

SIMS.net Attendance Enforced Closure Document

Purpose

The purpose of this document is to provide information for schools on how to enter an enforced closure on SIMS .net.

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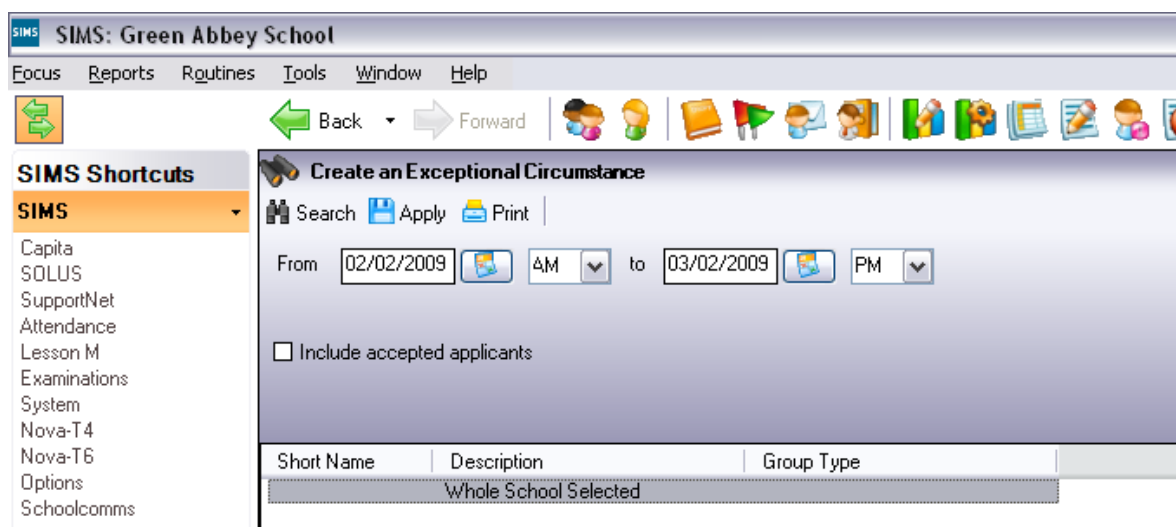
Entering an Enforced Closure in SIMS .net

**THIS PROCESS IS IRREVERSIBLE.
PLEASE ENSURE THAT THERE IS AN UP TO DATE BACKUP
OF SIMS.NET BEFORE PROCEEDING WITH THIS TASK.**

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

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

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



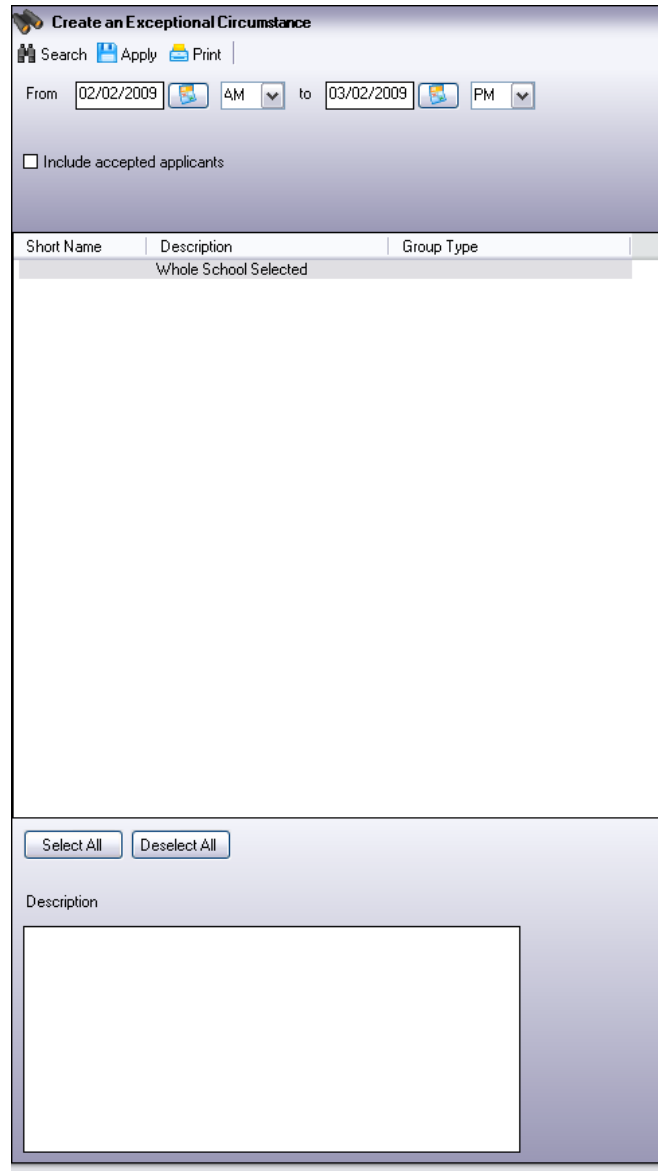
The screenshot shows the SIMS: Green Abbey School interface. The main window is titled 'Create an Exceptional Circumstance'. The 'From' field is set to 02/02/2009 AM and the 'To' field is set to 03/02/2009 PM. The 'Include accepted applicants' checkbox is unchecked. Below the form is a table with the following content:

Short Name	Description	Group Type
	Whole School Selected	

Step 4 –

- I. Ensure that **Whole School** is selected in the Group Type box and highlighted in the lower list.
- II. An Enforced closure can also be entered for **individual students**, change the group type from whole school to individual students and highlight the Students you wish to apply this to by holding down ctrl key and clicking the appropriate students.

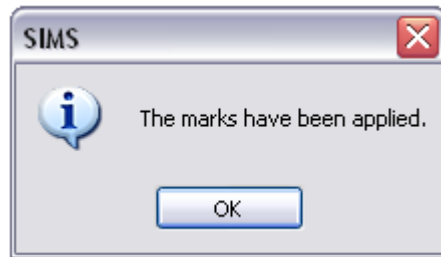
Enter a mandatory explanation in the **Description** field (for example – Polling Day/Adverse Weather etc):



The screenshot shows a web form titled "Create an Exceptional Circumstance". At the top, there are navigation icons for Search, Apply, and Print. Below these is a date range selector: "From 02/02/2009 4M to 03/02/2009 PM". There is a checkbox labeled "Include accepted applicants" which is currently unchecked. Below the form is a table with three columns: "Short Name", "Description", and "Group Type". The table contains one row with the text "Whole School Selected" in the "Description" column. At the bottom of the form, there are two buttons: "Select All" and "Deselect All". Below these buttons is a text area labeled "Description" which is currently empty.

Short Name	Description	Group Type
	Whole School Selected	

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



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