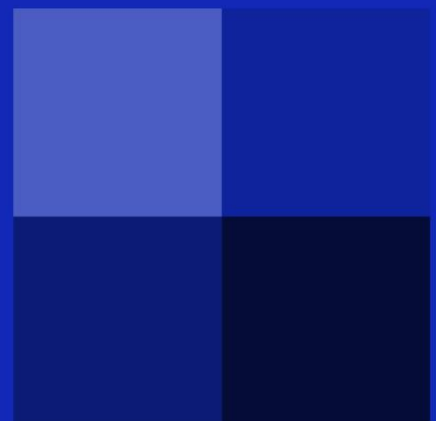




# Exceptional Circumstances

## In SIMS Attendance



## Entering Exceptional Circumstances

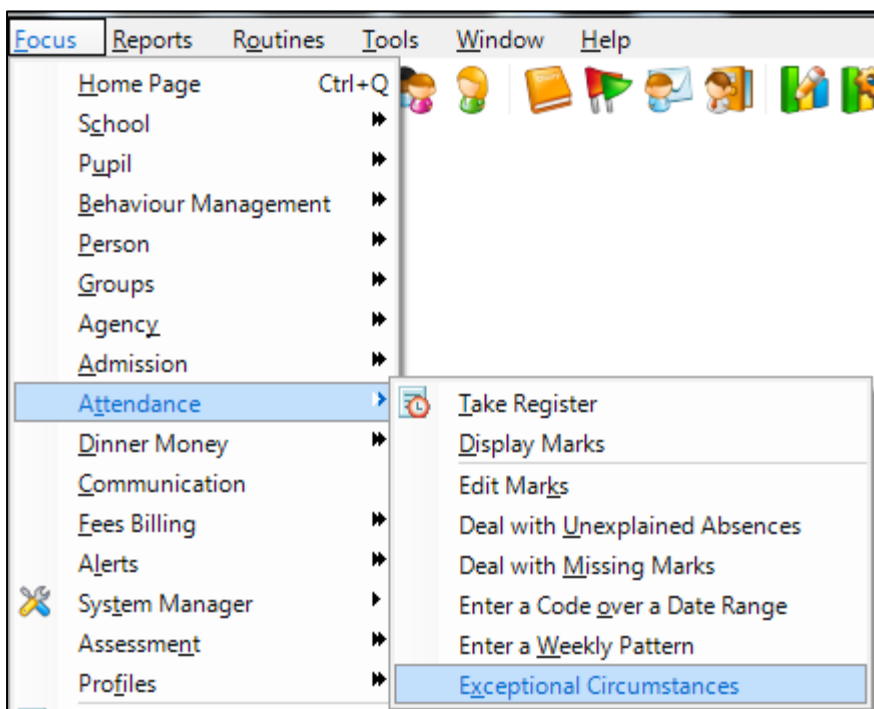
The DfE require that a reason is supplied for any school closure or part-closure. This procedure uses the Y or # code.

**Y** would be for an exceptional circumstance for example closed due to snow.

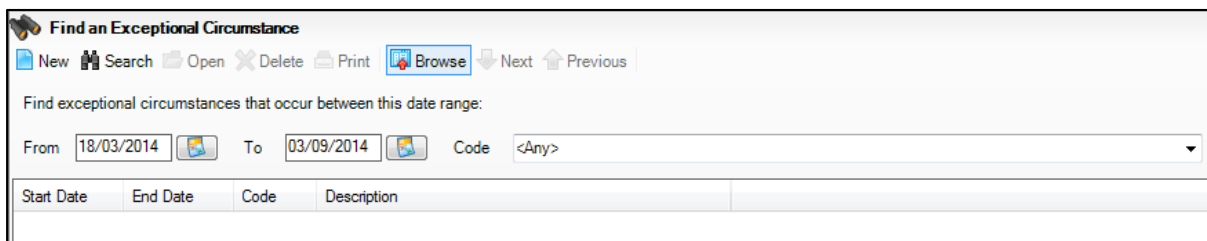
**#** would be used for a closure known about for example a teachers strike.

In the past the code could only be used when the whole school suffered an enforced closure, but there are many circumstances where part of the school has to be closed while some parts are kept open. This routine copes with such a scenario.

Select **Focus | Attendance | Exceptional Circumstances**.



**Search** using the date range and code to ensure that the exceptional circumstance has not already been entered. If one has not been entered, click on **New**.



Select and check the **From** and **To** date and session fields, to make sure the correct date range has been selected.

**Group Type** will default to Whole School, however if you require a different group, choose from the drop down list and click on **Search**.

## SIMS Attendance – Exceptional Circumstances

You can then make multiple selections, by holding the **Ctrl** key down and selecting the groups with your mouse.

In this example, the parameters have been set to reflect that years R, 1 and 2 have been forced to remain at home due to a flood in part of the school.

**Create an Exceptional Circumstance**

Search Apply Print

From 26/03/2014 AM to 26/03/2014 PM Group Type Year Group

Include accepted applicants

Short Name	Description
1	Year 1
2	Year 2
3	Year 3
4	Year 4
5	Year 5
6	Year 6
R	Year R
N2	Year N2

Choose the relevant code (either Y or #) from the drop down list and type in the details of the exceptional circumstance in the **Description** field.

Code Y Unable to attend due to exceptional circumstances

Description

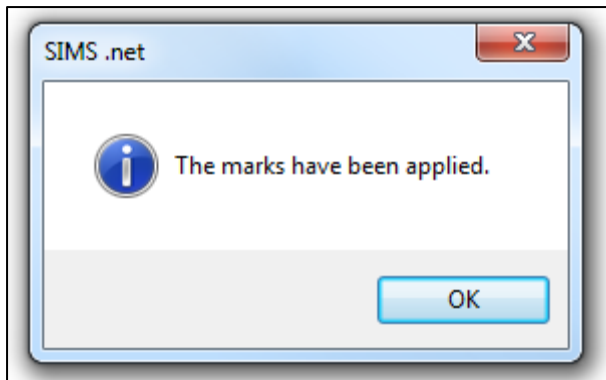
School closure due to a flood in Key Stage 1 classrooms.

On clicking the **Apply** button the data will be saved and will overwrite any existing codes.

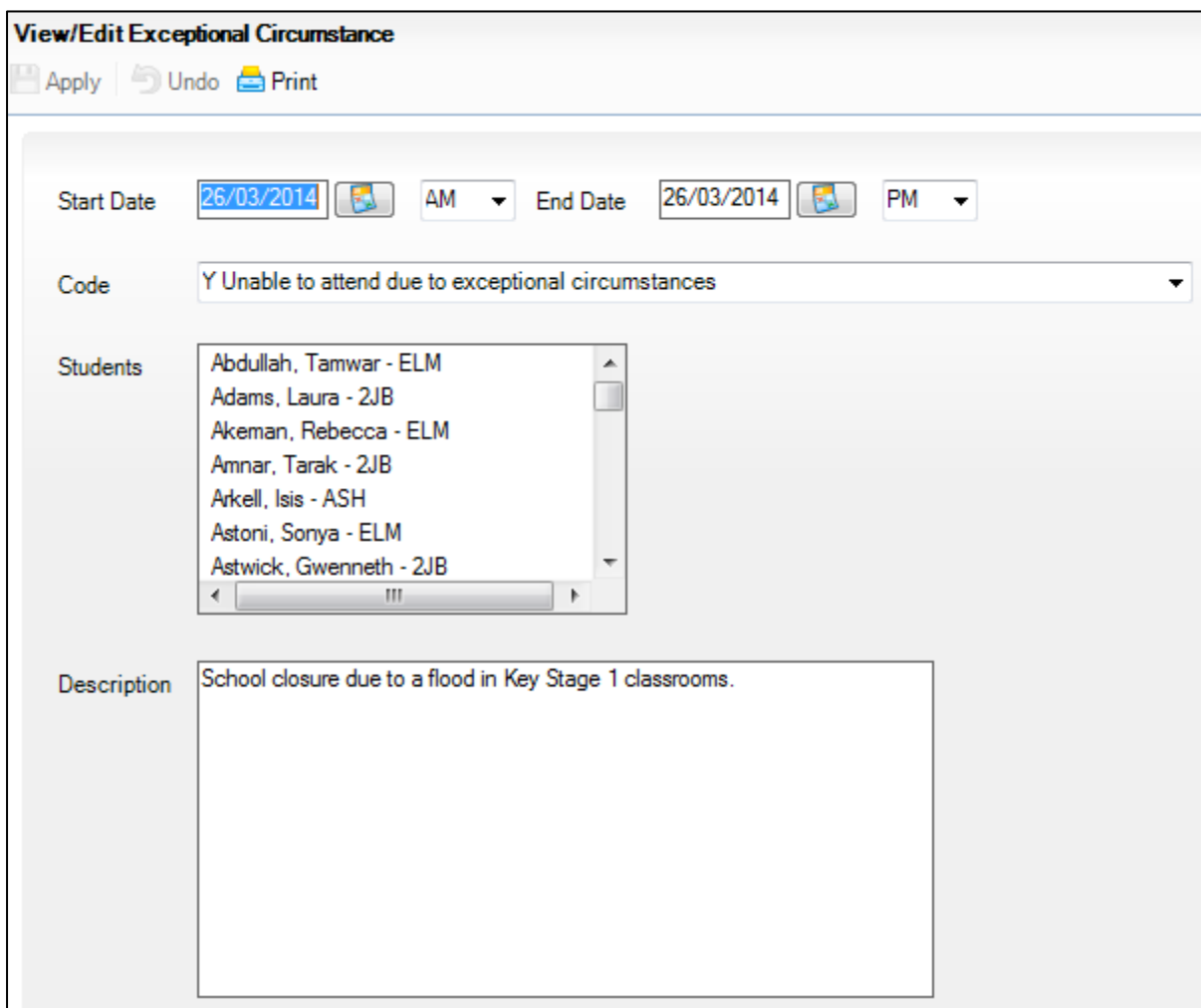
**Create an Exceptional Circumstance**

Search Apply Print

A pop up screen will appear to say the marks have been applied. Click on the **OK** button.



The next screen will display who the Y marks have been applied to. Users may wish to print this. Click the **Close** button to close the screen.



### Deleting Exceptional Circumstances

Y code can be deleted by editing on all data entry screens. However, due to the requirement to give a reason, this can only be entered via this dedicated routine. The # code cannot be deleted or edited on a data entry screen, and can only be deleted from the Exceptional circumstance screen.