



Entering an Enforced Closure in SIMS .net

Step 1 - To enter an Enforced Closure for your school, log into SIMS .net and choose **Focus | Attendance | Exceptional Circumstances**

Step 2 - Click on the **New** button, this will bring up the 'Create an Exceptional Circumstance' screen

Step 3 - Enter the appropriate dates into the **From** and **To** fields as in the example below: -

SIMS: Green Abbey School

Focus Reports Routines Tools Window Help

Back Forward

SIMS Shortcuts

- SIMS
- Capita
- SOLUS
- SupportNet
- Attendance
- Lesson M
- Examinations
- System
- Nova-T4
- Nova-T6
- Options
- Schoolcomms

Create an Exceptional Circumstance

Search Apply Print

From 02/02/2009 AM to 03/02/2009 PM

Include accepted applicants

Short Name	Description	Group Type
	Whole School Selected	

Step 4 - Ensure that **Whole School** is selected in the Group Type box and highlighted in the lower list. Then enter an explanation in the **Description** field (for example – Polling Day/Adverse Weather etc):

Create an Exceptional Circumstance

Search Apply Print

From 02/02/2009 AM to 03/02/2009 PM

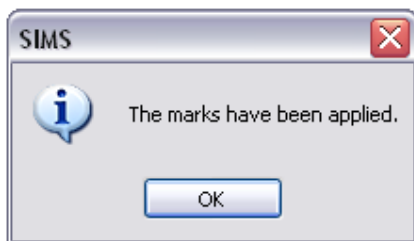
Include accepted applicants

Short Name	Description	Group Type
		Whole School Selected

Select All Description All

Description

Step 5 - Click on the **Apply** button to save. A message will appear stating: -



You will now find that **Y** codes have been entered for the specified sessions.