



**ICT Solutions**

**Tel: 0845 3033003**

## **PHOENIX GOLD TRAINING**

### **ATTENDANCE MODULE**

A large number of schools are successfully using the Attendance Module within Phoenix Gold. The software limits the amount of entries required as it deems all pupils present, therefore only absences are required to be entered. Data held can then be used to produce both individual and summary reports including those required by the DfES.

This is a repeat of the course that was held last year and is offered again to those schools who are currently are not using Phoenix to record Pupil Absences or would like to update their skills.

**Who should Attend ? –** The course is aimed at those staff who will be required to report on Pupil absences. Prior knowledge of the Phoenix Database would be useful but not essential.

**Aim of Course** -To be able to set up an attendance recording system in school using the Phoenix Gold Software, record Pupil Absences, and to be able to produce reports of the data held.

**Venues and Dates** Science and Technology Centre, Norwich - 15<sup>th</sup>, (pm only) 17<sup>th</sup>, (pm only) October

West Norfolk PDC, Kings Lynn - 31<sup>st</sup> (am only) October

**Duration** 3 Hours

**Session Times** 9.15 – 12.15 1.30 – 4.30

**Materials Required** None

**Fee** £55 per person per session



### **Phoenix Attendance Training**

Name \_\_\_\_\_ School \_\_\_\_\_

First Choice : venue, date, time

Second Choice : venue, date, time

Please make cheques payable to **Norfolk County Council** and return this form to **Mrs A Knowles, ICT Solutions, c/o EFS Room 063 , County Hall, Norwich** or book on-line via the **ICT Solutions Web Site**