

Course Title: Attendance 7

Duration:

1 Day

Times:

9.30am – 4.00pm

Course Aims:

This course covers the procedures in SIMS Attendance which enable the school’s day to day statutory attendance monitoring needs to be met. It includes configuring SIMS Attendance, preparing pro forma letters, capturing data efficiently, statutory attendance codes and extracting information through a variety of reports.

Course Objectives:

By the end of the course you will be able to:

* plan a strategy for managing the statutory attendance process
* customise SIMS Attendance to meet the particular needs of your school
* understand the potential links to other functionality in SIMS
* identify the most efficient way of collecting attendance data
* understand how to maintain that data effectively
* know how to report attendance data to help monitor attendance at a range of levels
* generate letters to parents efficiently.

Target Audience:

New users to attendance

Requirements:

An understanding of the schools attendance procedure and familiarity with Sims