



Bromcom User Group

Thursday 12th March 2026



coventry.gov.uk

Data Protection Disclaimer

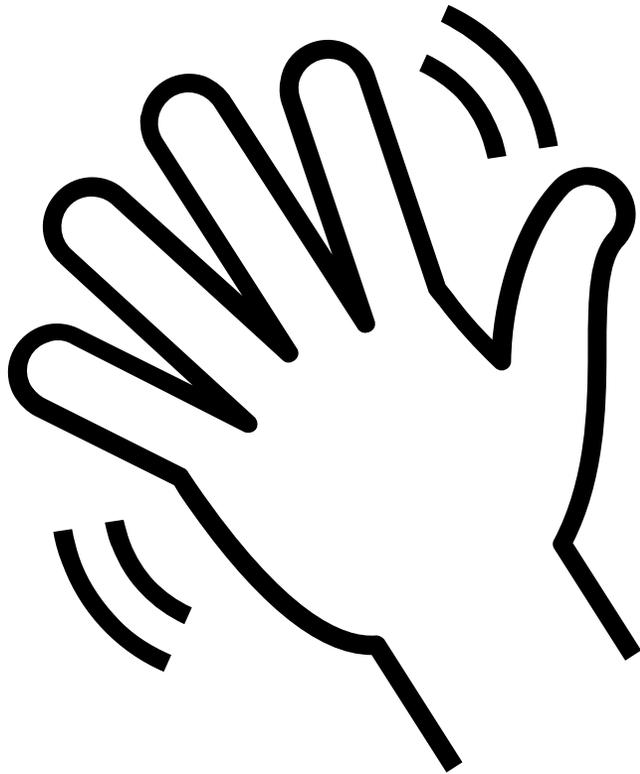
Screenshots used in this presentation and access to bromcom has been performed from a test system.

People depicted do not exist.

Screen shots are used for illustration purposes only.



Mission Statement



“The aim of these user groups is to give schools a forum to discuss their use of MIS products within schools, to get feedback, to share good practice, to network and to learn about new features and functionality coming up.”



Agenda

- MIS What's New
- Finance What's New
- Pre-Admissions
- Staff data collection, training and document sharing
- Sharing of good practice



MIS What's New

A brief look at some new MIS features that have been introduced recently.



Demo

- MCAS Absence notification enhancements
- Census enhancements
- Assessment enhancements



MCAS Absence Notification

Modules > MyChildAtSchool > Administration > Absence Notifications

What's New

- In the **Attendance Code** dropdown, **Authorised Absent subcodes** are now available alongside the main Authorised Absent Attendance Codes, allowing absences to be accepted and fully coded in a single step. Attendance Codes without subcodes continue to display as usual, while codes with subcodes show the available subcodes instead of the main code.

Attendance Code ×

Impacted Periods

- 16/09/2025, Tuesday - 1, 2, 3, 4, 5, 6, 7, PM, 8, 9

Attendance Code *

I1 - Illness (not medical or dental appointments) ▾

Attendance Mark Comment

N/A

0/200

← Back ✓ Confirm

MCAS Absence Notification (2)

- When accepting an absence notification, you can also add an optional **Attendance Mark Comment** (up to 200 characters) to record additional information.

Manage Absence Notifications

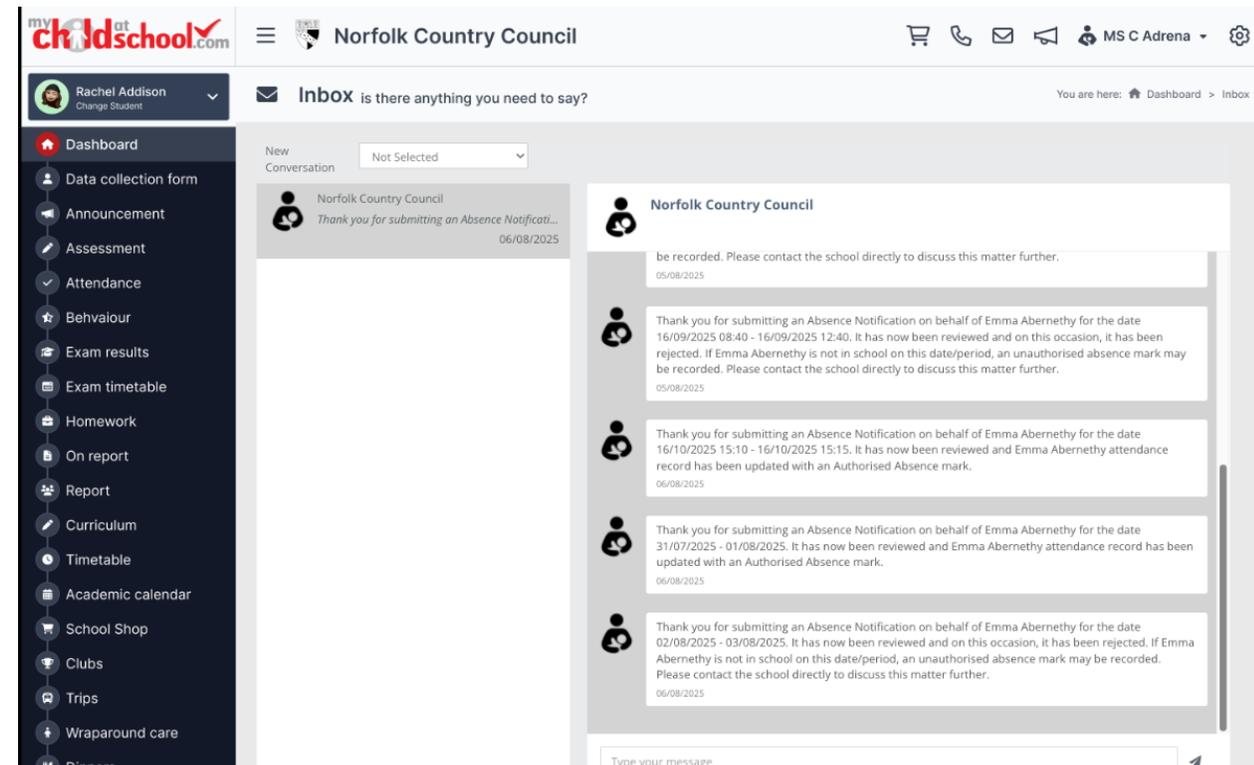
Search Export As ▾

<input type="checkbox"/>	Received Date	Student Name	Tutor Group	Year Group	Contact	Date From	Date To	Time From	Time To	Reason	Status	Attendance Mark Comment	Attendar
<input type="checkbox"/>	02/02/2026 11:21:42	Shannon Anders...	010A	10	Sarah Flanagan	02/02/2026	02/02/2026	08:55	12:30	Dentist	Approved	Dentist in the morning and ...	0.0%
<input type="checkbox"/>	02/02/2026 11:07:57	Shannon Anders...	010A	10	Sarah Flanagan	10/02/2026	12/02/2026	08:55	15:10	tHANKS	Approved	Hospital operation	0.0%
<input type="checkbox"/>	16/01/2026 15:44:06	Fodhla Adams	1313D	12	Collette Boyle	21/01/2026	21/01/2026	08:55	15:10	Absence Reque...	Approved	this is attendance mark co...	0.0%
<input type="checkbox"/>	31/07/2025 08:01:35	Tirna Arnold	010A	10	Sarah Flanagan	01/08/2025	02/08/2025	N/A	N/A	Day 2	Approved	N/A	0.0%

MCAS - Absence Notifications Enhancements - Bromcom

MCAS Absence Notification Reports

- When a contact reports a child's absence via MCAS, the confirmation **message** will now also be available in **Messages** within the **MCAS** parent portal.
- Schools can now choose whether a confirmation **email** is sent or not, helping manage email volume and messaging credits.



MCAS Absence Notification Reports (2)

Config > MCAS > Attendance

What's New

- A new **Absence Notifications via MCAS** panel has been added.
- A new checkbox, **Send 'Absence notification report received' email**, allows schools to control whether a confirmation email is sent.
- The existing **Allow Parents to Notify of Absence via MCAS?** setting has been moved into this panel.

[MCAS - Absence Notification Reports - Bromcom](#)

Absence Notifications

Allow Parents to Notify of Absence via MCAS?

Send 'Absence notification report received' email

If selected, an email of receipt will be sent to the student contact when an absence notification is submitted. If unselected, the email will not be sent. In both scenarios the student contact will get the same message that appears in the email, in their Messages in MCAS.

New Absence Notifications via MCAS panel

Attendance Module Settings

Enable Attendance Module

Attendance Module Title: Attendance

Attendance Module Subtitle: Is '%StudentName%' at school?

Visible Periods: AM 1 2 3 4 5 6 7 8 PM 9

Attendance calculations based on: Visible Period (Default) Statutory (AM/PM Only)

Hide Period Times for: None AM/PM Only All

Exclude future marks from MCAS

Exceptions

Grid actions: Copy Excel CSV PDF Print

Attendance Exemption	ID	Periods
No data available in table		

Show 'Not Taken' as 'Present'

Include 'Late Figure' into 'Present Figure'

Show Cancelled Mark Descriptions

Absence Notifications via MCAS

Allow Parents to Notify of Absence via MCAS?

Send 'Absence notification report received' email

Attendance Code Type Settings

Attendance Code Types	Text
Present	Present
Not Taken	Not Taken
Unauthorized Absent	Unauthorized Absen
Authorized Absent	Authorized Absent
Late	Late
Cancelled	Not Expected

Please tick the checkbox below if you want attendance mark: 'Not Taken' to

Show 'Not Taken' as 'Present'

Include 'Late Figure' into 'Present Figure'

Show Cancelled Mark Descriptions

Please tick the checkbox below if you want attendance mark: 'Cancelled' to

Show 'Cancelled'

Census – Enhancements to Error Pages

Modules > Census > School > View Errors

Modules > Census > School Workforce > View Errors

- The census errors page for all censuses now use an enhanced grid with updated features and a revamped colour scheme for easier use.
 - Errors are highlighted in **pink**.
 - Queries are highlighted in **yellow**.
 - Errors or queries that a user has resolved are highlighted in **green**.
- Hovering on a column title will bring up three lines, allowing greater flexibility in how you view the data

[Census - Enhancements to Error Pages – Bromcom](#)

Error Details - Census Return 2026 Spring-001 - Created on 04/12/2025 - By B Engineer

There are 4778 errors including 4777 unresolved errors
There are 3144 queries including 3143 unresolved queries

Export

Error/Query	Number	Admission Number	Tutor Group	Year Group	Student Name	Detail	Actions
Error	1946	00029863	09C	9	Timothy	must be provided. UPN: W8309912006, Name: Timothy, Date of Birth: [REDACTED]. Make language is missing or invalid value.	Q X
Error	2988	00029863	09C	9	Timothy	UPN: W8309912006, Name: Timothy, Date of Birth: [REDACTED]. Make language is missing or invalid value.	X
Error	3121	00029863	09C	9	Timothy	UPN: W8309912006, Name: Timothy, Date of Birth: [REDACTED]. Make language is missing or invalid value.	X
Error	3968	00029863	09C	9	Timothy	UPN: W8309912006, Name: Timothy, Date of Birth: [REDACTED]. Make language is missing or invalid value.	X
Query	20600					Please check, opening time is expected to be within the range 06:00 to 09:00.	X
Query	14952					Please check, no pupils on roll are recorded.	X
Query	18790					Please check, no pupils currently on roll are recorded as being in receipt of the 16-19 bursary. Are you sure?	Q X
Query	40070					Please check, no pupils on roll are in receipt of tutoring.	X
Query	40880					Please check, no 16-18 students on roll are in receipt of tuition or repeating up to one full year of 16 to 18 funded provision.	X
Query	40190					Please check, no School Arranged Alternative Provision (AP) placements have been provided.	X
Query	40160					Please check, no Alternative Provision (AP) placements have been provided.	X
						Please check, 10% or more pupils year group differs from	X

SEN Status & Category

Enhancements have been made to the student's **SEN Status & Category** tab within the **SEN Details** panel, allowing users to manually select priorities. Validation has been added to prevent overlapping priorities, and users can now view both historic and active records in a single location.

What's Changed

- **Priority Management:**
 - **Active** and **historical** SEN Status & Category entries are displayed together in one view. The historical view has been removed.
 - **SEN Category Priority** is now selected using a dropdown.
 - Priority information is now displayed consistently and accurately across the system.
 - After saving, records display in priority order, with active records first, followed by historical records ordered by date.
- **Census Reporting Impact**
 - Census correctly identifies active SEN Category priorities as at the Census Reference Date:
 - Priority 1 (and Priority 2, if present) are returned when active on the Census date.
 - This ensures SEN data is reported accurately and meets statutory requirements.

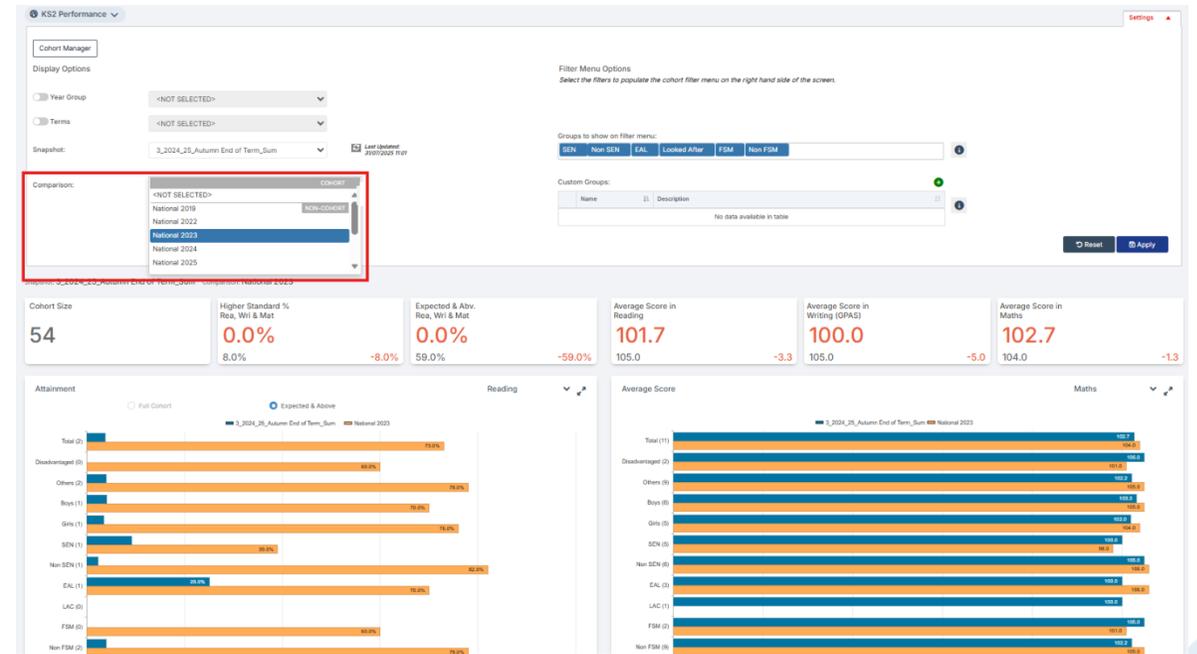
[Administration - Students: SEN Status & Category – Priority Handling and Validation - Bromcom](#)

Dashboard: KS2 Performance

Home > KS2 Performance

- KS2 Performance comparisons have been **updated** with the most recent DfE data from 2020-2025.
- **Select your chosen year** from the drop-down menu to compare your school's performance with the national averages from that time.

[Dashboards - KS2 Performance Data Update for England – Bromcom](#)



Finance What's New

A brief look at some new finance features that have been introduced recently.



Accounts Payable (AP) Invoices & Credit Notes

Modules > Finance > Accounts Payable > Invoices & Credit Notes

- The **Accounts Payable Invoices & Credit Notes** list page has been upgraded to Bromcom's new user interface (UI)
- **New optional columns**
 - The following additional columns are now available (hidden by default):
 - **Supplier Code**
 - **Financial Year** (this allows you to select only the years you want to see)
 - **Posting Period**
 - **Pay From Description**
 - **Invoice/Credit Note Narrative**
 - **Invoice/Credit Note Notes**
- These can be enabled from the **Columns** selector and saved as part of your user preferences. These were previously in an area on the left-hand side of the old interface.

[Finance: Accounts Payable Invoices & Credit Notes Enhancements – Bromcom](#)



AP Invoices & Credit Notes (2)

New UI features

- The year filter has replaced with two new tick box options at the top of the grid.
- These allows you to select **Outstanding for Active Year** (default) or **Outstanding for All Year(s)**.
- If nothing is ticked only the **active year** will be shown.
- A **total count** of records is displayed at the bottom of the grid.

Supplier Name	Supplier Code	Order Number(s)	Order Status	Financial Year	Inv/Ord No	Inv/Ord Date	Paid By Date	Payment Method	Pay From	Inv/Ord ID	Attachment
30 FilePrint Ltd	SC000320			24/25	2	27/11/2024	27/12/2024	BK+M		0004388	+ Attach a file
30 FilePrint Ltd	SC000320			24/25	3	27/11/2024	27/12/2024	BKL		0004393	+ Attach a file
30 FilePrint Ltd	SC000320	240042	Printed	24/25	5	29/11/2024	29/12/2024	BKL		0004403	+ Attach a file
30 FilePrint Ltd	SC000320	240047	Fully Delivered	24/25	INV001	11/11/2024	11/12/2024	(Cancelled) Cheq...	BKL	0004376	+ Attach a file
30 FilePrint Ltd	SC000320			24/25	INV002	18/11/2024	18/12/2024		BKL	0004384	+ Attach a file
30 FilePrint Ltd	SC000320	240052	Authorised	24/25	inv003	27/11/2024	27/12/2024		BKL	0004389	+ Attach a file
30 FilePrint Ltd	SC000320			24/25	INV004	15/09/2025	15/10/2025		BKL	0004438	+ Attach a file
30 FilePrint Ltd	SC000320	240062	Fully Invoiced	24/25	INV01	05/12/2024	04/01/2025		BKL	0004408	+ Attach a file
30 FilePrint Ltd	SC000320			24/25	T09_F211767_P2_	02/10/2025			BKL	0000114	+ Attach a file
A Austin Locke	SC000098	240048	Fully Invoiced	24/25	3	27/11/2024	27/12/2024		BKL	0004397	+ Attach a file
A Austin Locke	SC000098	240048	Fully Invoiced	24/25	4	27/11/2024	27/12/2024		BKL	0004398	+ Attach a file

Total Inv/ Crd Records: 99

AP Invoices & Credit Notes (3)

- **Search and filter by column**, plus drag and drop to **rearrange the columns**.
- **Row groups** can be created by dragging column titles into this area.
- Click Save Parameters (disk icon) to **save your current filters, searches and column order**.
- Click the refresh button (circular arrow icon) next to it to **reset** saved parameters to the default.
- Right-click to **Export** as CSV or Excel.
- The **Print** button is now located in the top right of the grid.

The screenshot displays a software interface for managing AP Invoices and Credit Notes. At the top, there are navigation buttons: Home, Dashboard, Accounts, Contact, SACs Run, Change Run, Card Payment, Close, Save Parameters, and Clear. The main area is titled 'Invoices and Credit Notes' and includes filters for 'Outstanding for Active Year' and 'Outstanding for All Year(s)'. A search bar with the placeholder 'Drag here to search the grid' is located at the top left. The table below has the following columns: Invoice Name, Supplier Code, Order Number(s), Order Date, Estimated Due, Invoice No., Invoice Date, Paid By Date, Payment Status, Pay From, Invoice ID, and Amount. A context menu is open over the table, showing options: Copy, Copy with Headers, Copy with Group Headers, Print, Export (with sub-options for CSV/Excel and Refresh), and Refresh. A 'Print' button is located in the top right corner of the grid area. The bottom of the interface shows 'Total Inv/ Cred Records: 88'.

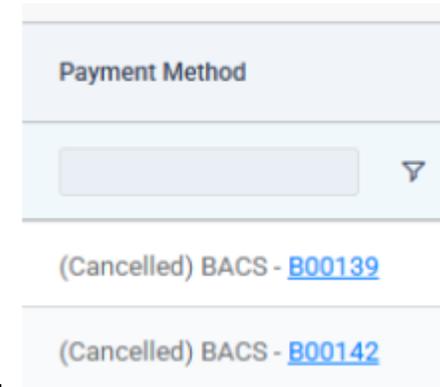
AP Invoices & Credit Notes (4)

Clearer payment visibility:

- Payment Method now shows the **payment type and run number**.
- Payment links take you directly to the related payment run details.

Attachment column shows:

- “**+ Attach a file**” when no files exist.
- “**1 File(s)**” (or more) when attachments are present.
- Attachments can now be viewed, added, or removed directly from the list page.



AP Invoices & Credit Notes (5)



Top Tip – to Select All

- Highlight top line (left click – avoid the links!)
- Hold down **shift** key
- Highlight bottom line (left click – avoid the links!)

Journal Browser

Modules > Finance > General Ledger > Journal Browser

Journal Browser has been upgraded to Bromcom's new user interface (UI)

- **New optional columns**

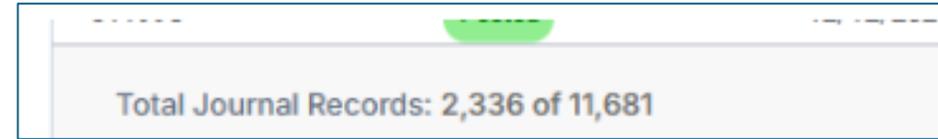
- The following additional columns are now available:
 - **Supplier/Customer Code** (hidden by default and are clickable)
 - **Journal Area** (shown by default)
 - **Financial Year** (hidden by default)
- These can be enabled from the Columns selector and saved as part of the users' preferences.

[Finance: Journal Browser - New User Interface – Bromcom](#)



Journal Browser (2)

- A total count of records is displayed at the bottom of the grid.



- Supplier and customer names are clickable and open their records (subject to permissions).

Journal No. ↓	Status	Posted Date	Supplier/Customer Name	Narrative	Journal Area	Type
011933	Posted	27/11/2024	Job	Inv: INV000011	Accounts Receivable	AR - Accoun
011932	Posted	27/11/2024	(COUSIN), Mirella	Inv: INV000010	Accounts Receivable	AR - Accoun
011931	Posted	27/11/2024	ATTREE (COUSIN), Mirella	Inv: INV000009	Accounts Receivable	AR - Accoun

- Journal Lines Search is hidden until you click the magnifying glass icon in the top right. Clicking this allows you to search a Line Remark (if any), Individual Row Values From and Individual Row Values To. Click Apply to use.

A screenshot of the "Journal Browser" search interface. It features a search bar with a magnifying glass icon on the right. Below the search bar are three input fields: "Line Remark (if any)", "Individual Row Values From", and "Individual Row Values To". An "Apply" button is located at the bottom right of the search area.

- Journal details open in a pop-up also using the new user interface with header information and a detailed breakdown in the same way it was before.

Bank Reconciliation

[Modules](#) > [Finance](#) > [Routines](#) > [Bank Reconciliation](#)

Bank Reconciliation page has been updated to Bromcom's new user interface (UI)

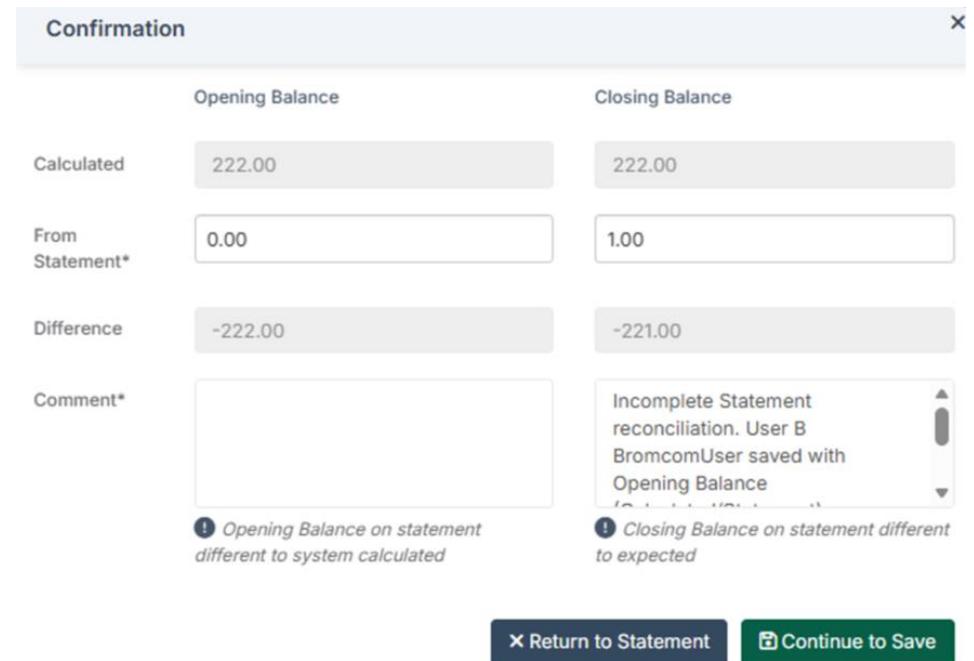
Item actions

- Select an item to **Print**, **Adjust** or **Delete**. Options remain greyed out until an item is selected.

Add Statement page

- This has also been updated but functions the same as before
- Click **Save & Refresh** (which works as the Save button did in the old UI).
- If there is a difference between the From Statement Opening or Closing Balance with the Calculated Balances a confirmation pop-up will appear, allowing you to enter a comment explaining the difference. Click **Continue to Save** to proceed.

[Finance: Bank Reconciliation – New User Interface – Bromcom](#)



The image shows a 'Confirmation' dialog box with a close button (X) in the top right corner. It contains a table with two columns: 'Opening Balance' and 'Closing Balance'. The rows are: 'Calculated' (222.00), 'From Statement*' (0.00), 'Difference' (-222.00), and 'Comment*' (empty). Below the table are two informational messages: 'Opening Balance on statement different to system calculated' and 'Closing Balance on statement different to expected'. At the bottom, there are two buttons: 'Return to Statement' and 'Continue to Save'.

	Opening Balance	Closing Balance
Calculated	222.00	222.00
From Statement*	0.00	1.00
Difference	-222.00	-221.00
Comment*		Incomplete Statement reconciliation. User B BromcomUser saved with Opening Balance

Opening Balance on statement different to system calculated

Closing Balance on statement different to expected

[Return to Statement](#) [Continue to Save](#)

Online Payment Mappings

Modules > Finance > Routines > Online Payment Mappings

Online Payment Mappings page has been updated to Bromcom's new user interface (UI)

- Users can **search and filter by column**, plus drag and drop to **rearrange the columns**.
 - **Row groups** can be created by dragging column titles into this area.
 - Right-click to **Export** as CSV or Excel.
 - **Filters** option on the right-hand side lets you search and filter in rows.
 - The **Print** button is now located in the top right of the grid.
- 

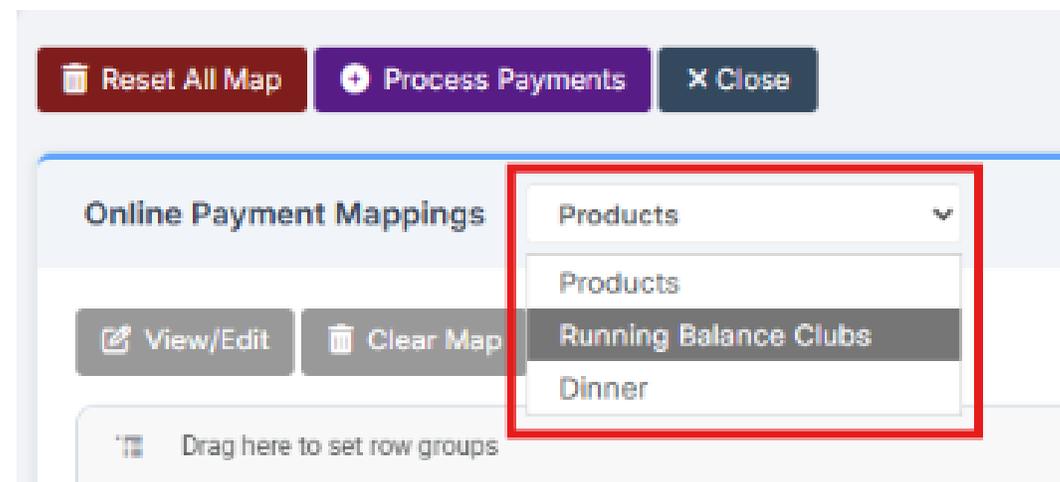
Online Payment Mappings (2)

What's new

- Select **Products**, **Running Balance Clubs** or **Dinner** from the dropdown at the top of the panel. These were previously three separate panels.

Coming Soon

- Phase 2 (April) will include automatic fee mapping and automate the posting process



[Finance: Online Payment Mappings - New User Interface - Bromcom](#)

Pre-Admissions



Bromcom Admissions Process



Admissions Settings

Pre-admission groups

Adding Students:

- Import ATFs or
- Manually enter your new students

Communicating with parents

Finalising Admissions

Admissions Settings

Config > Administration > Admissions Settings

- To support the **Admissions** process, certain settings in the **Administration module** should be checked and, where required, amended **before** creating **Pre-Admission Groups** or adding **students**

Default settings to be used at Admission

Attend Mode	All Day
Enrolment Status	Current (Single Registration)
<input checked="" type="checkbox"/> Enable Student Home Address	<input type="checkbox"/> Own Admission Authority for th
<input checked="" type="checkbox"/> Enable Student Previous School	<input checked="" type="checkbox"/> Ignore date of birth restrictions
<input type="checkbox"/> Enable Student Religious Affiliation	<input type="checkbox"/> UPN required
<input type="checkbox"/> Include Parish	<input checked="" type="checkbox"/> Year group required
<input checked="" type="checkbox"/> Enable Admission Features	<input checked="" type="checkbox"/> Enable student visa and course
Parental Addressee Format	<input checked="" type="checkbox"/> Default (Do not include Second Include Second Parent's initials

Pre-Admission Groups

Modules > Administration > Pre-Admission Groups

- **Pre-Admission Groups** allow schools to organise incoming students before full admission, typically based on **date of birth range** and **planned admission date**.
 - This helps manage the admissions process efficiently and ensures students are grouped correctly before being added to the MIS.
- 

Adding Students

Manually Adding a Student

- **Important:** It is advisable to check that students have not already been added to avoid creating duplicate records. For Pre-Admission Students, click **Search Filters** at the top right, change **Status** to **Pre Admission**.

Adding a Student via ATF

- This process is used when the Local Authority provides the school with an **Admissions Transfer File (ATF)**.

Note: if preadmission children subsequently do not join the school and you have added them to groups (e.g. Tutor Group), you will need to go through and remove their membership from any groups.



Communicating with parents

Modules > MyChildAtSchool > User accounts

- Create user accounts in the usual way
- Search “pre” to filter list to the Pre-Admissions

User Account Creation

Select Students Select Contacts

pre

<input type="checkbox"/>	Last Name	First Name	Tutor Group	Admission Number	Year Group
<input type="checkbox"/>	Barlow	Gary		PreAdm-000015	N/A

Important: MCAS Notifications

- When parents download the MCAS app make sure they “allow notifications” **at the time they install the app**. If they try to do it retrospectively it won’t work.
- If they need to do this retrospectively, they will need to uninstall and reinstall the app ensuring they allow notifications at install.



Collecting Pre-Admission Data via MCAS

Using Admission Forms on Bromcom

- Benefits
 - Parental engagement on MCAS from outset
 - No paper forms and no manual data entry (time saving, accuracy improved)
 - Requirements:
 - Children in Pre-Admission group (ATF or manually)
 - MCAS user account for parent
 - Next step is to select the data required (demo)
 - Attach documents – acknowledgment
 - Privacy notice
 - Home school agreement
 - Parent behaviour policy
 - Intimate care
- 

Admission Form

Config > MyChildAtSchool > Student & Contact Details

- Tabs for Data Collection (default) and Admission Form
 - Admission form
 - Student Details – personal
 - Student Details – SEN
 - Student Details – medical
 - Contact Details – specify how many additional contacts they can add
 - UDFs (user defined fields)
 - Send SMS/Email from Student List page, filter on Pre-Admissions to ask them to complete the form.
- 

MCAS parent view

The screenshot displays the MCAS parent view dashboard for Bromcom Primary School. The top navigation bar includes the school logo, the name 'Bromcom Primary School', a language dropdown set to 'English', and user information for 'Lucy Smedmore'. The main dashboard area is titled 'Dashboard Homepage and Launchpad' and contains several widgets: 'Attendance' (green) with a 'Report an Absence' button, 'Assessment' (brown) with 'No Assessment data found', 'Outstanding Payments' (blue) with a table of payments, 'Dinner Detail' (teal) with 'Gary's recent meals', and 'Announcements' (purple). A sidebar menu on the left lists 'Dashboard', 'Admission Form', 'Announcements', and 'Assessment', with 'Admission Form' circled in red. The 'Outstanding Payments' table shows two entries for 'Dinner' at -£7.10 each, with 'Add to Basket' buttons.

Item	Amount	
Dinner	-£7.10	Add to Basket
Money for Cooper Miles		
Dinner	-£7.10	Add to Basket

- If acknowledgement of documents has been requested by school the parent won't be able to submit the form without completing this
- Once the form has been submitted, the parent can't make any changes until after it has been processed by the school.
- Once processed by the school, the Admission Form on MCAS changes to Data Collection and they can request changes via this form

Processing Admission Forms

- School will see the submitted admission forms in **Modules > MyChildAtSchool > Administration > Requested Changes**

The screenshot displays the MyChildAtSchool interface. On the left is a dark green sidebar with the following menu items: MyChildAtSchool, ADMINISTRATION, Absence Notifications, Overview, Published Documents, Received Messages, Requested Changes (circled in red), and User Accounts. Below the sidebar is the CONFIGURATION section. The main content area is titled 'Requested Changes' and features several filters: Accepted, Rejected, Awaiting (checked), and Show Admission Form Submissions (checked and circled in red). Below these are radio buttons for 'Requested Date' (selected) and 'Modified Date', along with date pickers for 'Start Date' (04/03/2026) and 'End Date' (10/03/2026), a 'Refresh' button, and a search field. A table with columns for Change Type, Requested By, Requested For, Related Student, Year Group, Requested Date, Modified By, Modified Date, and Status is shown below. The table currently displays 'No data available in table'.

Warning: Finalising Admissions

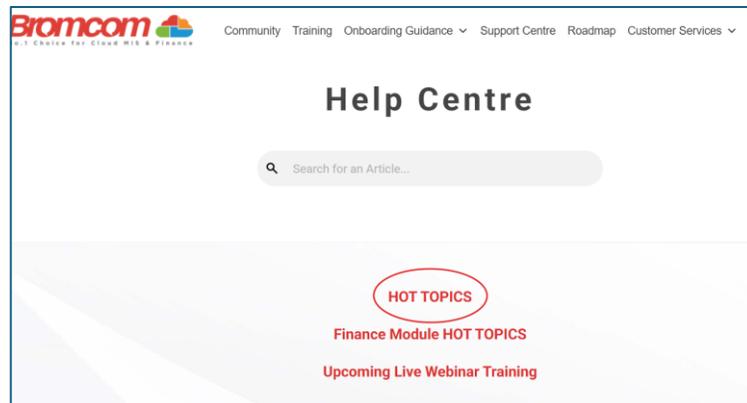
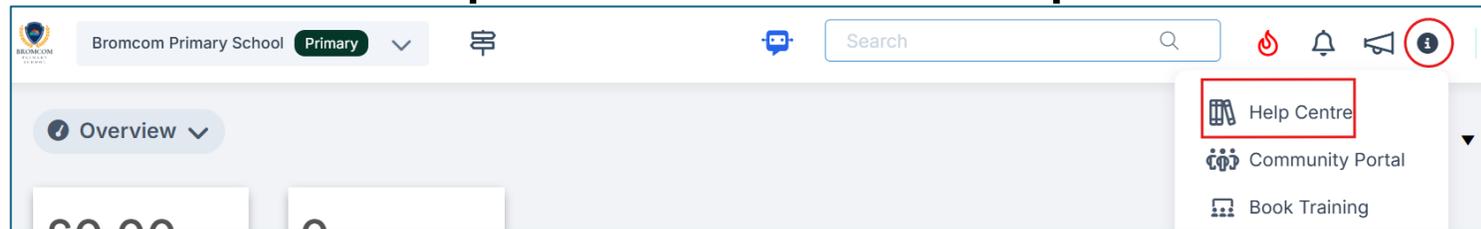
Modules > Administration > Admissions > Finalise Admissions

- Don't admit pre-admission children too early as access to MCAS becomes unavailable.
 - Once admitted the child will no longer appear in a Pre-Admissions group and parents will not be able to use MCAS until their admission date.
 - Their status moves from pre-admission to on-roll but they won't actually be admitted until their admission date. Access to MCAS is not available while they are in this limbo state.



Further information

Bromcom Help Centre > Hot Topics > 2026 Admissions



2026 Admissions – Bromcom – Documentation Centre

HR & Performance Management



HR & Performance Management (1)

Modules > Administration > HR & Performance Management

- Access levels & permissions
 - Assign staff to different access levels for the self-serve area (access to data)
 - Contract document templates
 - Line management and staff units
 - **Line management** and direct reports for a staff member
 - **Staff units** are used for approval levels, CPD activities, distribution of documents
 - **Manage approval processes**
 - Create approval processes based on **staff units**
 - **Manage CPD activities**
 - Create new CPD activities and assign staff to complete (e.g. Cyber Security training)
- 

HR & Performance Management (2)

- Manage school objectives and appraisals
 - School-wide objectives, used to help set staff objectives and track performance management
 - **Managed shared documents**
 - Share documents with staff members or staff units
 - Can require acknowledgment and date, recorded on staff record
 - SCR management
 - Spinal progression for staff
 - Surveys and forms
 - [Bromcom HR & Performance Management guide](#)
- 

Line Management & Staff Units



Line management structure

Headteacher

- Teachers

School Business Manager

- Support staff (TAs, lunchtime, admin, etc.)



Staff units

Teachers

Teaching Assistants

Admin

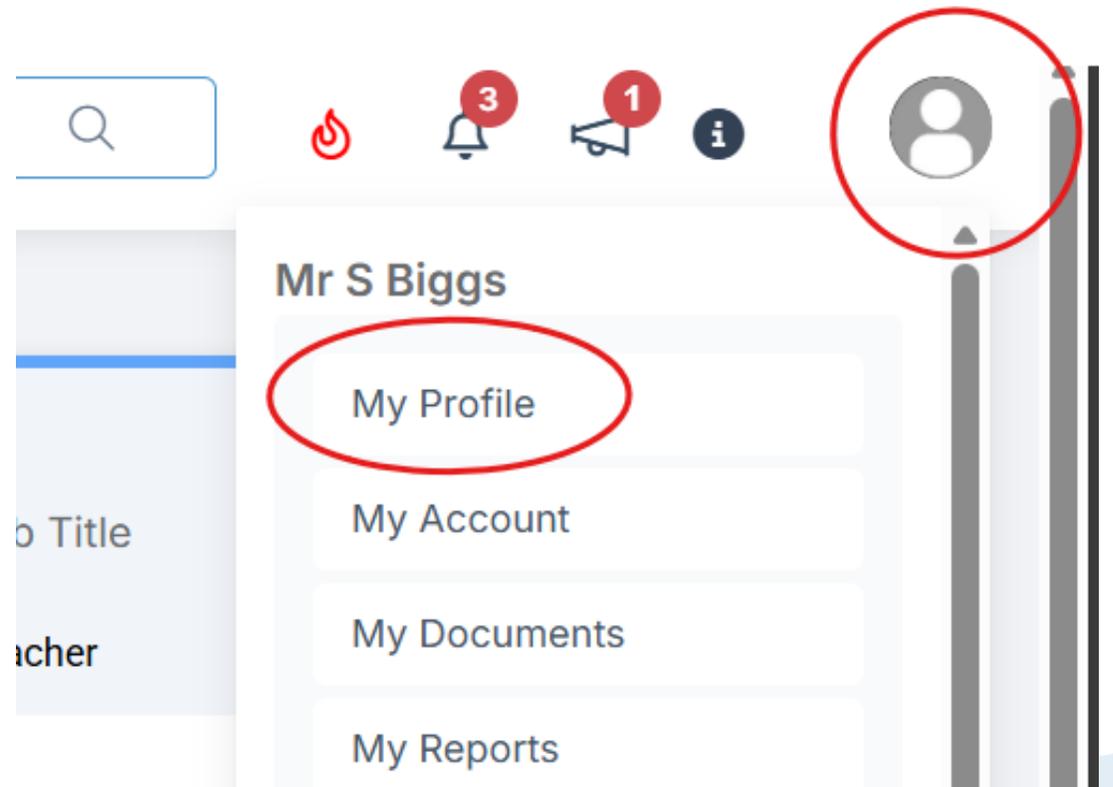
Lunchtime

Access Level & Permissions and Approval Processes

- All staff need to be a member of an **Access Level** group – this determines which **data** they can see in their Staff Profile Self Service area
 - Approvers (Headteacher, SBM)
 - Employees (all other staff)
 - The school can select what data staff in each group can see and edit about themselves (and others if required). You can choose to allow staff to edit data with or without approval.
 - The school can set up **approval processes** for different self service requests.
 - Line manager to approve a change of details
 - Headteacher to approve a leave of absence with 2nd approval by Office Manager so that they can record the absence against the staff record.
 - Line manager to approve CPD activity
- 

My Profile – Self Serve HR

- What is seen here by the staff member is determined by what the school has chosen in the Access Levels & Permissions set up
 - Personal data changes
 - Vehicles
 - Leave requests
 - Expenses / Additional hours
 - CPD
 - Documents



Sharing documents with staff

Modules > Administration > HR & Performance Management > Manage Shared Documents

- Add a new document
- Tick if you require the recipient to acknowledge the document

Manage Shared Documents

From here you can share documents with staff members or staff units. Documents shared with staff members will be added to their Document List in the Staff Record, and will also be available to the staff member via My Profile.

Filters 0

Title	Description	Assigned By
<input type="checkbox"/> KCSIE 2025-26	Keeping Children Safe in Education 2025-26	dmore, Lucy

Actions: + New, Assign, Delete

Add Document

Title *
Code of conduct

Description *
Code of conduct

Requires recipients to acknowledge the document

Select a file...

Code of Conduct 2026-27.docx
13.10 KB

Close Save

- Select the document and assign to staff
- Double click on document to see who has acknowledged it

Staff training

Modules > Administration > HR & Performance > Manage CPD Activities

- CPD activities can be managed and assigned in bulk
 - Safeguarding refresher
 - Cyber Security
 - DSL
 - Safer Recruitment
 - Minibus driver
 - Health & Safety
- Expiry dates, costs, duration
- Analysis of status
- **Staff > select staff member > performance management > CPD activities**
- **My Profile > performance management**



And more....

- Performance management
 - Objectives
 - Reviews
- Probationary reviews
- Expenses / Overtime



Reminders

MFA and Reporting home to parents



MFA in Bromcom?

- Protecting user accounts and related data is a critical line of defence against cyber incidents and attacks
 - 44% of primary and 60% of secondary schools identified cyber breaches or attacks 2024 – 2025 (*DSIT Cyber Security Breaches Survey 2025 – Education institutions*).
- Multi-factor authentication (MFA)
 - MFA secures your account by asking the user to provide 2 or more pieces of evidence to verify their identity. This could include a password and a login through another device.
 - Senior leaders, and staff (including internal and external IT support staff) working with confidential, financial, and personal and sensitive personal data must use MFA.
- Please talk to us if you are not using MFA
- [DfE Digital & Technology Standards](#)
- [Cyber Security for Schools - NCSC.GOV.UK](#)



Sharing Good Practice

Over to you, share your good practice or hints and tips with each other.

You can ask questions of each other or share things you have found useful.

Please feel free to come off mute or post in the chat.



Coming Soon

Bromcom Coffee Morning at Friargate – 20th April 2026

We are hosting an in-person coffee morning with Bromcom – [complete form](#) to register interest (SBM / Headteacher)

[Summer Census Webinar](#) – 14th May 2026

[User Group](#) – 7th May 2026

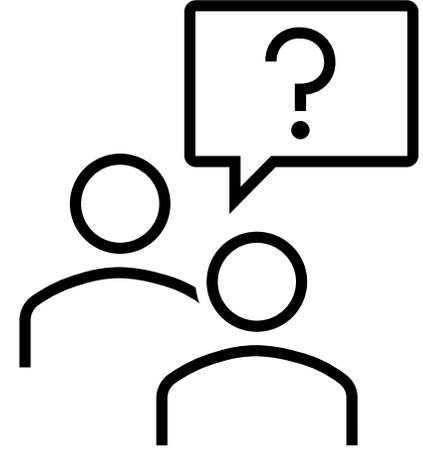
End of Key Stage Briefing – Summer Term

Academic Year set up – Summer Term



Suggestions for next time

- Safeguarding
 - Behaviour Management
 - Teacher App
 - Planning for Business Continuity
 - User defined panels – parent evening & transition notes
 - School on a Page: **Modules > Analysis > School On A Page**
- 



Your Questions



Your feedback

Please use this link to complete our short feedback form



Help and Support

Digital Services

- For issues relating to Software faults, bugs, 'how do I?' queries, anything that needs to be escalated to Bromcom
- Email
 - schoolsict@coventry.gov.uk
- Phone
 - [024 7678 6620](tel:02476786620)

Online

- Our Bromcom Video library is available at www.schoolsict.digital/bromcom
- Guidance documents at [ICT – Coventry City Council](#)





Thank you for your time



coventry.gov.uk