**Curriculum Enhancement – Absence Reporting through SIMS Parent App**

You can now report your child’s absence through the Parent SIMS App for the Curriculum Enhancement afternoon activities.

Please see the attached guide on how to do this and ensure it is submitted by 1pm on the day of the scheduled activity.

If you have not already downloaded the app, please click on the following link:

<https://www.keaston.bham.sch.uk/page/?title=SIMS+Parent+App&pid=1295>

Any issues with the App, please email: ***exams@keaston.bham.sch.uk***

**Step 1:** Sign into the Parent SIMS App

**Step 2:**

Click on your son’s ***picture/name*** on the Home page:



**Step 3:**

Click on the ‘***Activities’*** box



**Step 4:**

***Click*** on the activity shown as accepted.



**Step 4:**

**Step 5:**

***Untick*** the date(s) that your son will be absent and ***confirm***.