

Course Title: Attendance Reporting

Duration:

½  Day

Times:

9.30am – 12.30pm

Course Aims:

This course has been designed to enable you to make the most of the valuable management information that has been collected as part of routine attendance registration. The course concentrates, in particular, on the data that can be used to monitor and ultimately improve pupil achievement. This is based on the reasonable assumption that if a pupil is not attending school they will be at a considerable disadvantage.

Course Objectives:

This course will enable you to:

* use the SIMS Home Page to monitor attendance and real time data
* appreciate the functionality afforded by the pre-defined attendance reports and displays
* simplify procedures to produce letters and certificates directly from SIMS Attendance
* analyse data in Discover.

Target Audience:

Staff who are responsible for Attendance within school

Requirements:

You should be familiar with SIMS in general and with the Attendance software.