



Cornwall Council IMS Accredited team offer a wide range Of **training** courses and expert consultancy options specifically designed to help you use **SIMS** to drive whole school improvement.

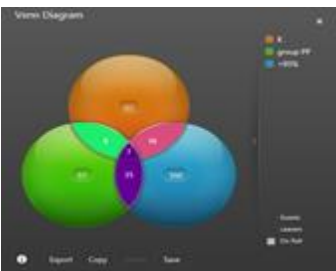
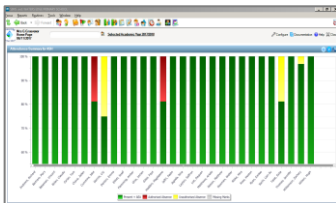
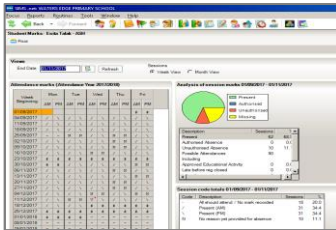
## Attendance and Reporting on Attendance (Primary)

### Who is it for?

Anyone with responsibility for inputting, monitoring and analysing Attendance in school. Delegates will need to have an understanding of the school's attendance procedures and a familiarity with SIMS. This is a very practical course and will include lots of discussion

### The course will cover:

- customising attendance to meet the particular needs of your school
- configuring your Homepage to 'push' important data to you
- understanding the potential links to other functionality in SIMS
- identifying the most efficient way of inputting and maintaining attendance data
- reporting and analysing attendance data using a range of formats to help monitor attendance at a range of levels
- Using excel for further analysis
- producing personalised attendance letters directly from SIMS, including setting up semi-automated systems, both positive and negative



**This is a Full Day Basic Course:**

**SLA Members**

**£110 per person**

**Non SLA Members**

**£165 per person**

**Numbers are limited to 10, so early booking is advised.**

If the dates are not convenient we also offer bespoke courses that can be held at your school or academy and are tailored to your individual needs.

**For further training events, please visit our website: [www.cornwall.gov.uk/ims](http://www.cornwall.gov.uk/ims)  
or call: 01872 323263**

IMS SIMS Support

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