

Attendance

This course is specifically for schools or users that are new to the attendance module in GO 4 Schools.

New attendance officers or staff involved in key attendance processes can see examples of operational processes when recording school attendance or tracking attendance data.



COURSE DETAILS

Aimed at Attendance officers, school administrators or School leaders with a responsibility for attendance data across their school, we aim to develop your understanding of how you can use GO 4 Schools to proactively capture and monitor student attendance data to support effective safeguarding and interventions.

Key aspects covered:

- Review of your set up and implementation of attendance Tiers 2 and 3.
- Daily processes for checking and following up on attendance marks and absences.
- Use of special registers and fire registers.
- Using the attendance explorers to view details by date range, tutor group, house and year groups
- The Key Stage attendance summary pages and how to use them, especially with the persistent absentees and focus groups
- Using lesson attendance explorers to identify where students have high absence
- How to share attendance information to all staff
- Strategies for communicating absences and attendance information to parents/students
- Triangulation of behaviour, attendance and attainment for an individual student or groups.

Time will be given for delegates to discuss and share ideas of how they are using GO 4 Schools.

DATES AND TIMES

- 11th September 2025 10:30—13:00 (1 x 2.5 hour online training session)
- 3rd December 2025 10:30—13:00 (1 x 2.5 hour online training session)

A certificate will be issued for the completion of this course by the [CPD Certification Service](#).

COSTS AND BOOKING DETAILS

£150 for the first delegate & £100 for the second delegate. All prices are subject to VAT.

Places are limited to a maximum of two delegates per school. Please complete the booking form to secure your place. This can be downloaded on our website or email us to request one.

Email: events@go4schools.com or Tel: **01223 967556**

If you need to change your booking, please refer to our cancellation policy, details are on our booking form.

GO 4 SCHOOLS TRAINING EVENTS

Our training events are developed with the ethos of 'Working together' — sharing knowledge and confidence in school data to ensure a 'best practice' approach and maximum value.

Current training offers include:

- End and start of academic year set up for Data managers
- Induction for new Data managers or those new to managing GO 4 Schools.
- Set up and use of markbooks
- Analysing data for Data manager, senior leadership and data teams
- Effective use of Behaviour and attendance modules
- Post-16 data analysis

See our website for more details: [Engage - CPD - GO 4 Schools](#)

New subscriptions to the attendance module receive this training as part of their purchase, but if you would prefer to join this training to share experiences of other GO 4 Schools users then let us know.

Maximise your training:

All courses will be delivered using Microsoft Teams via a link, we recommend that you use the App to access the training as the online version has some reduced functionality that may hinder the visibility of some aspects of the training session.

All delegates will require at least a laptop with a microphone and camera, if possible we suggest **access to two screens** so you can follow the training and also access GO 4 Schools during the training.

The course is also available to book exclusively for your school and is suitable for all levels of leadership.

Delegates will need to have **Attendance officer and School manager** access in your GO 4 Schools system.



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