

## Guide to completing the daily survey for attendance of vulnerable children

Survey must be submitted by 11.30m daily. All schools must submit this survey, regardless of whether or not you have any vulnerable children attending and a nil return will be included in the attendance report.

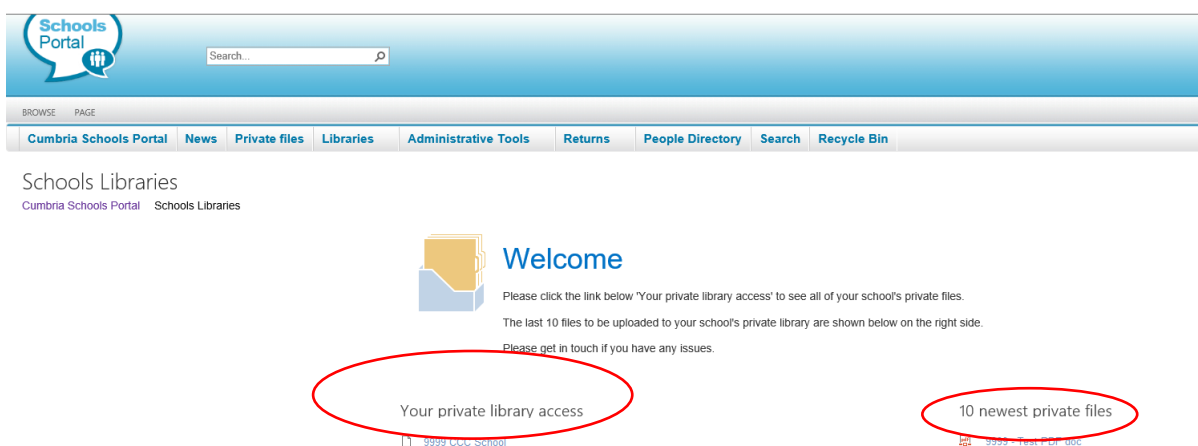
To assist schools with completing the new attendance survey we have pulled together a simple step by step guide:

### 1. Find your school's unique pupil list on the school portal

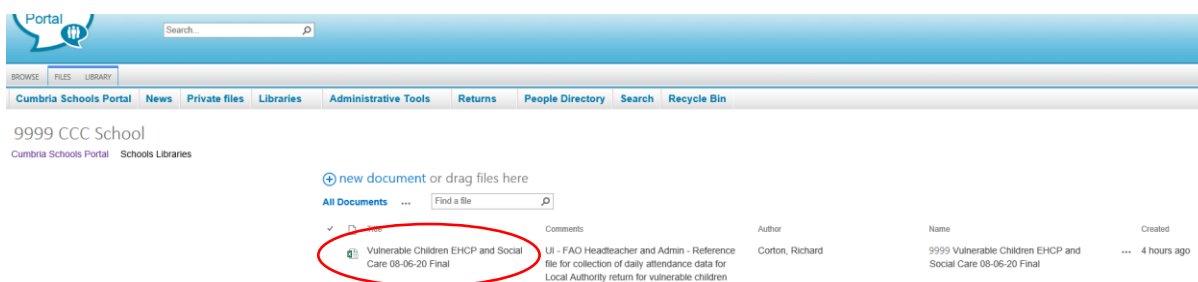
Go to the School Portal home page with the 'Private files' link highlighted:



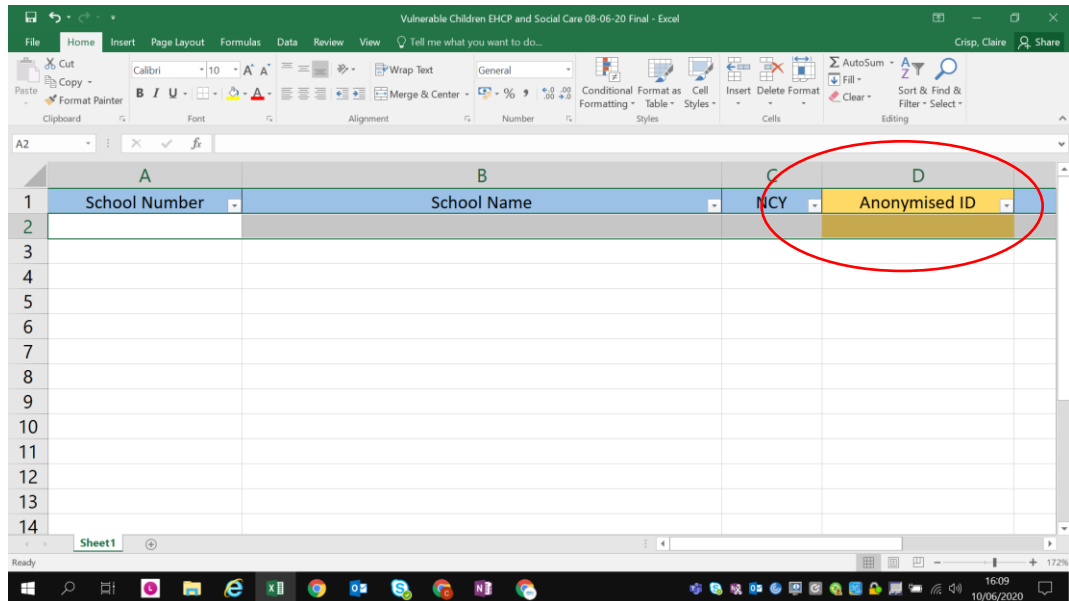
The Private files page will show a link to the school's private library on the left and the 10 latest uploads to the school's library on the right:



Your school's own private library with the uploaded file will be displayed at the top. This is in date order, so the last uploaded file will always appear at the top:



2. Print off this excel spreadsheet which will contain the unique 5 character identifier codes for vulnerable children attending your school in column D:



3. Access the attendance survey on the following link:  
<https://www.surveymonkey.co.uk/r/NWZQX56>

4. Please input the unique 5 character identifier codes for your vulnerable children in the field for question 5. Please do not enter anything other than these codes in this field and enter each code exactly (for example P1234) using a separate line for each code:

The screenshot shows a web browser window with the URL <https://www.surveymonkey.co.uk/r/NWZQX56>. The survey form contains two questions:

4. Number of children on roll:

5. Please enter the unique identification number of each child who has attended school today.  
**PLEASE ENTER EACH NUMBER ON A SEPARATE LINE**

Below the questions are two large, empty text input fields. At the bottom of the browser window, a blue progress bar indicates '0 of 5 answered'. The Windows taskbar at the very bottom shows the date and time as 15:35 on 10/06/2020.