

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 from 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.


The screenshot displays the MRI Education School Dashboard. The top navigation bar includes links for School Dashboard, Administration, Record Attendance, Manage Terms, and Logout. The main dashboard area shows a grid of weekly blocks for attendance reporting. The first block, for the week of 29 May to 2 Jun, shows 7 Children missing marks and 0 Children missing absence reason. Subsequent blocks show similar data for other weeks. A modal window titled 'Report Attendance for Week Starting Monday, May 22, 2023' is open, showing a table of student attendance data. The table has columns for Student's Name, Year, and days of the week (Monday to Friday) with AM and PM slots. The 'Missing Marks' dropdown menu is highlighted in the modal.

| Student's Name | Year | Monday AM | Monday PM | Tuesday AM | Tuesday PM | Wednesday AM | Wednesday PM | Thursday AM | Thursday PM | Friday AM | Friday PM |
|-----------------------|------|-----------|-----------|------------|------------|--------------|--------------|-------------|-------------|-----------|-----------|
| > Anderson, Kevin | 15 | / | / | / | - | - | - | - | - | - | - |
| > Brookes, Michelle | 19 | / | / | - | - | - | - | - | - | - | - |
| > Brunetti, Francesca | 99 | / | / | - | - | - | - | - | - | - | - |

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.



School Dashboard

Administration

Record Attendance

M

Report Attendance for Week Starting

Monday, May 22, 2023

for

Harrold School

All Groups

All Years

All Marks

Update All

| Student's Name ↑↓ | Year | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|-----------------------|------|--------|----|---------|----|-----------|----|----------|----|--------|----|
| | | AM | PM | AM | PM | AM | PM | AM | PM | AM | PM |
| > Anderson, Kevin | 15 | / | \ | / | - | - | - | - | - | - | - |
| > Brookes, Michelle | 19 | / | \ | - | - | - | - | - | - | - | - |
| > Brunetti, Francesca | 99 | / | \ | - | - | - | - | - | - | - | - |
| > Bush, George | 99 | / | \ | - | - | - | - | - | - | - | - |
| > Jennifer, Monto | 2 | / | \ | | | | | | | | |

Update Attendance for All Students

Select the attendance marks you'd like to apply to all students.

| Monday | | Tuesday | | Wednesday | | Thursday | | Friday | |
|--------|--------|---------|--------|-----------|--------|----------|--------|--------|--------|
| AM | PM | AM | PM | AM | PM | AM | PM | AM | PM |
| select | select | select | select | select | select | select | select | select | select |

Cancel

Update All

Select the week. The last 3 weeks can be updated.

Use these to filter the list

Enter the attendance mark or select from the dropdown. Saves entry automatically.

Click to view guidance notes

Opens a screen to enter attendance marks that you want to update against all children in the list. You can then make changes to individuals afterwards if required.

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.

New Local Authority Connection

This is to inform you that [redacted] base is now reporting attendance for Children that [redacted] and [redacted] local authorities are responsible for.

If you have been using different user accounts to share attendance with multiple Local Authorities you can now use a single account and deactivate the rest from the administration page.

☐ Don't show me this message again

Ok

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

| | | | | | | | | | | | |
|--|------------|---|---|---|---|---|---|---|---|---|---|
| <div><div></div><div></div><div></div></div> | 4 | / | <div><div></div><div>B</div><div></div></div> | - | - | - | - | - | - | - | - |
| Date Of Birth: 21/02/2016 | LA No: 820 | / | B | - | - | - | - | - | - | - | - |
| | LA No: 288 | / | B | - | - | - | - | - | - | - | - |

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.

| | | | | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|--|---|
| <div><div></div><div></div><div></div></div> | 4 | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> |
| | | | | | | | | | | | Attendance mismatch, expand the row to resolve. |


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

| | | | | | | | | | | | |
|---|----------------------------------|--|--|--|--|--|--|--|--|--|--|
| <div><div></div><div></div><div></div></div> | 4 | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> | <div><div></div><div></div><div></div></div> |
| Date Of Birth: 21/02/2016 | <input type="radio"/> LA No: 820 | - | - | - | - | - | - | - | - | - | - |
| | <input type="radio"/> LA No: 288 | B | B | B | B | B | B | B | B | B | B |
| Please select and amend as appropriate to report accurate attendance to each LA | | | | | | | | | | | Update |

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.





A user can have access to multiple schools if required.



School DashboardAdministrationRecord AttendanceManage TermsLogout

Manage School Users forHarrold School

Add New User

| First Name ↑↓ | Last Name ↑↓ | Email Address | Active | | |
|---------------|--------------|---------------|-------------------------------------|---|---|
| Cheryl | | .co.uk | <input checked="" type="checkbox"/> |  |  |
| Chris | | .co.uk | <input checked="" type="checkbox"/> |  |  |

Select the school to create users for

Active users can login. Untick to remove a user's access.

Resend the welcome email

Edit the user. This enables the name fields and email address to be updated.

Add New User

Mandatory fields are marked with a red asterisk *

First Name *Last Name *


First Name is required

Email Address *

CancelSave

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.


School Dashboard | Administration | Record Attendance | **Manage Terms** | Logout

Term Dates at

Upper School

▼






2022 - 2023
















▼



Select the school and year

Mandatory fields are marked with a red asterisk *

| Term Name * | Start Date * | End Date * | Mid-Term Holidays | Non-Educational Days | | |
|-------------|--------------|------------|-------------------------|----------------------|-------------------------|------|
| Autumn Term | 05/09/2022 | 16/12/2022 | 24/10/2022 - 28/10/2022 | | | Edit |
| Spring Term | 03/01/2023 | 31/03/2023 | 13/02/2023 - 17/02/2023 | | | Edit |
| Summer Term | 17/04/2023 | 20/07/2023 | 29/05/2023 - 02/06/2023 | Holiday | 01/05/2023 - 01/05/2023 | Edit |
| | | | | Holiday | 08/05/2023 - 08/05/2023 | |
| | | | | Staff Day | 20/07/2023 - 20/07/2023 | |

Summer Term  17/04/2023  20/07/2023  29/05/2023  02/06/2023 

| | | | |
|---|--|--|---|
| Holiday  | 01/05/2023  | 01/05/2023  |   |
| Holiday  | 08/05/2023  | 08/05/2023  |   |
| Staff Day  | 20/07/2023  | 20/07/2023  |   |

You can only select each term once for each school year.

Use the calendar to select the dates

Add further non-educational dates that fall in that term

Attendance Marks

| | | | |
|---|--|---|---|
| - | All should attend / No mark recorded | M | Medical/Dental appointments |
| # | School closed to pupils and staff | O | Unauthorised absence (not covered by any other code/description) |
| * | School Meaning | P | Approved sporting activity |
| / | Present (AM) | R | Religious observance |
| \ | Present (PM) | S | Study Leave |
| B | Educated off site (NOT Dual registration) | T | Traveller absence |
| C | Other authorised circumstances (not covered by another appropriate code/description) | U | Late (after registers closed) |
| D | Dual registration | V | Educational visit or trip |
| E | 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 circumstances related to coronavirus |
| H | Family holiday (agreed) | Y | Enforced closure |
| I | Illness (NOT medical or dental etc. appointments) | Z | Pupil not on roll |
| J | Interview | | |
| L | Late | | |

