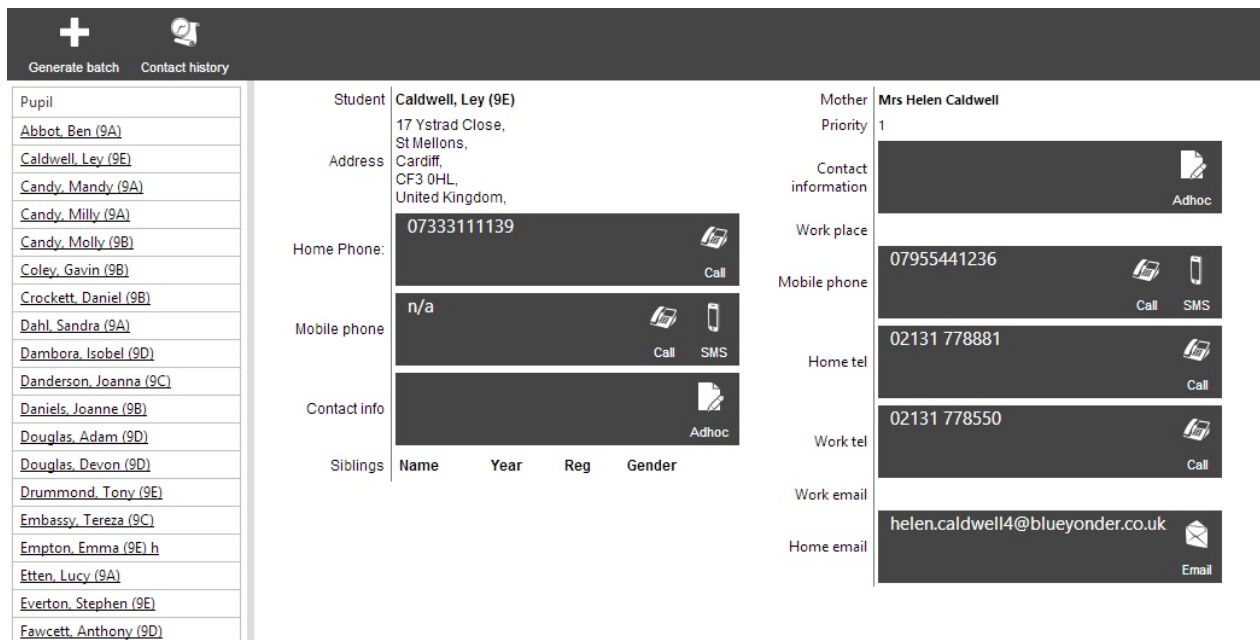
	AM	Fri:1	Fri:2	Fri:3	Fri:4	PM	Fri:5
Candy, Mandy (9A) 003932	9A N	9X2/Gg N	9x/En3 N	9X2/Hi N	9x/Pe3 N	9A -	9x/Dr1 -
Candy, Milly (9A) 003933	9A N	9X1/Re N	9x/En2 N	9X1/Fr N	9x/Pe3 N	9A -	9x/Ar1 -
Candy, Molly (9B) 003934	9B N	9X2/Gg N	9x/En3 N	9X2/Hi N	9x/Pe3 N	9B -	9x/Mu1 -
Coley, Gavin (9B) 003990	9B N	9X1/Re N	9x/En1 N	9X1/Fr N	9x/Pe3 N	9B -	9x/Mu1 -
Crockett, Daniel (9B) 003991	9B N	9X2/Gg N	9x/En1 N	9X2/Hi N	9x/Pe2 N	9B -	9x/Dr1 -
Dahl, Sandra (9A) 003937	9A N	9X2/Gg N	9x/En2 N	9X2/Hi N	9x/Pe2 N	9A -	9x/Dr1 -
Dambora, Isobel (9D) 003938	9D N	9Y2/Gg N	9Y2/Re N	9y/Pe1 N	9Y2/Fr N	9D -	9y/Ma3 -
Danderson, Joanna (9C) 003992	9C N	9X3/Fr N	9x/En2 N	9X3/Ge N	9x/Pe2 N	9C -	9x/Dr1 -

Click the “Contact” button on the top toolbar and a window will open with three options – click “External contact”.



Sending the SMS message

You will now be on the External Contact page in PARS – this is used to send messages to parents or pupils (email, SMS or letters).



The screenshot shows the PARS External Contact page. At the top left, there are buttons for 'Generate batch' (with a plus icon) and 'Contact history' (with a clock icon). On the left, a list of pupils is shown, including Abbot, Ben (9A), Caldwell, Ley (9E), Candy, Mandy (9A), Candy, Milly (9A), Candy, Molly (9B), Coley, Gavin (9B), Crockett, Daniel (9B), Dahl, Sandra (9A), Dambora, Isobel (9D), Danderson, Joanna (9C), Daniels, Joanne (9B), Douglas, Adam (9D), Douglas, Devon (9D), Drummond, Tony (9E), Embassy, Tereza (9C), Empton, Emma (9E) h, Etten, Lucy (9A), Everton, Stephen (9E), and Fawcett, Anthony (9D). The central area displays details for 'Caldwell, Ley (9E)', including the address '17 Ystrad Close, St Mellons, Cardiff, CF3 0HL, United Kingdom', Home Phone '07333111139', Mobile phone 'n/a', and Contact info. The right-hand panel shows details for 'Mrs Helen Caldwell', including Priority '1', Contact information, Work place, Mobile phone '07955441236', Home tel '02131 778881', Work tel '02131 778550', Work email, and Home email 'helen.caldwell4@blueyonder.co.uk'. Each contact detail has an icon for communication options like 'Adhoc', 'Call', 'SMS', or 'Email'.

There are three steps to using the External Contact page:

Step 1 – Choose the method for contacting parents

Click the “Generate batch” button at the top left of the page. This will show you the options available for contacting parents.

SMS - mobile

- Send SMS to highest priority contact
 - Send SMS to all contacts
 - Do not send SMS to any mobile phone numbers
- Parental responsibility only
 - Priority 1 only
- Fall back to land line when no mobile number is found

Select the options as shown in the image to the left. You will be sending an SMS message to the highest priority contact, who has a mobile number and parental responsibility in SIMS.

Notice that the “Fall back to land line when no mobile number is found” option is selected. If PARS cannot find a parent to send an SMS to (because they don’t have a mobile number or don’t have parental responsibility) then PARS will send an SMS to the pupil’s home telephone number instead; PARS will ‘fall back’ to sending an SMS to the home telephone only if it can’t use a mobile.

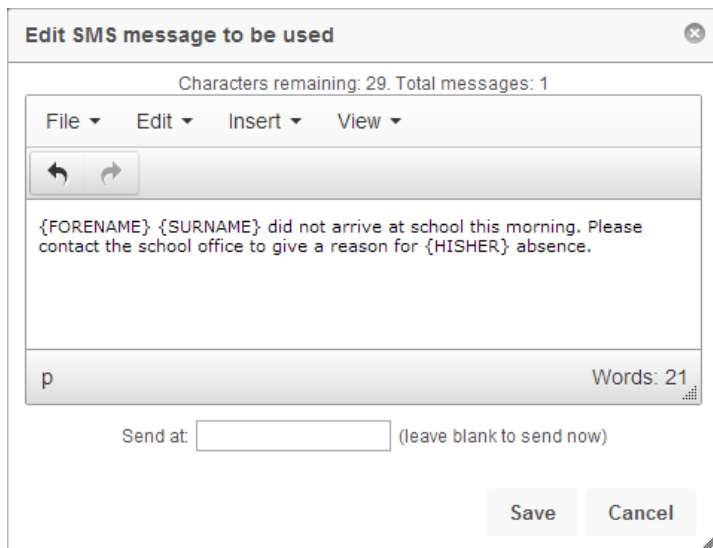
SMS - landline

- Send SMS to main home number
 - Send SMS to highest priority contact
 - Send SMS to home number of all contacts
 - Do not contact any home numbers
- Parental responsibility only
 - Priority 1 only
- Fall back to letter when no home number is found

Select the options as shown in the image.

Step 2 – Choosing the message that will be sent

You should now click the “Edit SMS” button from the top toolbar. This will open a window where you can type the message that will be sent to parents, or choose a pre-configured message from the message bank.



Type the message that you want to send. You can add merge fields by clicking the “Insert” tab at the top of the window and then choosing “Field”.

You can import a message from the bank by clicking the “Insert” tab and selecting “Template” (if any messages have already been created).

Click “Save” once done.

Step 3 – Sending the message

The final step is to actually send your message. This is done by simply clicking the “Generate” button at the top right of the page.

A report will then open, showing which telephone numbers the messages were sent to, and if the messages were sent successfully.

Drag a column header here to group by that column				
Student	Type	Address	Message	Result
Candy, Mandy (9A)	Message	01554 753479	Mandy Candy did not arrive at school this morning. Please contact the school office to give a r	Success
Candy, Milly (9A)	Message	01554 753479	Milly Candy did not arrive at school this morning. Please contact the school office to give a r	Success
Candy, Molly (9B)	Message	01554 753479	Molly Candy did not arrive at school this morning. Please contact the school office to give a r	Success
Dahl, Sandra (9A)	Message	07213 991945	Sandra Dahl did not arrive at school this morning. Please contact the school office to give a r	Success
Dambora, Isobel (9D)	Message	07782 623059	Isobel Dambora did not arrive at school this morning. Please contact the school office to give a r	Success