

Creating Exceptional Circumstances For School Closure Due to Industrial Action

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

1. Within SIMS . net Select **Focus | Attendance (or Lesson Monitor)| Exceptional Circumstances** to display the Find an Exceptional Circumstance browser.
2. Click the **New** button to display the Create Exceptional Circumstance Browser.
3. 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.
 1. The date range can be a single session, e.g. from 30/06/2011 AM to 30/06/2011 AM.
 2. or a range of sessions, e.g. from 30/06/2011 AM to 30/06/2011 PM for one school day.
3. By default, the Group Type is displayed as **Whole School**.
4. If a different Group Type is required, select the group type from the drop-down list, then click the Search button to refresh the display.
5. Enter the reason why the pupil/students cannot attend school, i.e. the nature of the circumstance, e.g. industrial action, in the Description field.
6. Highlight the required pupil/students or group. To select more than one pupil/student/group, 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.
7. Then click the **Apply** button. A **Y** code will be recorded for each of the selected pupil/students /groups for the date range specified.
8. A dialogue box will appear to confirm that the **Y** code has been applied within Attendance.
9. 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, and then click the **OK** button.