

## SIMS .net Customer Services Managers SUPPORTING OUR SCHOOLS

2 February 2009

### Creating Exceptional Circumstances For School Closure Due to Extreme Weather Conditions

When pupil/students are unable to attend school due to exceptional circumstances, the Y code, commonly known as Enforced Closure, is recorded as their attendance mark.

Previously, Enforced Closure had to apply to the whole school but now there are two uses for the Y code:

- Where all or some pupil/students are not required to attend school because the school site, or part of the school site, is closed due to unavoidable circumstances, e.g. the heating breaking down or flooding in certain classrooms.
- Where individuals or several pupil/students are unable to attend school due to failure of transport provided by the school or the local authority. Previously, these one-off situations would have been recorded using another code (non-compulsory school age absence).

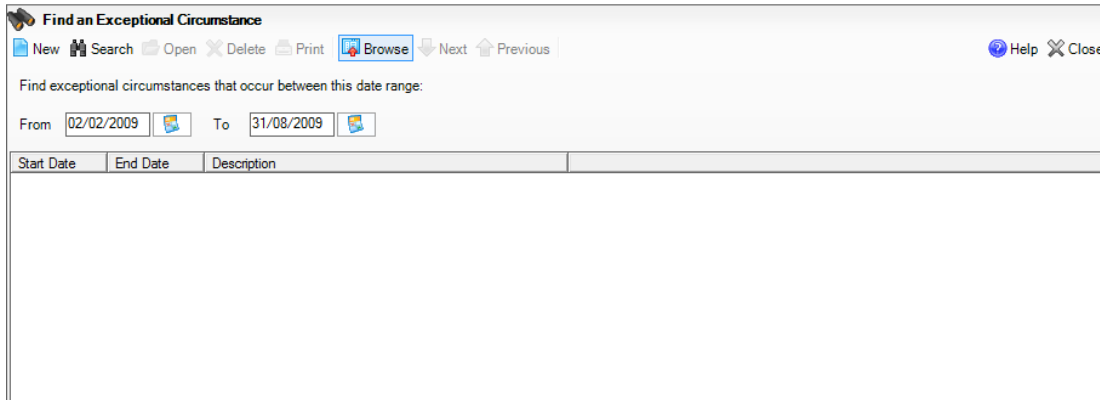
The DCSF now require that a reason is recorded for each exceptional circumstance.

#### Creating an Exceptional Circumstance Using Attendance 7 within SIMS .net

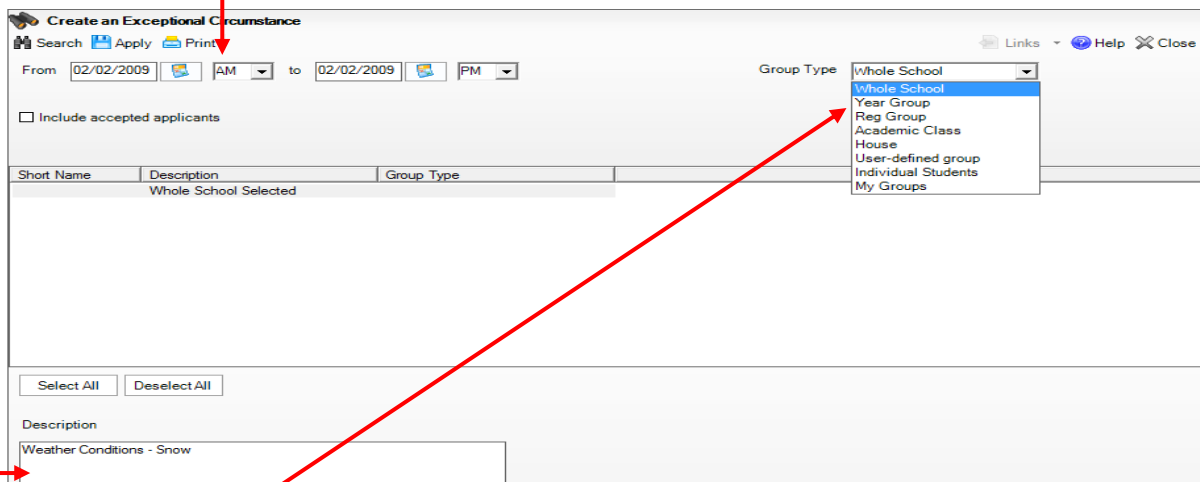
1. Within SIMS .net Select **Focus | Attendance | Exceptional Circumstances** to display the **Find an Exceptional Circumstance** browser.
2. Click on **Exceptional Circumstances**

The screenshot shows the SIMS .net interface for Waters Edge Primary School. The 'Attendance' menu is open, and the 'Exceptional Circumstances' option is highlighted. The main window displays a list of exceptional circumstances with columns for 'Description' and 'Category'. The 'Description' column lists various school events like '1 Assembly', '2 Assembly', 'Foundation Stage Assembly', 'Staff Meeting', and 'Whole School Assembly'. The 'Category' column lists 'School Events', 'Meetings', and 'School Events'. A 'More...' link is visible below the list. At the bottom, a 'My Reminders' section shows a reminder for '03/12/2008 00:00' with a 'Subject' of 'Run the Christmas Dinner Pupil Report for Catering'.

3. Click the **New** button to display the **Create Exceptional Circumstance Browser**.



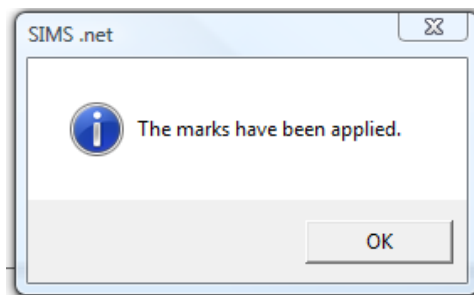
4. A date range from today AM to today PM is displayed by default. If a different date range is required, enter the dates in the **From** and **to** fields or select the dates by clicking the associated **Calendar** buttons. Specify **AM** or **PM** by selecting from the drop-down lists. The date range can be a single session, e.g. from 02/02/2009 AM to 02/02/2009 PM. or a range of sessions, e.g. from 02/02/2009 PM to 03/02/2009 PM.



By default, the **Group Type** is displayed as **Whole School**. If this is appropriate to your search for pupil/students, proceed to step 6.

5. If a different **Group Type** is required, select the group from the drop-down list, then click the **Search** button to refresh the display.
6. Select the **Include accepted applicants** check box to include accepted applicants, if required.
7. Enter the reason why the pupil/students cannot attend school, i.e. the nature of the circumstance, e.g. school bus broke down, in the **Description** field.

8. Click on **Apply**. A **Y** code will be recorded for each of the selected pupil/student for the date range specified.  
Alternatively, if selected pupils are required, highlight the required pupil/students. To select more than one pupil/student, hold down the **Ctrl** key and click to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required. Then click the **Apply** button. A **Y** code will be recorded for each of the selected pupil/student for the date range specified.
9. The following dialogue box will appear to confirm that the **Y** code has been applied within Attendance.



10. To print the details of the exceptional circumstance, click the **Print** button to display a standard Microsoft® **Print** dialog. Ensure that the settings are correct for your printer, then click the **OK** button.
11. The description and other details can be edited, if required, via the same menu route.