As I write this, it seems very strange to be looking out at snow as we think about the Summer term and Exams - they appear to be a world away from each other.

Secondary/High and Primary Schools will all find something in this brochure to help them. From Academic Management, Maintaining the Timetable and Examination Organiser courses to our popular Introduction to SIMS (a must for those new to SIMS), Reporting, Personnel and, mainly directed to our colleagues in Birmingham, FMS courses.

The SIMS Personnel and School Workforce Census course (only offered in Stafford at the moment), will be of particular interest to those schools that have recently (or are about to) become Academies. Each year, we receive calls from staff who have only just found out that they are responsible for producing their own School Workforce Census Return. This can be created in SIMS in the same way as the School Census. However, some schools do not have the necessary information recorded within the Personnel Module and so there is a need to ‘catch up’ with data entry.

We continue to offer four courses included in your SLA i.e. there is no additional charge for them:
1. Introduction to SIMS
2. Reporting in SIMS - Standard
3. Using the SIMS Attendance Module
4. SIMS Personnel (half-day course offered in Birmingham only)

The full day courses (1-3) are all provided at Fort Dunlop, Birmingham and Entrust HQ, Stafford. Schools can attend either venue. Alternatively, we are very happy to provide onsite training - either one of the courses detailed in this brochure or a bespoke course tailored to your needs. As time becomes more precious, we find ourselves delivering more onsite training. If you would like to request this, please get in touch - our contact details can be found on page 4.

Lynne Bott
MIS Service Leader
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To book your place on any of our courses or if you require any further information, please use the following options:

**Birmingham Courses**
- Online: www.link2ict.org/training
- Call: 0121 303 5100
- Email: servicedesk@link2ict.org
- Address: 5th Floor
  Fort Dunlop
  Fort Parkway
  Erdington
  Birmingham
  B24 9FD

**Stafford Courses**
- Online: www.entrust.education/training
- Call: 0333 300 1900
- Email: enquiries@entrust-ed.co.uk
- Address: Entrust HQ
  The Riverway Centre
  Riverway
  Stafford
  ST16 3TH

**Courses Included In Your SLA**
The following courses are free of charge for those schools that currently have a MIS SLA with us (up to two members of staff can attend these courses each half term):

- Introduction to SIMS
- SIMS Personnel
- Reporting in SIMS – Standard
- Using the SIMS Attendance Module
Outline
SIMS is the database which holds all pupil/student data and is crucial to the day-to-day administration of a school. If you are new to role, it is extremely important that you are trained on how to manage and edit this data as this information forms an integral part of the school’s administration management.

Description
This course will involve school-based activity exercises using a training data set. The day will focus on:
• Adding new pupils/students into the SIMS system to enrol them into the school
• Recording leavers
• Accurately editing pupil/student data including moving a family and/or parent to a new address
• Recording exclusions to ensure that this is collected for School Census
• Importing Common Transfer Files (CTFs) to update all previous statutory school history for pupils/students
• Managing agencies and agents
• Creating basic reports

Outcome
This course will enable you to:
• Correctly and securely record and amend pupil/student records
• Support teaching and other support staff
• Retrieve accurate data for the Senior Leadership Team

Audience
The training is aimed at new school-based employees or a person who wishes to gain employment within a school environment.
Maintaining the Timetable in Nova-T6

**Outline**
Timetables are vital for keeping your school running like clockwork. This course is essential for those staff with responsibility for day-to-day maintenance of the timetable using Nova-T6.

**Description**
By attending this course, delegates will return to school with the confidence to:
- Change the room and teacher of a timetabled class
- Add additional staff onto classes, for example, for support
- Perform teacher and room carousels
- Deal with the arrival of new staff
- Maintain the integrity of data between Nova-T6 and SIMS

**Outcome**
The course will enable you to:
- Gain an overview of the procedures required in order to maintain an effective school timetable
- Appreciate the relationship between Nova-T6 and SIMS

**Audience**
This full day course is aimed at Secondary, Middle and Special schools who use Nova-T6.

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01 July 2020
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0720-T004

€195 Subscribers
€245 Non-Subscribers

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Page 4
Page 6
Microsoft Power BI
Using SIMS

Outline
This course will show how to take data from SIMS and bring it to life with live dashboards and graphical analysis. Data from your school’s SIMS is pulled into central dashboards enabling you to monitor and compare performance across your single school or the schools in your trust.

Description
By attending this course, delegates will return to school with the confidence to:
- Create SIMS Reports
- Understand how CommandReporter Utility works
- Set up CommandReporter Utility to run and update data from SIMS reports automatically
- Download Power BI software and login to Microsoft 365 account
- Import SIMS reports in Power BI
- Manipulate relational data tables
- Create visualisations for graphical analysis

Outcome
This course will enable you to:
- See how SIMS Consolidated Reporting can support your MAT/Single School to drive improvement
- Provide detailed graphical reports from across your trust/school on any data which exists in SIMS
- Design reports and dashboards to meet the specific needs of your trust/school
- Drill down into the details of the data at the click of a mouse

Audience
Aimed at staff responsible for data analysis in Primary, Secondary or Special schools, which may include: Senior Managers, Data Managers, Primary School Senior Leaders, Exam Coordinators and Headteachers.

28 April 2020
09:30 – 12:30
Entrust HQ, Stafford
Code: LTT-0420-T002

£149 Subscribers
£179 Non-Subscribers
Outline
This workshop aims to provide an overview of the Link2ICT Online Free School Meals (OFSM) eligibility checking software. This workshop is suitable for schools with the Online Free School Meals eligibility checking service or those interested in purchasing the software.

Description
During this workshop, a consultant will demonstrate the process of entering applications onto the OFSM portal.

This workshop will enable you to:
• See a demonstration of how the system works
• Learn how the school can view and manage pupil applications
• Learn about best practices - the consultant will explore ways to implement Free School Meals in school and tips to maximise the effectiveness of this eligibility checking software

Outcome
Delegates attending this session will understand how to streamline the management of Free School Meals data and maximise Pupil Premium funding.

Audience
This workshop is aimed at staff with responsibility for managing and updating Free School Meals eligibility records within their MIS and/or Senior Leaders with responsibility for pupil data.

Please note: Staffordshire Maintained Schools get a FSM eligibility service from SCC.
Outline
This course will give you the skills to design SIMS reports to find out the wealth of information that is stored within SIMS for your school.

Description
Do you use the Preview screen to its full potential?
Would you like to report on a few pupils instead of the whole group?
Do you know how to add in extra columns into your reports?
Do you know how to produce a Person Data Report following GDPR?
Are you using the General Student List to create easy simple reports?

By attending this course, delegates will return to school with the confidence to:
• Explore SIMS basic reporting routines
• Design new reports
• Edit existing reports
• Change output to run from Excel
• Use report filters
• Use sort orders
• Use Preview view
• Manipulate General Student List
• Create mail merge labels and letters
• Create mail merge rules to deal with personal pronouns such as he/she, him/her, son/daughter
• Manipulate Analysis reports
• Delete old reports

Outcome
This course will enable you to:
• Have confidence to explore your SIMS data to extract specific information into a report
• Manipulate and output reports to Word, Mail Merge and Excel
• Use personal pronouns such as he/she, him/her, within reports
• Report on specific groups of students

Audience
Administration or teaching staff that would like to be able to report on SIMS data. This course is a precursor to the Intermediate and Advanced Reporting courses and as such, you will be using skills taught in this course in the Intermediate and Advanced reporting courses.
Outline
Have you already completed the Standard Reporting course? Would you like to extend your knowledge of reporting? This course will examine designing reports and explore possible solutions or alternatives from a software perspective.

Description
Would you like to report on User Defined Groups or Academic Classes (Secondary Schools)?
Do you know the value of using Rich Text Format merging for more complex reporting?
Would you like to use the and/or filters successfully?
Are you familiar with sub-reports and how to filter and sort separately?

By attending this course, delegates will return to school with the confidence to:
• Create templates to use in other reports
• Insert a report into a report
• Use combinations of AND/OR clauses
• Set up sub-reports with their own filters and sorts
• Use count in Excel for use with Lates report, etc.
• Use Rich Text Format to specify page breaks
• Tweak Data Collection Sheets
• Report using User Defined Groups

Outcome
This course will enable you to:
• Create a template such as School Header to use with other reports
• Understand the blue sub-reports and how to use them to their full potential
• Use Rich Text Format reports to create more complex mailmerge reports
• See how to add a report inside a report, such as Behaviour and Achievements report
• Report on Academic classes (Secondary Schools)
• Edit complex Capita reports, such as Data Collection Sheets

Audience
Secondary, Middle, Primary and Special Schools that have attended the Reporting in SIMS Standard course and would like to advance their knowledge of reporting in SIMS.
Outline

This course follows on from the Intermediate Reporting Course, using the knowledge you have already gained. We will explore the use of the reporting functionality to extract data and the use of Excel to analyse this data. We will explore some of the capabilities of Excel in data analysis and show how to automate this analysis. This course will demonstrate how to combine the reporting and the analysis into a repeatable automated process, enabling you to generate the reports whenever necessary.

Description

Would you like to use formulas within reports?
Would you like to run Excel reports every day, every week or every month?
Then macros might be the answer.
Are you frustrated by not being able to filter down into the exact data that is required?
Would you like to know how to report on the complexities of behaviour/achievement, assessment/exams, attendance or SEN?

This course allows you to interrogate the wealth of data held in SIMS within Excel. The majority of the course will be using the features within Excel, therefore a knowledge of Excel would be advantageous.

By attending this course, delegates will return to school with the confidence to:
• Extract information for analysis
• Use formulas such as COUNTIF, COUNTA, SUMIF and IFERROR
• Create and use macros
• Use pivot tables and create graphs

Outcome

This course will enable you to:
• Have a greater understanding of how to use SIMS reports to its full potential within Excel
• Use formulas to extract the data required from some of the SIMS modules, such as Attendance, Assessment, SEN and Behaviour
• Manipulate data using pivot tables, which provides an interactive method of interrogating data
• Set up macros for complex reports that are repeatedly run for the next week, month or year

Audience

Data Managers working with complex SIMS Reports. This course will further develop the reporting techniques already covered in the SIMS Standard and Intermediate reporting courses.
Outline
Learn how to allocate students within the curriculum and to produce curriculum-based analysis reports.

Description
By attending this hands-on course, you will return to school with the ability to:
• Allocate students to classes and bands
• Export and import student memberships
• Perform student carousel rotations
• Assign student curriculum to individuals
• Appreciate the whole curriculum assignment functionality
• Print class lists from SIMS
• Run curriculum analysis routines in SIMS
• Allocate students an alternative curriculum

Outcome
This course will enable you to:
• Confidently allocate student(s) to their academic classes
• Maintain all changes to student allocations to academic classes
• Produce useful management information reports analysing academic class data

Audience
This course is suitable for Secondary, Middle and Special Secondary schools.
Outline
This full day course is aimed at new users of SIMS Assessment and those who want to consolidate their existing knowledge to collect assessment data.

Description
During the course, we will:
- Define and create aspects (items to be recorded), including comment aspects
- Create templates and set up marksheets to allow staff to record and monitor their students’ progress
- Use result sets effectively, identifying collection points throughout the year
- Use the cloning facility to generate templates for different subjects and year groups
- Use formulae in templates to calculate difference, averages, grade counts and display colour (RAG rating)
- Generate Individual Reports from existing reports on the system

Outcome
This course will enable you to:
- Set up grade sets, aspects and result sets allowing the creation of templates
- Understand how to use formula on the marksheet back at school
- Clone templates for different subjects and year groups

Audience
This training is recommended for new Assessment Coordinators in High/Secondary Schools.

06 May 2020
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0520-T001

£195 Subscribers
£245 Non-Subscribers
Outline
This half day course is aimed at those who already administer SIMS Assessment or have previously attended the SIMS Assessment for High/Secondary Schools course.

Description
During the course, we will:
• Create an Individual Report master template from which other reports can be cloned
• Create an interim Assessment Report and know how to generate it
• Add graphs to reports
• Look at how to create End of Year reports

Outcome
This course will enable you to:
• Create Individual Reports to send out to parents

Audience
This training is recommended for existing users of SIMS Assessment.
Outline
Learn how to link SIMS Course Manager functionality with all areas of SIMS and how to use Course Manager correctly to support the maintenance of Post-16 Learning Aims.

Description
This course provides you with a detailed understanding of Course Manager and its impact across SIMS. By attending this course, delegates will be fully conversant with the functionality available within the Course Manager module in SIMS.

Outcome
This course will enable you to:

- Manage course details derived from class levels in Nova-T6
- Create and manage user defined courses in SIMS
- Manage the association of classes with both derived and user defined courses
- Maintain course memberships derived from class memberships
- Maintain course memberships of user defined courses
- Produce reports based on course memberships

Audience
This course is suitable for Secondary, Middle and Special Secondary schools who use Nova-T6, SiMS Exams Organiser and Course Manager.

23 June 2020
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0620-T003

£195 Subscribers
£245 Non-Subscribers
SIMS Examinations Organiser
Results Analysis

Key Stage
3, 4 and 5

Outline
This course will cover the use of JCQ A2C software to download the results, the importing of the results into Examinations Organiser and the analysis of the results data using established and new routines in Examinations Organiser.

Description
Do you have responsibility for downloading exam results in your school? Would you like to know how to import results into Exams Organiser using A2C? Do you know how to tidy exams data in order to make sure results day runs smoothly? Did you realise that you can create reports for specific groups e.g. Headteacher; Senior Leadership Team; Subject Teachers? Would you like to know how to analyse Performance Tables in order to prove your data? Do you know how to manage BTEC/OCR National results within SIMS? Would you like to produce Progress 8 data?

Outcome
This course will enable you to:
• Learn how to download results from A2C software
• Import results from the Boards into Exams Organiser
• Manage the links from Awards to Courses
• Make sure results are not seen before the official publication date
• Upload QAN Catalogue
• Use the new Performance data to match discount codes
• Analyse results through a number of reports
• Learn how to edit results
• Create Candidate Statement of Results
• Interrogate Progress 8 data

Audience
This training is suitable for Examinations Officers.

30 June 2020
09:30 – 16:00
Entrust HQ, Stafford
Code: LTT-0620-T004

02 July 2020
09:30 – 16:00
Fort Dunlop
Birmingham

£195 Subscribers
£245 Non-Subscribers
Outline
This half-day course will refresh your knowledge of downloading results and analysing data.

Description
Do you have responsibility for downloading exam results in your school? Would you like to be kept up-to-date with the latest information regarding results analysis? Would you like a reminder of all the processes that need to be in place prior to Results Day and also on the day?

Outcome
This course will enable you to:
• Discuss the changes to the results process either from A2C, the Examination Boards or from Capita
• Take you through an overview of Results: A2C; tidying basedata; managing courses and awards links; importing the latest QAN catalogue; managing Performance Indicator data; importing results; and running the Performance Reports

Audience
This half-day course is suitable for Examinations Officers.
Outline
This course aims to support the setup and management of FMS and its links with SIMS Personnel for non-cheque book (NCB) or external payments account (EPA) schools and cheque book schools.

Description
This course covers SIMS FMS management including the following areas:
- Tools
- Funding/Budget
- Personnel Links

Outcome
By the end of the course, you will be able to:
- Define users
- Amend system parameters in relation to your school’s needs
- Define books
- Complete the general ledger set up for your school’s requirements
- Define VAT periods
- Enter the budget
- Understand personal links
- Record EPA reimbursement - EPA schools only

Audience
This course is suitable for Business Managers, Bursars, Finance Officers and staff with responsibilities for updating and maintaining finance in schools.
Outline
This course follows on from Day 1 and supports the day-to-day operations of FMS.

Description
This course covers SIMS FMS operations including the following areas:
- Accounts payable
- Journals
- Non-invoices Income
- Petty cash
- Bank claim
- Reports

Outcome
By the end of the course, you will be able to:
- Raise orders, process delivery notes and invoices/credit notes
- Generate authorisation slips
- Post journals
- Post income
- Post petty cash reimbursement and expenditure
- View reports

Audience
This course is suitable for Business Managers, Bursars, Finance Officers and staff with responsibilities for updating and maintaining finance in schools.

25 June 2020
09:30 – 16:00
Fort Dunlop
Birmingham

£195 Subscribers
£245 Non-Subscribers
Outline
This module is used to keep a track of inventory items of equipment. This may be for insurance purposes, inspections or stock takes.

Description
This course aims to support the setup and day-to-day running of Equipment Register and provide you with the ability to record the equipment purchased, along with any security marks/serial numbers, track its location and condition. It will also show you the various routines you can run such as stock checks and inspections.

Outcome
By the end of the course, you will be able to:
• Set up Equipment Register including users and system parameters
• Populate the register via Excel, FMS or manual entry
• Locate and relocate equipment
• Allocate and amend staff responsible
• Set up and run equipment inspections
• Set up and run a stock take
• Record the disposal of equipment
• Analyse the equipment using the various reports available

Audience
This training course is suitable for Finance Officers, Office Manager and School Bursars.

Key Stage
All

20 May 2020
09:30 – 12:30
Fort Dunlop
Birmingham

£149 Subscribers
£179 Non-Subscribers
Outline
This course aims to support the setup and management of FMS and its links with SIMS Personnel.

Description
This course will give you hands-on experience covering:
- Define users
- Amend system parameters in relation to your school’s needs
- Define books
- Enter the Budget
- Record cash instalments
- Understand personnel links
- Complete the general ledger setup for your school's requirements
- Define VAT periods
- Post salary payments

Outcome
This course will enable you to do the day-to-day financial processes undertaken in your school.

Audience
This course is suitable for Business Managers, Bursars, Finance Officers and staff with responsibilities for updating and maintaining finance in full cheque book schools.
Outline
This course follows on from Day 1 and aims to support the day-to-day operations of FMS.

Description
This course covers SIMS FMS operations including the following areas:
• Account payable
• Journals
• Non-invoices Income
• Petty Cash
• Bank Reconciliation
• VAT Return
• Reports

Outcome
By the end of the course, you will be able to:
• Raise orders, process delivery notes and invoices
• Generate payments
• Post journals
• Post income
• Post petty cash reimbursement and expenditure
• Record bank statements
• Submit VAT return
• View reports

Audience
This course is suitable for Business Managers, Bursars, Finance Officers and staff with responsibilities for updating and maintaining finance in full cheque book schools.
Outline
There are numerous system reports in FMS, but there is also the option to create User Defined Reports for Cost Centres and/or Ledger Codes. These reports can be used for the purposes of reporting to governors and senior managers in schools and the DfE/ESFA for academies. It is preferable that you have an understanding of FMS and the reports required for governors’ meetings and budget monitoring in the school or academy.

Description
This course will provide you with the ability to set up and maintain User Defined Reports in FMS.

Outcome
By the end of the course, you will be able to:
• Create a User Defined Report
• Clone a User Defined Report
• Edit a User Defined Report
• Check a User Defined Report
• Print a User Defined Report
• Export a User Defined Report
• Understand access to User Defined Reports

Audience
This course is suitable for Business Managers, Bursars and Finance Officers.
Outline

This half day course is aimed at new users of Personnel in SIMS. Personnel in SIMS provides the facility to enter data for employees (and others) into the SIMS database. It supplements the school’s information management system, with data supporting the production of Statutory Returns and contributes to how staff commitments are made in FMS.

Description

The course covers the maintenance and management of all staff data. Delegates will be shown how to process new appointments, leavers, promotions and other data adjustments. Delegates will also be shown how to record training courses taking place and those staff attending. Reports can be used as part of a staff Performance review meeting. We will also generate the system Personnel reports within SIMS.

Outcome

This course will enable you to:

• Add new and edit existing personnel records
• Maintain pay and contract-related data
• Maintain personnel data to support other areas of SIMS including FMS, Statutory Returns and School Workforce Census
• Produce Standard Reports and basic User Defined Reports for data checking purposes
• Record Training courses and those staff attending

Audience

This training course is suitable for new administrative staff, new recruits or staff with new responsibilities for recording/updating staff records.

18 May 2020
09:30 – 12:30
Fort Dunlop
Birmingham

30 June 2020
09:30 – 12:30
Fort Dunlop
Birmingham

£0 Subscribers
£179 Non-Subscribers
SIMS Personnel and the School Workforce Census

Outline
There is a statutory requirement for all schools to produce a School Workforce Census Return each year. All data for the Return is held within the SIMS Personnel module and attending this course will give you the confidence to create that Return and maintain records throughout the year.

Description
This course will give hands-on experience in:
• Adding new members of staff including teachers and support staff
• Editing staff details accurately
• Creating your own service terms, editing existing records and understanding the role of pay scales, allowances and posts
• Resolving the failure and query codes produced by the School Workforce Census
• Understanding links to other modules
• Reporting on the data held within the SIMS Personnel module

Outcome
This course will enable you to:
• Produce your own School Workforce Census Return
• Understand and resolve any errors or queries raised when validating the Return
• Maintain data within the SIMS Personnel module for day-to-day use
• Extract that data using reports within SIMS

Audience
This course is suitable for Personnel Officers/staff responsible for submitting the School Workforce Census.
Outline
It is a statutory requirement for schools to record SEN data. This course will ensure that school staff have the knowledge to record this information accurately.

Description
The course is tutor-led using a SIMS training data set. The course will focus on:
• Adding new pupils/students to the SEN register or changing their SEN status
• Creating user defined groups for SEN pupils/students to be used for Attendance monitoring
• Recording reviews and running invitation letters for people invited to the review from SIMS
• Associating outside agents to pupils/students to ensure safeguarding monitoring
• Creating a SEN Register including additional information e.g. Pupil Premium, EAL

Outcome
This course will enable you to:
• Allow the school to meet their statutory requirement
• Record data accurately to ensure that SEN history is not overwritten
• Utilise each area of the SEN module

Audience
The training is recommended for staff supporting the SEN Coordinator.
Outline
Attendance data is collected in all three School Census returns and used by the DfE to judge a school’s performance. It is essential that Attendance Managers have a full understanding of the importance of the data and the statistical meaning of absences.

Description
This course will give hands-on experience which will lead to:

- A full understanding of the use of statutory attendance codes and their statistical meanings
- Knowing how to monitor, track and assess whole school and individual trends
- The ability to deliver what the Education Welfare Service and Ofsted want from you during their inspections
- An understanding of the wide range of reports available within the module
- Advice and guidance on the use of letters to praise good attendance or raise concerns about poor attendance

Outcome
This course will enable you to:

- Monitor and track attendance (on an individual and group basis) throughout the school
- Have the confidence to provide relevant and timely information for the Education Welfare Service and Ofsted Inspectors
- Make good use of functionality and reports in the Attendance module

Audience
This course is suitable for Attendance Operators and Managers in all schools.