



E-Registration

Improved Attendance Reporting

EasyTrace Electronic Registration is easy to use and extremely versatile. It is configured to automatically update your schools MIS system and allows your management teams to pull a variety of real-time reports such as time of registration and persons onsite or offsite.

It is particularly useful in a 6th form environment where there is a need to support student autonomy whilst also monitoring attendance.

EasyTrace solutions are fully integrated by a single, secure, back-end database (Infinity) and linked to your existing MIS and portal systems.

Why use E-Registration?

- Increases available teaching time as class-time is no longer taken up by registration
- Increases flexibility of registration – students can register at any time at various locations
- Encourages autonomy, as students are responsible for registering themselves
- Reduces unauthorised absences, as students know they will be picked up on immediately
- Helps staff deal more promptly and effectively with attendance issues
- Faster and more effective reporting.
- Enhanced security and access control
- Integrates with the full EasyTrace suite of solutions
- Single database solution ensures minimal management overhead

How it works

Staff and students scan their ID card against card readers situated in strategic areas of the school. Students will typically use their card to swipe in for both session and lesson registration. As the student presents their card to the reader, an attendance mark (AM, PM and/or lesson) is populated against their record in the EasyTrace backend database – Infinity - and in the associated school MIS system. From the point where the mark is recorded in the MIS, normal management of attendance resumes i.e. manipulation of data, recording reasons for lateness and absenteeism.

Reducing Truancy

Recent guidelines have been put into place to ensure that Schools closely monitor their pupils' attendance.

- Ensuring Children's Right to Education: Guidance on the Legal Measures available to Secure Regular School Attendance, (January 2008), states that schools are legally required to take an attendance register twice a day and must show whether any absence is authorised or unauthorised.
- The National Attendance Strategy 2008/09 states that Schools and Local Authorities must have robust and effective systems in place to monitor absence and attendance.
- Raising Standards and Tackling Workload: A National Agreement (Jan 2003) began a series of improvements including reducing 25 administrative tasks for teachers, such as analysing attendance figures from registration data.

EasyTrace's E-Registration can help with these issues. Whilst the teacher still remains responsible for ensuring that individuals register properly for classes, our solution can provide:

- Statistics on absenteeism over a required period
- Help on managing truancy by showing who is absent post registration



Benefits

- Reduces teaching time wasted on registration
- Encourages autonomy
- Reduces unauthorised absences
- Helps staff deal with attendance issues
- Improves administration efficiency
- Faster and more effective reporting
- Enhanced security and access control

Features

- Comprehensive, real-time reporting
- Integrates with your existing MIS system
- Complete flexibility
- Staff registration
- Full training included

Card Security

If a student loses their card it can be immediately disabled and a temporary replacement issued.
If someone attempts to use a disabled card, the system rejects it as an invalid card.

Integration with other systems

We are the longest standing member of Capita's Premier Partner programme and link with SIMS. We also link to others such as CMIS, Integris G2. EasyTrace E-Registration can be delivered as a stand alone module, or can be integrated with other EasyTrace solutions e.g. Access Control or Praise Points, with your existing school systems or, in some cases, with other third-party card-based solutions.



See EasyTrace in Action

We are happy to provide a demonstration of any of our solutions or arrange a visit to a school that is already using EasyTrace.

**Just call 08456 717 101
or visit www.easytrace.co.uk**

But don't just take our word for it!

“ EasyTrace offers a very effective integrated solution and we would happily recommend this company. ”

Steve Warburton - Director of Innovation and Development
Thomas Deacon Academy