How to use the Attendance Collection Tool (ACT)

May 2025



Overview

The Attendance Collection Tool (ACT) is a web-based solution to allow Local Authorities to monitor school attendance of Vulnerable children in their care. Often the care that the most vulnerable children require means that authorities place them outside their authority borders to ensure that they get the care that is right for them. The children remain the responsibility of the Authority that placed them and so they continue to monitor key indicators, of which attendance is one, to enable them to act if they see an issue developing.

ACT is a tool that allows schools to directly submit attendance information via a simple web-based interface that then flows directly into the Local Authorities information system.

This document contains the following instructions

- The login process
- Dashboard
- Record attendance
- Multi-tenancy
- Create users
- Manage terms Record term dates and closure days
- Attendance marks

Login Process

New user – email verification process

When you are setup as a user, you are sent an email form Attendance Collection Tool. Click the link in the email. The link only works for the email address the email has been sent to. This opens screens guiding you through the email verification process.

Initial Login – Multi Factor Authentication

When you first login to the system, Multi-Factor Authentication is used for security. On initially accessing the system you are guided through screens where you set the phone number to send the verification code to. If you do not have access to your phone, you can receive the code by email. Once multi-factor authentication has verified you either by phone or email, you must create a password to access the system.

Future Login

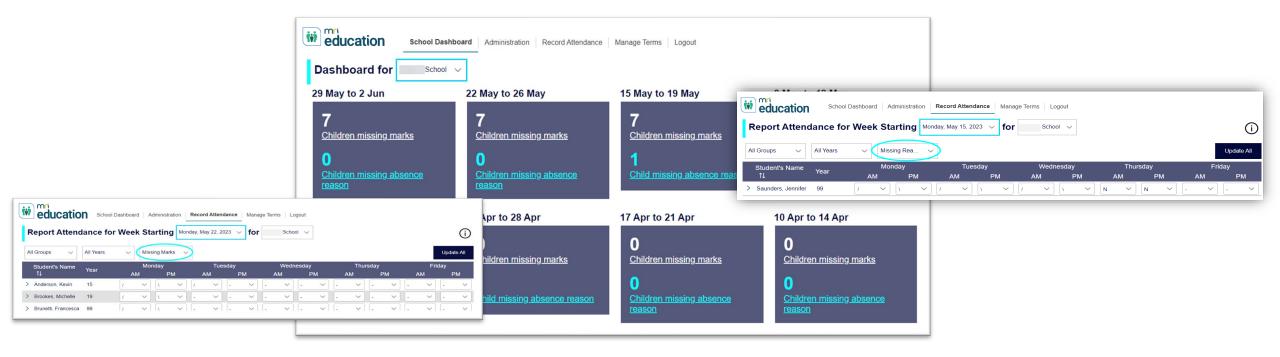
Once you have initially setup your login and been verified, to login to the Attendance Collection Portal you will need to use this website address https://act.capitaone.cloud/.

Enter the login email address as the username and the password created during registration. A 'Forgot your password' option is available on the login screen.

Each time you log in, you must enter a verification code. You can select whether you wish to receive the code via phone or email.

Dashboard

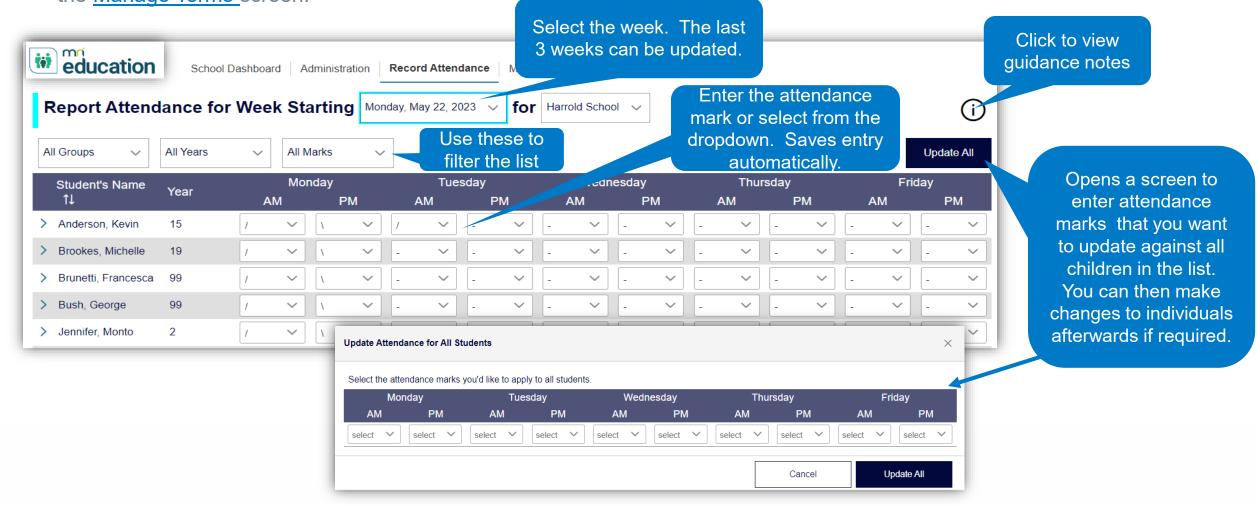
When you log in to the attendance collection website you will see a dashboard screen. This highlights where attendance marks need to be recorded in any week. Each block represents a school week, with the current week first. Each block shows the number of children missing marks (-) or absence reasons (N) in that week. Note that for the current week, it only displays numbers up to and including today, as the rest of the week will have missing marks for everyone. Click on the links to see the children.



If attendance data is incomplete for the previous week, you will receive an automatic email reminder to notify you.

Record Attendance

The Record Attendance screen displays a list of your children you have been asked to record attendance for the current week by default. Attendance can be entered individually or in bulk. Use this screen to enter attendance marks against the children. Holidays and other non-educational days automatically populate from dates entered in the Manage Terms screen.



Multi-tenancy

Multi-tenancy provides the ability for one school to view and report from a single list of children, attendance to multiple LAs. When you first access a multi-tenancy school this message displays.



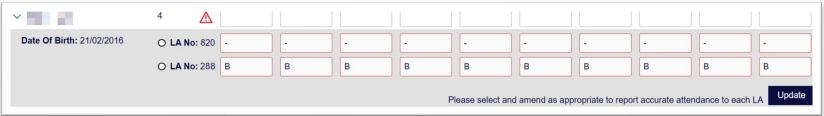
When you record attendance, expanding the student row displays a row for each LA.



Where the attendance data is pulled from multiple LA Education databases, if there are data conflicts, a warning icon displays. Hover over the icon to view the details.

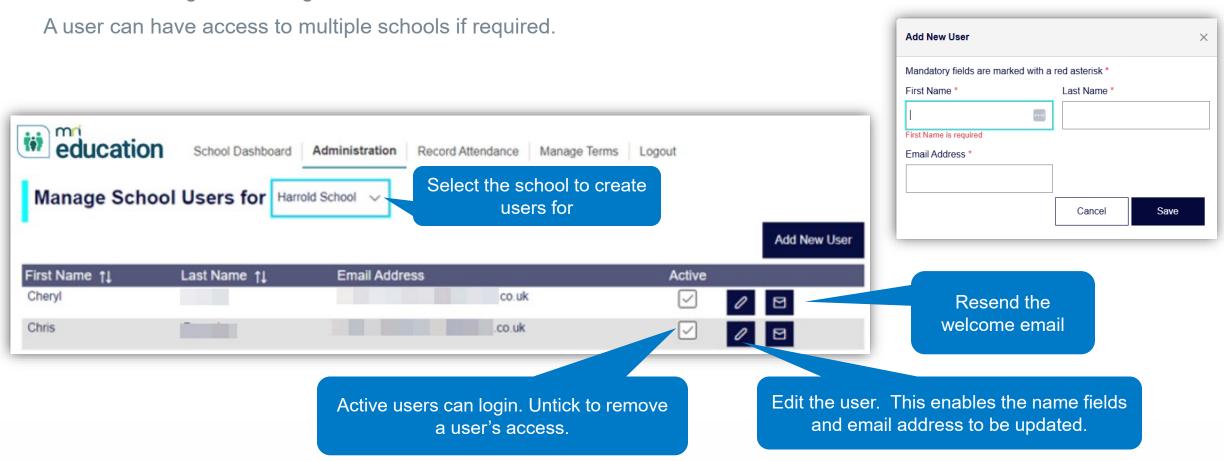


Expand the student row to view the data conflicts and select which is correct.



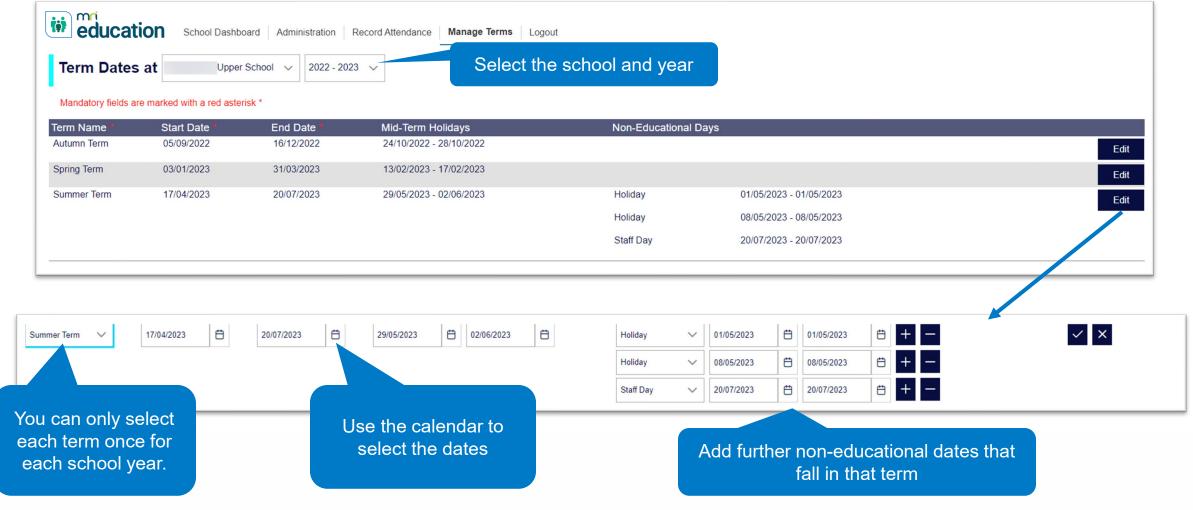
Create Users

The Local Authority grants access for each school. This sends the main user for that school an email with a link to register on the Attendance Collection Tool. That user can then register and login to access the Attendance Collection Tool product. This user can then create additional users at a school. A welcome email is sent to the user with a link to register and login.



Manage Terms

Enter your school's term dates and any non-educational days, such as teacher training days and bank holidays. The relevant attendance marks for holidays and non-educational days automatically populate the Record Attendance screen. These dates automatically report back to any LA you are reporting attendance data to.



Attendance Marks

-	All should attend / No mark recorded	M	Medical/Dental appointments
#	School closed to pupils and staff	О	Unauthorised absence (not covered by any other
*	School Meaning		code/description)
/	Present (AM)	Р	Approved sporting activity
\	Present (PM)	R	Religious observance
В	Educated off site (NOT Dual registration)	S	Study Leave
С	Other authorised circumstances (not covered by another	Т	Traveller absence
	appropriate code/description)	U	Late (after registers closed)
D	Dual registration	V	Educational visit or trip
Ε	Excluded (no alternative provision made)	W	Work experience
G	Family holiday (NOT agreed or days in excess of agreement)	X	Non-compulsory school age absence/Not attending in
Н	Family holiday (agreed)		circumstances related to coronavirus
I	Illness (NOT medical or dental etc. appointments)	Υ	Enforced closure
J	Interview	Z	Pupil not on roll
L	Late		



