SIMS

Help Sheet

How to Record Enforced Closures

Applicable to SIMS Version

7.160 onwards

Permissions Required

You must be a member of the *Attendance Manager* user group in System Manager to record an Enforced Closure

Introduction

The following information outlines how schools record enforced closures within SIMS.net due to exceptional circumstances ie weather conditions; snow, boiler breaking, etc.

The code that is used is for Enforced Closure is **code Y**.

,

sims.net | supporting schools

ICT Service Desk 233 8600

Exceptional Circumstances (Enforced Closure)

Previously the Exceptional Circumstances (code Y: commonly known as Enforced Closure) had to be applied to the whole school. You are now able to apply the code to groups of children within school; e.g. whole school, registration groups, year groups, individual pupils.

Applying an Enforced Closure code

To apply an Exceptional Circumstances code first ensure you do not already have an Attendance code entered for the pupil for this session as codes will not be overwritten. **Any code already entered will need to be removed** before this code can be added!

1. From the menu select **Focus| Attendance| and Exceptional Circumstance**s.

2. Click on **New**.

3. Select the relevant Data Range.

4. Select the relevant Group type i.e. Reg Group, Individual Student
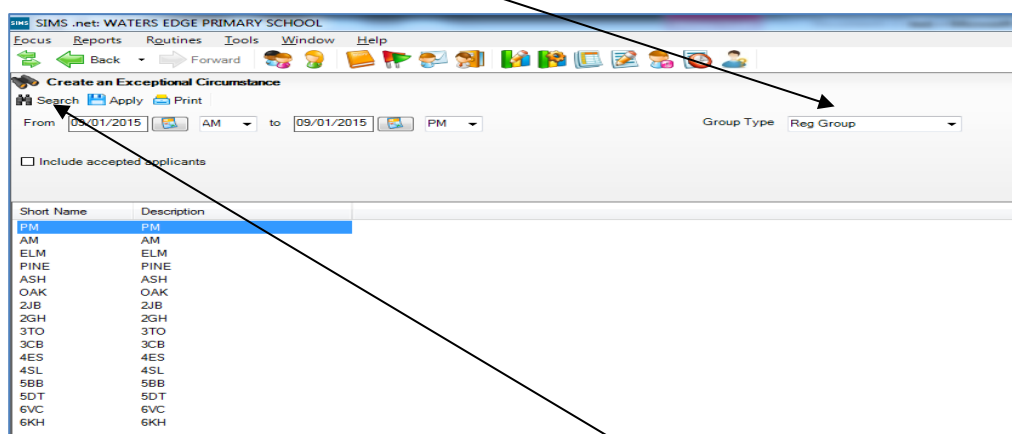
5. Once the Group Type has been selected click on **Search** to display the groups.

   Select the Group(s) that you want to apply the Enforced Closure to by clicking on them or by using the Select All

   If the groups are non-consecutive or for individual pupils , these can be selected by holding the **CTRL** key and clicking on the groups you wish to select

Note: If you wish to enter a comment that you are able to report on this will need to be added within the Attendance module prior to the Y code being applied – Once the Y code is added Attendance will not allow you to enter a comment

6. Select the **Y** code – Unable to attend due to exceptional circumstances.

> **Note** : The other code that can be selected is the **#** code – planned whole or partial school closure. In normal circumstances this code is used for Holidays, Bank Holidays, Inset days. However, in this circumstance this can be used for **planned closure** outside of normal circumstances e.g. Polling Day, unforeseen closure, etc.

7. Type a description for the Enforced Closure in the descriptions box; e.g. School closed due to exceptional weather conditions (Snow).(CoronaVirus – Self Isolation)

8. Select **Apply**.

> You will then see the Activity log below with a warning to ensure changes to be applied are correct

Click **Yes** to continue. The Y code will now be applied to the group(s) that you have selected for the specified date range with a description.

Searching for \Deleting any previous Enforced Closures

1. From the menu select **Focus | Attendance| Exceptional Circumstances**.

2. Select the **Data Range** that you want to search.

3. Select **Search**.

   Any previous Enforced Closures that have been added will be displayed.
   Double click on any entry to find out what groups\pupils it has been applied to.

NOTE - You can also delete any incorrectly added codes from this route. However if you have added a code for several pupils but only wish to remove one pupil this cannot be done. The whole entry will need to be deleted and individual pupils added back in

More Information

Reporting - There is currently no pre-defined attendance report which allows you to report on Y codes only. We have therefore made a report available which can be imported into your SIMS System – see link below
https://www.schoolimprovementliverpool.co.uk/SIMS---ICT-Support (SIMS Helpsheets)

To Import the report firstly save to a location on your PC.
In SIMS goto **Reports| Import** and browse to the location of the saved file. Click **Import**

- *Managing Pupil/Students Attendance in SIMS handbook* - All handbooks can be accessed from the Documentation Centre which is launched by clicking the Documentation button on the Home Page in SIMS. Once open, click the Handbooks button and select the required handbook from the Handbooks page.