

OSMIS Education

# Recording a full or partial school closure day in SIMS Attendance (teachers' strike, snow days etc.



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January 29, 2015

Version 1.2

## Contents

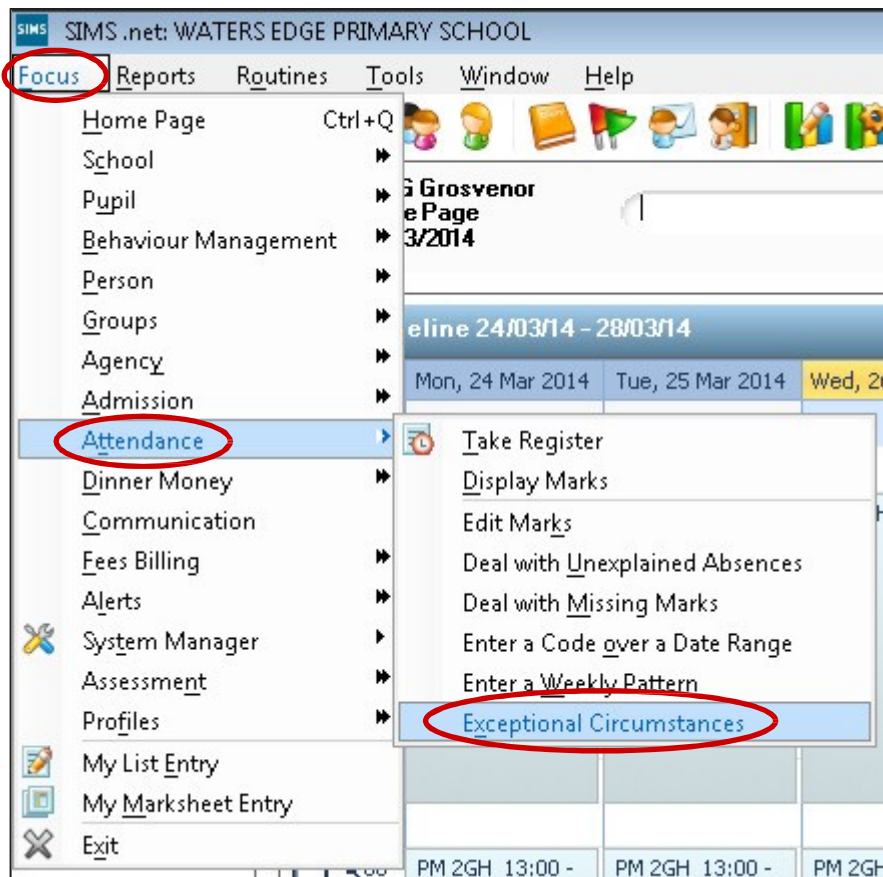
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# Recording an Exceptional Closure event

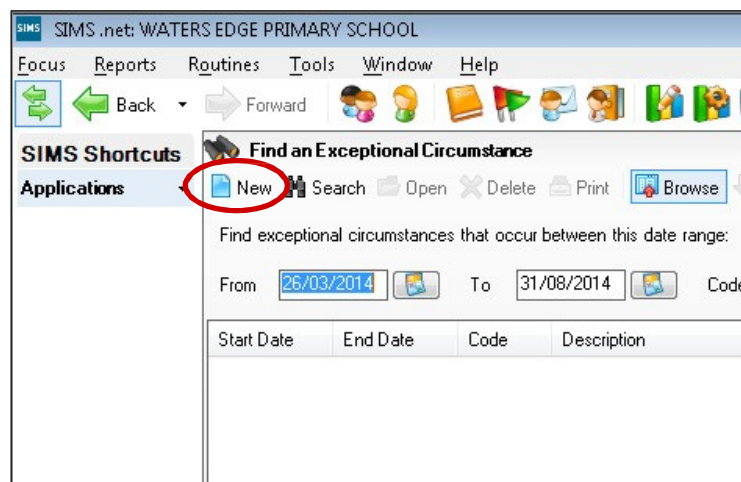
## Creating the event

To record a school closure in Attendance please do the following:

In SIMS.net, go to **Focus – Attendance – Exceptional Circumstances**.



Then click on **New**.



Enter the start and end date of the closure in the From and To date boxes – for example if the school is to be closed on the 29<sup>th</sup> January 201 for one day, make sure the date range is from 29/01/2015 AM to 29/01/2015 PM.

The screenshot shows the 'Create an Exceptional Circumstance' form. At the top, there are icons for Search, Apply, and Print. Below these are two date pickers: 'From' and 'To'. Both date pickers are set to '26/03/2014' and are circled in red. The 'From' time is set to 'AM' and the 'To' time is set to 'PM'. Below the date pickers is a checkbox labeled 'Include accepted applicants' which is unchecked. At the bottom, there is a table with three columns: 'Short Name', 'Description', and 'Group Type'. The table contains one row with the text 'Whole School Selected'.

## Selecting the Group(s) affected

In the **Group Type** box, click on the down arrow and select the group(s) you wish to add the closure marks for. If the whole school is not in attendance for the selected day(s), choose "Whole School". If you wish to select only a few reg groups however, change the Group Type to "Reg Group".

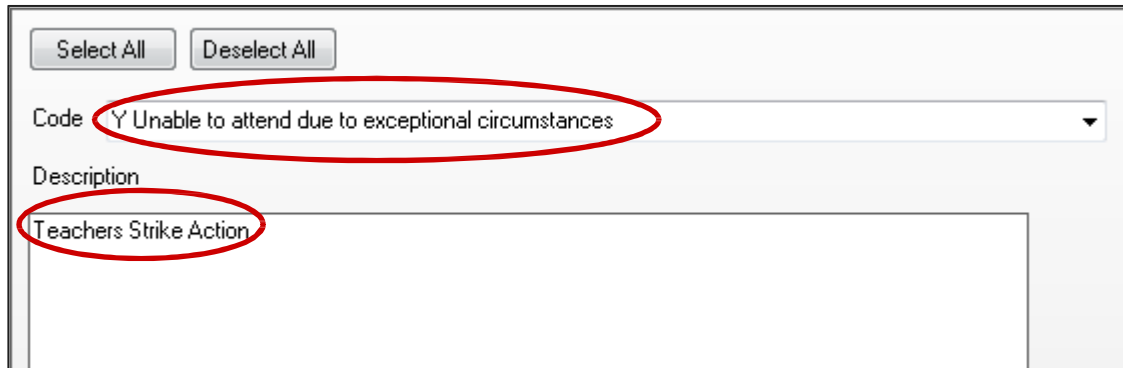
The screenshot shows the 'Create an Exceptional Circumstance' form with the 'Group Type' dropdown menu open. The date pickers are set to '26/03/2014' and 'AM' for 'From', and '26/03/2014' and 'PM' for 'To'. The 'Group Type' dropdown is circled in red and shows a list of options: 'Reg Group', 'Whole-school', 'Year Group', 'Reg Group', 'Academic Class', 'House', 'User-defined group', 'Discover', 'Individual Students', and 'My Groups'. The 'Reg Group' option is highlighted in blue. Below the dropdown is a table with three columns: 'Short Name', 'Description', and 'Group Type'. The table contains three rows: 'C1 Class 1', 'C2 Class 2', and 'C3 Class 3'.

You can select which reg groups you want to add the closure mark for by holding down the **Ctrl** key on your keyboard, and then **left-click** on the group you want to add. The groups will then be highlighted. For example, in the screenshot below Class 1 and Class 3 have been selected. You can also use the **Select All/Deselect All** buttons at the bottom of this panel.

The screenshot shows the 'Create an Exceptional Circumstance' form with the 'Group Type' dropdown menu closed. The date pickers are set to '26/03/2014' and 'AM' for 'From', and '26/03/2014' and 'PM' for 'To'. The 'Group Type' dropdown is set to 'Reg Group'. Below the dropdown is a table with three columns: 'Short Name', 'Description', and 'Group Type'. The table contains three rows: 'C1 Class 1', 'C2 Class 2', and 'C3 Class 3'. The rows for 'C1 Class 1' and 'C3 Class 3' are highlighted in blue.

Once you have selected your groups, click on the Down arrow next to the Code drop-down menu near the bottom of the screen, and select “Y Unable to attend due to exceptional circumstances”.

You also need to type in a short note into the Description box, this can just be “Teachers Strike Action”, or “School closed due to snow” etc.



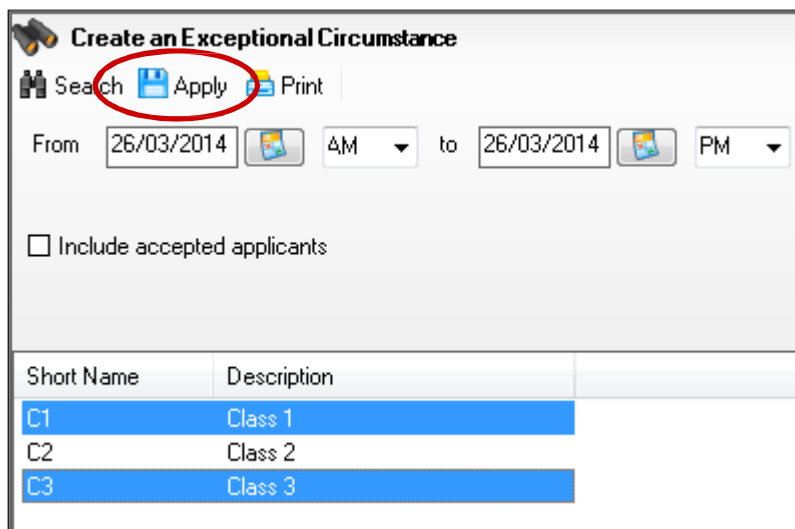
Select All    Deselect All

Code: Y Unable to attend due to exceptional circumstances

Description: Teachers Strike Action

Once you have completed all sections, and you are happy with the settings, click on the **Apply** button at the top of the screen.

**WARNING:** This action will overwrite any existing present marks, but it will preserve any other absence marks (i.e. illness, medical/dental appointments) – if you are unsure of this procedure, you may wish to check the attendance marks before and after the application of this bulk attendance update, as this action is irreversible.



**Create an Exceptional Circumstance**

Search    **Apply**    Print

From: 26/03/2014 4M to: 26/03/2014 PM

Include accepted applicants

Short Name	Description
C1	Class 1
C2	Class 2
C3	Class 3

It will then confirm that the marks have been applied. Please check your attendance marks (Focus | Attendance | Edit Marks) to make sure the “Y” code has been applied correctly.

