

For the attention of Headteachers and Integris Administrators .....in this edition.....booking details for our Integris User Forum...Reception Baseline Assessment .... news from the helpdesk.....

Spring 2019 (March 19) edition 13

## Integris News

An online newsletter for Integris Users  
keeping you up-to-date with latest news and features

As the Spring term draws to a close.....some key messages .....

- **Integris User Forum** - our popular and free annual event is just around the corner on **Friday 17th May 9 - 1pm**. Whilst we will confirm the agenda items after the Easter break, we can say that our main focus this year will be on the exciting enhancements RM are working on for Integris later this year and next. We will be joined by Mark House, RM's new Senior Product Manager who has undertaken a complete review of Integris, taken on board customer feedback and steered development into an exciting and productive direction. He will be here to tell us all about it.  
We will also keep you up-to-date with changes to census for 2019/20, an overview of assessment returns expected for summer term as well as an update on GDPR. So come along with your queries and questions and network with others! We get great feedback so we know you will gain a lot of information and reassurance from our event. If you have an agenda item you want included, then let us know.  
  
Book your place(s) by registering through the **Integris Home/New Events** link on [www.cbict.org.uk](http://www.cbict.org.uk).
- **Reception Baseline Assessment Framework .....calling volunteer schools to take part in a pilot year!** The DfE have now published details about the new Reception Baseline Assessment Framework that comes into effect in schools from September 2020. However, your school can volunteer to take part in a pilot from September 2019 - we think a valuable exercise. The closing date to register is on 5th April 2019 - so you have a few days in which to do so! We'll be talking about this at our forum on 17th May too!  
Details about the framework and how to register are available from <https://www.gov.uk/government/publications/reception-baseline-assessment-framework>
- **GDPR support continues.....** GDPR is alive and kicking judging by the number of phone calls we receive. The latest Governor Handbook has been updated with a specific section relating to GDPR and governor responsibilities in ensuring schools comply with the legislation. We will be giving an overview for compliance at our Forum but in the meantime, a more general update for all schools can be found on our GDPR News page on <https://www.cbict.org.uk/gdpr> and a suite of resources available on the **Data Governance Framework** page for our subscriber schools. We do respond to requests for GDPR advisory visits and audits on an ad-hoc basis - simply email [admin@cbict.org.uk](mailto:admin@cbict.org.uk) if you want further details.

You can find our list of LiteBites on the Integris Home menu on our [www.cbict.org.uk](http://www.cbict.org.uk) website. Have you looked at them lately?

## Some news from our helpdesk..... did you know...?

- **Attendance Reports.....**The standard Attendance reports, when run, obtain the figures based on what attendance is recorded at the time the report is run. Therefore, if you run an attendance report straight after morning attendance is taken and recorded, the report will update the % figures for attendance and absence. This is just what Intelligence does when you refresh the Daily Status page to view the current attendees and more importantly the absent pupils as your classes are recording attendance codes.  
The attendance screen on the pupil's record however, gets the % figures from a table stored in the database (and not directly from attendance like the reports do). The table only gets updated overnight or when you run **Refresh Attendance** in the **Admin>Utilities** menu which updates all pupil records or when you click on the Refresh icon in Edit mode on an individual pupil record.  
So if you are using Communicate to run a mailmerge letter containing attendance fields such as <YTD>, the advice is to run Refresh for all pupils or just individuals you want to include in the mailmerge letter.
- **Attendance Reports showing comments entered .....** there are two reports which automatically show comments entered for pupils in their attendance. Both are in the **Reports > Attendance > Attendance Forms folder - Group Absentee** and **Individual Absentee** - the latter one useful if you are specifically wanting to monitor targeted pupils.
- **Attendance Reports Manual ....** we hope you are making use of this manual which shows you all the standard attendance reports available and what they can be used for. You can find it on our **Support/Attendance** page on our [www.cbict.org.uk](http://www.cbict.org.uk) website.
- **Session timeouts .....** Is Integris logging you out in a short time period? Have you checked what has been set in your Integris? Take a look at **Modules > System Management > Preferences > Security tab > Automatic Log Out Options >** you can set your time period here.
- **CTFs.....**when creating CTFs for pupils who have left your school, the pupil record can either be in the Current Roll or the Former Roll when you create the CTF. The important thing is not to exclude any section of data to go into the CTF as the receiving school will make the decision about what to include/exclude from the CTF file they have received from your school.  
**[LiteBite18 - Importing CTFs for In-year admissions](#)** helps you go through the whole process of importing the data, including the all important checks for missing data!
- **Missing assessment data .....** It's that time of year again when summer assessments are looming and schools are checking their **phonics data**, particularly for Year 2 pupils who need to be screened again and confirm with the LA. If you do have missing phonics marks/outcomes for current year 2 pupils, then you need to obtain the data from Key to Success (K2S) via DfE Sign-In. Copy and paste the UPNs of the relevant pupils into the '**Pupil Searchable Data**' text box in K2S and click **Search**. You will get a link to a CTF file which you should download and import into your Integris in the normal way (accept any warning messages!). A second link to a csv file will enable you to download and open this file to clearly see what data is available and contained within the CTF so you know what data you are getting! After your import, check the Key Stage screen on the relevant pupil records

**We are on our 13th edition of the newsletter!**

**Our aim with the newsletter is to quickly update you on key features to help you improve and develop working practices. Please tell us what you think!**

**Complete this [short survey](#) and let us know how we can improve it!**

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## ***A message from CBICT.....***

Dear colleagues,

Can you believe that the Easter break is soon upon us? This term has certainly gathered momentum!

We really hope you will be able to join us at our annual Integris Forum this year - there's much to talk about!

In the meantime, have a restful Easter break and let's hope the sun comes out for most of it!

With best wishes

Cathy & Neil

CBICT Ltd

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