

Student Management.

Training Agenda



Target Audience

The **Student Management** training is recommended for delivery to the following people from your school:

- ✓ Member(s) from your Administration and Office Team
- ✓ Member(s) from your Pastoral Team
- ✓ Deputy Headteacher

Objectives of Session

By the end of this session, attendees will be able to:

- ✓ Configure student settings and manage the admissions process.
- ✓ Navigate and maintain student records and key information.
- ✓ Manage student actions and monitor data quality.

Agenda Overview

- ✓ **Configurations**
 - Admission Settings
 - Administration Defaults
 - Schools
 - Lookup Tables
 - User Defined Fields, Flags and Panels
- ✓ **Student Admissions**
 - Creating a Pre-Admission Group
 - Adding Students via CTF/ATF
 - Finalise Admissions
 - Adding Students On Roll Manually
 - Adding Siblings
- ✓ **Student Record**
 - Profile
 - Adding Contacts
 - Basic Details
 - Quick Reference Icons
 - Ethnicity & Language
 - Funding & Allowances
 - Free School Meals
 - Parental Consents
 - Emergency Contacts
 - Attendance Highlights
 - Notes
 - Timetable
 - Communication Log
 - Data Quality Panel
 - Enrolment
 - Enrolment Status
 - Class/Year/Tutor Group Memberships
 - Alternative Provision Details
 - Key Data

- Health Background
 - Medical Conditions
 - Medical Events
- Special Educational Needs
 - SEN Details
 - SEN Reviews
 - SEN Events
 - Support Documents
 - Interventions
- Communication
- Behaviour
 - Exclusions
- Documents
- ✓ **Student Actions**
 - Student Leavers Process
 - Processing a Leaver
 - Managed Moves
 - CTF Export options
 - Re-admitting a Student
 - Deleting Students
 - Sending SMS/Email
 - Quick Edit
 - Manual Data Import/Export
- ✓ **Data Quality**
 - Student Data Quality Dashboard