

SIMS

**Monitoring
Session and
Lesson
Attendance**

applicable to 7.190 onwards

Handbook

Revision History

Version	Change Description	Date
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Providing Feedback on Documentation

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Please ensure that you include the module name, version and aspect of documentation on which you are commenting.

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01 | Getting Started with Lesson Monitor

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Overview

This handbook provides information to assist schools in the recording and monitoring of lesson attendance, statutory session attendance and punctuality.

Lesson Monitor assists schools in the recording and monitoring of lesson attendance, statutory session attendance and punctuality.

On the classroom computer, staff can take the register for their registration group or teaching classes. They can also mark students present or absent and record reasons for absence if known. If a student arrives late the registration tutor/teacher can optionally record how many minutes late they are.

Comparison of registration marks with lesson marks enables schools to monitor post registration truancy. Teachers marking a class register see students' previous marks for the day and can therefore immediately see if any student has 'gone missing'.

The register page also shows if students are 'On Report'. Their report card can be displayed and marked on screen, and printed out when required. A behaviour incident can be recorded against one or more students.

Lesson Monitor includes many reports on individual students and on groups. Some reports show all the attendance marks for sessions and lessons, others show the total number of present and absence marks or percentage attendance.



Additional Resources:

Producing Lesson Monitor Reports handbook
Lesson Monitor Reports Specification handbook
Producing Attendance Reports Quick Reference Sheet

What's New in this Release

Additional Attendance Setup Options

Tools | Setups | Attendance Setup | Module Setup

When selecting **Defaults for Specific Routines** for **Student Identification Columns**, the following new options are available:

- **Include Middle Name** - middle name is included in the **Name** column in Attendance/Lesson Monitor grids where student names are listed.
- **Active User Defined Fields** - one option only can be selected from a list of all active student/applicant user defined fields. The selected option is then displayed as an identification column in Attendance/Lesson Monitor grids where student names are listed.

The following new options are available when selecting the required defaults for student **Display of Names**:

- **Show Forename before Surname**
- **Include Middle Name.**

The following new options are available when selecting the required defaults for **Order of names in registration group list**:

- **Order names by Preferred Surname**
- **Order names by Legal Surname**
- **Order names by Preferred Forename**
- **Order names by Legal Forename.**



More Information:

Setting up the Defaults for Specific Routines on page 5
Defining how Names are Displayed on page 6

Permissions and Licensing Requirements

You must have the appropriate permissions to use the functionality outlined in this handbook. This entails being a member of one or more of the following System Manager User Groups:

- Administration Assistant
- Attendance Manager
- Attendance Operator
- Class Teacher
- Registration Tutor
- School Administrator
- Senior Management Team

Please contact your System Manager if you are unsure whether you have the applicable permissions.

For more information on setting up permissions, please refer to the *Managing SIMS Users, Groups and Databases* handbook. For a list of the permissions available for each release, please refer to the appropriate permissions spreadsheet, available on our My Account website (<https://myaccount.capita-cs.co.uk>) by searching for PERMLIST.

Licensing Requirements

The current Lesson Monitor licence activator provides access to the complete range of Lesson Monitor routines.

Users who are new to Lesson Monitor must apply the licence activator to the SIMS database before attempting to use the software. Instructions on how to apply the licence activator can be found in the release note supplied with the licence activator patch. For more information regarding the acquisition of a Lesson Monitor licence activator, please contact your Local Support Team.

Existing users do not require the licence activator, as the upgrades will automatically license any new Lesson Monitor features.

Where to Find More Information

Online help can be accessed by pressing **F1** or clicking the applicable **Help** button in SIMS.

A wide range of documentation is available from the SIMS **Documentation Centre**, including handbooks, quick reference sheets and tutorials. Click the **Documentation** button located on the top right-hand side of the SIMS **Home Page**, select the required category and then select the document you require. Alternatively, use the **Search** facility to locate the required document.

NOTE: Information relating to Lesson Monitor reports is documented in separate handbooks.

Documentation is also available from the My Account website (<https://myaccount.capita-cs.co.uk>).

1. Enter the required text in the Search field to display a list of documents that match the search criteria.
2. To refine the search further, click **Documents** and then select the required **Document type**, **File type** and/or **Date** range (click **Show more** to view additional options, if required).

Alternatively, click **SIMS Publications** located in the **Popular Searches** list to display a list of all SIMS publications.

The search results are displayed automatically.

Tips for using the My Account Search Facility

Here are some key tips for using the search facility in My Account. For additional explanations, please refer to the My Account website.

NOTE: You no longer need to use + / - / "" when searching.

- Cut down on the amount of words that you type in the search field and only use key words, e.g. instead of typing student showing as a contact search for the word contact.
- Use the **Product Type** filter to refine results further.
- Use the advanced filters located on the left-hand side of the **Search results** page.

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Setting up Attendance Module Options

Various setup options are available that affect the display of data, e.g. additional student identification columns on the Take Register and Edit Marks grids. Different areas of the module are affected, depending on the options selected.

These options can be selected and deselected between routines as required. For example, students with a date of birth after a specified date can be excluded before a report is run. The exclude option can then be deselected, so that the students are included when other routines are performed.

IMPORTANT NOTE: Many of the setup options take effect only after SIMS is restarted.

Setting up the Defaults for Specific Routines

1. Select **Tools | Setups | Attendance Setup | Module Setup** to display the **Attendance Setup** page.
2. In the **Defaults for Specific Routines** panel, select the check box adjacent to each of the required **Student Identification Columns**.

1 Defaults for Specific Routines

Student Identification Columns

<input type="checkbox"/> Admission Number	<input type="checkbox"/> SEN	<input type="checkbox"/> Quick Note
<input type="checkbox"/> Year	<input type="checkbox"/> Behaviour	<input type="checkbox"/> Boarder
<input type="checkbox"/> Gender	<input type="checkbox"/> More Able	<input type="checkbox"/> Medical Conditions
<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Achievement	<input type="checkbox"/> Interventions
<input type="checkbox"/> Pupil Premium	<input type="checkbox"/> Include Middle Name	

Active User Defined Fields

Description

<input type="checkbox"/> Parish
<input type="checkbox"/> Single Parent Family
<input type="checkbox"/> Premature

Edit Session Marks

No. of Weeks to Display

- **Admission Number, SEN, Quick Note, Year Behaviour, Boarder, Gender, More Able, Medical Conditions, Date of Birth, Achievement, Interventions and Pupil Premium:**

When the applicable routine is run, these columns can be hidden temporarily (one at a time) by right-clicking any of the identification columns to display a pop-up menu, then deselecting the check box associated with the column you want to hide. The next time the routine is run, the default **Student Identification Columns** are displayed again.

The selected columns are displayed by default in all routines where student names are listed, e.g. **Focus | Lesson Monitor | Take Register, Edit Marks, Deal with Unexplained Absences, Deal with Missing Marks**, etc.

Name	Reg	DOB	Gender	Year	Ad No	SEN	Behaviour today	G&T	Achievement today	Quick Note	Boarder	Medical Condition	PP	Interventions
Adebayor, Emmanuel	GKH	15/02/2006	Male	6	001068						Boarder, right not specified		•	
Americana, Kari	GKH	30/01/2006	Female	6	001069			•		•	Not a Boarder		•	1
Barbousci, Harold	GKH	24/05/2006	Male	6	001073	A	1			•	Not a Boarder	•	•	
Barnett, Gary	GKH	14/02/2006	Male	6	001074				1	•	Not a Boarder		•	1
Barnett, Jamie	GKH	14/02/2006	Male	6	001076		1	•			Not a Boarder		•	2
Bond, Jamie	GKH	01/01/2006	Male	6	001077	S			1	•	Not a Boarder	•	•	

- **Include Middle Name:** If this option is selected, the middle name is included in the **Name** column in Lesson Monitor grids where student names are listed.
 - **Active User Defined Fields:** One option only can be selected from a list of all active student or applicant user defined fields. The selected option is then displayed as an identification column in Attendance/Lesson Monitor grids where student names are listed.
3. Specify the number of weeks to be displayed when editing session marks (via **Focus | Lesson Monitor | Edit Marks**) selecting **1, 2** or **3** from the drop-down list.
 4. Click the **Save** button.



More Information:

Displaying Additional Student Identification Columns on page 41

Defining how Names are Displayed

The **Display of Names** panel enables schools to specify the order in which student names are displayed in a list. The options selected in this panel are reflected in most screens or reports that display a list of student names, e.g. Take Register, Edit Marks, etc.

1. Select **Tools | Setups | Attendance Setup | Module Setup** to display the **Attendance Setup** page.
2. Click the **Display of Names** hyperlink to display the **Display of Names** panel.

2 Display of Names

Show House after Name

Show Forename before Surname

Show Preferred Forename instead of Legal Forename

Show Preferred Surname instead of Legal Surname

Include Middle Name

Order of names in registration group list

Order names by Year Group

Order names by Gender

Order names by Date of Birth

Order names by Preferred Surname

Order names by Legal Surname

Order names by Preferred Forename

Order names by Legal Forename

3. Select the check box adjacent to the required option. One or more can be selected:
 - **Show House after Name** - to insert an additional column (**House**) after the **Name** column.
 - **Show Forename before Surname**
 - **Show Preferred Forename instead of Legal Forename**
 - **Show Preferred Surname instead of Legal Surname**
 - **Include Middle Name.**
4. Specify the **Order of names required in registration group lists** by selecting the required check box(es). The following options are available:
 - **Order names by Year Group**
 - **Order names by Gender**
 - **Order names by Date of Birth**
 - **Order names by Preferred Surname**
 - **Order names by Legal Surname**
 - **Order names by Preferred Forename**
 - **Order names by Legal Forename.**

***NOTE:** The options available in the **Order of names in registration group list** are reliant on the options selected in the **Display of Names** section.*

*The **Order names by Gender** check box can be selected along with either the **Order names by Year Group** or **Order names Date of Birth** check box (but not both).*

*The selected **Order of names in registration group list** is applicable to sessions where **Reg Group** is selected as the **Group Type** only.*

5. Click the **Save** button.

Excluding Students from Attendance

Those students outside of compulsory school age are not always expected to attend registration and can therefore be excluded.

Selecting one of the **Exclude from Attendance** check boxes ensures that the selected students will not be displayed in any of the attendance routines or in any reports.

1. Select **Tools | Setups | Attendance Setup | Module Setup** to display the **Attendance Setup** page.

Those students outside of compulsory school age are not always expected to attend registration and can therefore be excluded.

2. Click the **Exclude from Attendance** hyperlink to display the **Exclude from Attendance** panel.

3 Exclude from Attendance

Exclude students with Date of Birth before 06/01/2017

Exclude students with Date of Birth after

Exclude boarders (i.e students with boarder flag)

3. To specify the students to exclude, select one or both of the following check boxes:
 - **Exclude students with Date of Birth before**
 - **Exclude students with Date of Birth after.**
4. Enter the appropriate date in the adjacent field or click the associated **Calendar** button and select a date for each option selected.

Calendar button

5. Select the **Exclude boarders (i.e. students with boarder flag)** check box to prevent boarders from being displayed on reports and registers, in the Edit Marks routine, Display Marks routine, etc.

When selected, all **Boarder Status** lookup values are displayed. Select the values you want to exclude.

3 Exclude from Attendance

Exclude students with Date of Birth before 06/01/2017

Exclude students with Date of Birth after

Exclude boarders (i.e students with boarder flag)

Description

Boarder, night not specified

Not a Boarder

*NOTE: The **Not a Boarder** option is a **Boarder Status** lookup and is displayed automatically. It is used in other areas of SIMS to define students who are not boarders.*

6. Click the **Save** button.

Including Missing Marks on Manual Absence Sheets

1. Select **Tools | Setups | Attendance Setup | Module Setup | Module Setup** to display the **Attendance Setup** page.
2. Click the **Absence Sheets (Manual and OMR)** hyperlink to display the **Absence Sheets (Manual and OMR)** panel.

4 Absence Sheets (Manual and OMR)

Absence sheets to include pupils with missing marks

3. To ensure that both manual (and OMR absence sheets, if applicable) include students with missing marks, select the **Absence sheets to include pupils with missing marks** check box.



Additional Resources:

Recording Attendance using an Optical Mark Reader mini guide

Specifying Visibility Switches

Visibility switches enable certain options to be displayed or hidden as required.

1. Select **Tools | Setups | Attendance Setup | Module Setup | Module Setup** to display the **Attendance Setup** page.
2. Click the **Visibility Switches** hyperlink to display the **Visibility Switches** panel.

5 Visibility Switches

Show Accepted applicants at Take Register

Show OMR Entry

Use Toggle marks within Take Register

Show Part-time Students

Use Welsh

3. Select the required check box(es):
 - **Show Accepted Applicants at Take Register**
In the first few weeks of the school year, there may be accepted applicants who are attending school but have not yet been admitted into the system.
Selecting this check box enables registration tutor/teachers to enter registration marks for such applicants (please see *Taking the Register* on page 29).

- **Show OMR Entry**
When this check box is selected, the OMR Attendance setup (**Tools | Attendance Setup | OMR Setup**) and the OMR printing and reading routines (**Routine | OMR Entry**) are available for use.
 - **Use Toggle marks within Take Register**
Selecting this check box allows the use of the mouse to toggle between / (present), **N** (no reason yet provided for absence) and – (no mark recorded) by clicking the student’s name when marking the register. This functionality is particularly useful for schools that use Tablet PCs or interactive whiteboards (please see *Entering Registration Marks* on page 33).
 - **Show Part-time Students**
The part-time student functionality is available via a dedicated menu route (**Tools | Setups | Attendance Setup | Part Time Pupils**) when this check box is selected (please see *Dealing with Part-time Students* on page 17).
 - **Use Welsh**
This option is only applicable to schools that selected **Wales** as their **Region** when SIMS was configured.
If your school uses OMR sheets, they are printed in Welsh when this check box is selected.
4. Click the **Save** button.



Additional Resources:

Recording Attendance using an Optical Mark Reader mini guide



More Information:

Dealing with Part-time Students on page 17

Setting up a Default Reason for Change of Mark

SIMS checks if a mark already exists for that session or lesson when a mark is saved. If an existing mark is found, the change of mark and reason for the change is recorded. The exception is where an **N** (no reason yet provided for absence) has been changed to a reason for absence, e.g. from **N** to **M** (medical/dental). This is because **N** is a temporary code that schools expect to change.

A **Default Reason for Change of Mark** must be specified. By default, **Original entry made in error** and **Other** are available for selection. Additional values can be added to the **Reason For Change of Mark** lookup by selecting **Tools | Lookups | Maintain**.



Additional Resources:

Setting up and Administering SIMS handbook

1. Select **Tools | Setups | Attendance Setup | Module Setup** to display the **Attendance Setup** page.
2. Click the **Default Reason for Change of Mark** hyperlink to display the **Default Reason for Change of Mark** panel.

<p>⌵ Default Reason for Change of Mark</p> <p>Entered in error ▾</p>
--

3. Select the required default reason for change of mark from the drop-down list.
4. Click the **Save** button.

If the selected default reason for change is not appropriate for all changed marks, individual reasons for change can be edited via **Routines | Lesson Monitor | Edit Reason for Change**.



More Information:

Editing the Reason for Change of Mark on page 129

Maintaining Attendance Codes

Codes are used to record whether a student is present or absent at registration. A variety of codes are available to indicate the different reasons for the absence. There are also codes that indicate that the student is not required to attend school, e.g. because it is a school holiday.

The Maintain Codes functionality enables the Attendance Manager, among others, to maintain the list of attendance codes, customise them for use at their school, if this is permitted by the authority, and restrict the marks available for use by Class Teachers.

NOTES: Session registration codes are non-editable in England and Northern Ireland, as any changes to the codes will cause statutory returns to fail. For this reason, additional session registration codes cannot be added.



More Information:

Session Registration Codes in England on page 163

Session Registration Codes in Northern Ireland on page 167

Restricting the Use of Attendance Codes

This functionality provides Attendance Managers with the ability to control which of the attendance codes are available for use by Class Teachers when taking the register. These codes are defined as **Basic**.

Initially, all codes are defined as **Basic** provided all Attendance users access to all marks. If the Senior Management Team wishes to make use of this new feature, the Attendance Manager should select the Maintain Codes routine then define the restrictions as required.

The recommended set of codes is **/** (Present AM), **** (Present PM), **L** (Late (before registers closed)) and **N** (No reason yet provided for absence), though some users may want to add others e.g. **V** (Educational visit or trip) or **R** (Religious observance).

02 | Setting up Lesson Monitor

1. Select **Tools | Setups | Attendance Setup | Codes | Maintain Codes** to display the **Maintain Codes** page.

Reg Codes	Description	Statistical Meaning	Physical Meaning	Basic mark
/	Present (AM)	Present	In for whole session	Basic
\	Present (PM)	Present	In for whole session	Basic
B	Educated off site (not Dual reg.)	Approved Educational Activity	Out for whole session	Basic
C	Other authorised circumstances	Authorised Absence	Out for whole session	Basic
D	Dual registration	Attendance not required	Out for whole session	Basic
E	Excluded	Authorised Absence	Out for whole session	Basic
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session	Basic
G	Family Holiday (not agreed)	Unauthorised Absence	Out for whole session	Basic
H	Family holiday (agreed)	Authorised Absence	Out for whole session	Basic
I	Illness	Authorised Absence	Out for whole session	Basic
J	Interview	Approved Educational Activity	Out for whole session	Basic
L	Late (before registers closed)	Present	Late for session	Basic
M	Medical/Dental appointments	Authorised Absence	Out for whole session	Basic
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session	Basic
O	Unauthorised Abs	Unauthorised Absence	Out for whole session	Basic
P	Approved sporting activity	Approved Educational Activity	Out for whole session	Basic
R	Religious observance	Authorised Absence	Out for whole session	Basic
S	Study leave	Authorised Absence	Out for whole session	Basic
T	Traveller absence	Authorised Absence	Out for whole session	Basic
U	Late (after registers closed)	Unauthorised Absence	Late for session	Basic
V	Educational visit or trip	Approved Educational Activity	Out for whole session	Basic
W	Work experience	Approved Educational Activity	Out for whole session	Basic
#	Planned whole or partial school closure	Attendance not required	Out for whole session	Basic
Y	Unable to attend due to exceptional c...	Attendance not required	Out for whole session	Basic
X	DFES X: Non-compulsory school age ...	Attendance not required	Out for whole session	Basic
Z	Pupil not on roll	Attendance not required	Out for whole session	Basic
-	All should attend / No mark recorded	No mark	No mark for session	Basic
@	Do Not Use	Unauthorised Absence	Late for session	Basic

2. Highlight the code for which you want to restrict the use, then click the **Edit** button. Alternatively, double-click the code to display the **Edit Codes** dialog.

Edit Code

Basic Details

Code: I

Description: Illness

Statistical Meaning: Authorised Absence

Physical Meaning: Out for whole session

Active:

Basic:

OK Cancel

3. Deselect the **Basic** check box.
4. Click the **OK** button to return to the **Maintain Codes** page.

Reg Codes	Description	Statistical Meaning	Physical Meaning	Basic mark
/	Present (AM)	Present	In for whole session	Basic
\	Present (PM)	Present	In for whole session	Basic
B	Educated off site (not Dual reg.)	Approved Educational Activity	Out for whole session	Basic
C	Other authorised circumstances	Authorised Absence	Out for whole session	Basic
D	Dual registration	Attendance not required	Out for whole session	Basic
E	Excluded	Authorised Absence	Out for whole session	Basic
F	Extended family holiday (agreed)	Authorised Absence	Out for whole session	Basic
G	Family Holiday (not agreed)	Unauthorised Absence	Out for whole session	Basic
H	Family holiday (agreed)	Authorised Absence	Out for whole session	Basic
I	Illness	Authorised Absence	Out for whole session	---
J	Interview	Approved Educational Activity	Out for whole session	Basic
L	Late (before registers closed)	Present	Late for session	Basic
M	Medical/Dental appointments	Authorised Absence	Out for whole session	Basic
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session	Basic
O	Unauthorised Abs	Unauthorised Absence	Out for whole session	Basic
P	Approved sporting activity	Approved Educational Activity	Out for whole session	Basic
R	Religious observance	Authorised Absence	Out for whole session	Basic

Codes available for use by Class Teachers are displayed as **Basic** in the **Basic mark** column.

All codes are available to users who belong to the permission groups Attendance Operator and Attendance Manager.

Editing Session Registration Codes (if applicable)

This routine is for use by schools that have editable session codes. Please see the previous note.

The **Description**, **Statistical Meaning** and **Physical Meaning** of many codes can be edited (if this is permitted by your authority), although the code itself is non-editable. Any changes apply to existing marks and marks entered in the future.

1. Select **Tools | Setups | Attendance Setup | Codes | Maintain Codes** to display the **Maintain Codes** page. The page displays the current codes and their properties.

Reg Codes	Description	Lesson Codes	Links to Reg Mark	Statistical Meaning	Physical Meaning	Basic mark
/	Present (AM)	/	/	Present	In for whole session	Basic
\	Present (PM)	\	\	Present	In for whole session	Basic
B	Educated off site (not Dual reg)	B	/	Approved Educational Activity	Out for whole session	---
C	Other authorised circumstances	C	/	Authorised Absence	Out for whole session	---
D	Dual registration	D	/	Attendance not required	Out for whole session	---
E	Excluded	E	/	Authorised Absence	Out for whole session	---
F	Extended family holiday (agreed)	F	/	Authorised Absence	Out for whole session	---
G	Family holiday (Not agreed)	G	/	Unauthorised Absence	Out for whole session	---
H	Family holiday (agreed)	H	/	Authorised Absence	Out for whole session	---
I	Illness	I	/	Authorised Absence	Out for whole session	---
J	Interview	J	/	Approved Educational Activity	Out for whole session	---
K	Present for Sport but no Kit	K	/	Present	In for whole session	Basic
L	Late (before registers closed)	L	/	Present	Late for session	Basic
M	Medical/Dental appointments	M	/	Authorised Absence	Out for whole session	---
N	No reason yet provided for absence	N	/	Unauthorised Absence	Out for whole session	Basic
O	Unauthorised Abs	O	/	Unauthorised Absence	Out for whole session	---
P	Approved sporting activity	P	/	Approved Educational Activity	Out for whole session	---
R	Religious observance	R	/	Authorised Absence	Out for whole session	---
S	Study leave	S	/	Authorised Absence	Out for whole session	---
T	Traveler absence	T	/	Authorised Absence	Out for whole session	---
U	Late (after registers closed)	U	/	Unauthorised Absence	Late for session	---
V	Educational visit or trip	V	/	Approved Educational Activity	Out for whole session	---
W	Work experience	W	/	Approved Educational Activity	Out for whole session	---
#	School closed to pupils & staff	#	/	Attendance not required	Out for whole session	---
Y	Enforced closure	Y	/	Attendance not required	Out for whole session	---
X	DIES X: Non-compulsory school age ...	X	/	Attendance not required	Out for whole session	---
Z	Pupil not on roll	Z	/	Attendance not required	Out for whole session	---
.	All should attend / No mark recorded	.	/	No mark	No mark for session	---
@	Do not use	@	/	Unauthorised Absence	Late for session	---

2. Highlight the code you want to edit then click the **Edit** button to display the **Edit Code** dialog.

NOTE: The *Description*, *Statistical Meaning* and *Physical Meaning* are editable but not the *Code* itself.

Basic Details	
Code	K
Description	Present for Sport but no Kit
Links to Reg Mark	/ (Present (AM))
Statistical Meaning	Present
Physical Meaning	In for whole session
Active	<input checked="" type="checkbox"/>
Basic	<input checked="" type="checkbox"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

3. If required, edit the **Description**.
4. If required, select a different **Statistical Meaning** from the drop-down list.
5. If required, select a different **Physical Meaning** from the drop-down list.

02| Setting up Lesson Monitor

- The **Active** check box is selected by default. This setting cannot be changed, as session codes must be remain active.
- Click the **OK** button to return to the **Maintain Codes** page.
- Click the **Save** button to save the edited details.

Adding Lesson Registration Codes

Schools using Lesson Monitor can add codes specifically for lessons. However, each lesson code must be linked to a session code.

New lesson codes inherit the Statistical and Physical Meanings from the session registration code to which they are linked. These meanings may not be editable if the linked code is a special purpose code.

- Select **Tools | Setups | Attendance Setup | Codes | Maintain Codes** to display the **Maintain Codes** page.

Reg Codes	Description	Lesson Codes	Links to Reg Mark	Statistical Meaning	Physical Meaning	Basic mark
/	Present (AM)	/	/	Present	In for whole session	Basic
\	Present (PM)	\	\	Present	In for whole session	Basic
B	Educated off site (not Dual reg)	B	B	Approved Educational Activity	Out for whole session	---
C	Other authorised circumstances	C	C	Authorised Absence	Out for whole session	---
D	Dual registration	D	D	Attendance not required	Out for whole session	---
E	Excluded	E	E	Authorised Absence	Out for whole session	---
F	Extended family holiday (agreed)	F	F	Authorised Absence	Out for whole session	---
G	Family holiday (Not agreed)	G	G	Unauthorised Absence	Out for whole session	---
H	Family holiday (agreed)	H	H	Authorised Absence	Out for whole session	---
I	Illness	I	I	Authorised Absence	Out for whole session	---
J	Interview	J	J	Approved Educational Activity	Out for whole session	---
K	Present for Sport but no kit	K	/	Present	In for whole session	Basic
L	Late (before registers closed)	L	L	Present	Late for session	Basic
M	Medical/Dental appointments	M	M	Authorised Absence	Out for whole session	---
N	No reason yet provided for absence	N	N	Unauthorised Absence	Out for whole session	Basic
O	Unauthorised Abs	O	O	Unauthorised Absence	Out for whole session	---
P	Approved sporting activity	P	P	Approved Educational Activity	Out for whole session	---
R	Religious observance	R	R	Authorised Absence	Out for whole session	---
S	Study leave	S	S	Authorised Absence	Out for whole session	---
T	Traveller absence	T	T	Authorised Absence	Out for whole session	---
U	Late (after registers closed)	U	U	Unauthorised Absence	Late for session	---
V	Educational visit or trip	V	V	Approved Educational Activity	Out for whole session	---
W	Work experience	W	W	Approved Educational Activity	Out for whole session	---
#	School closed to pupils & staff	#	#	Attendance not required	Out for whole session	---
Y	Enforced closure	Y	Y	Attendance not required	Out for whole session	---
X	DIES: X: Non-compulsory school age ...	X	X	Attendance not required	Out for whole session	---
Z	Pupil not on roll	Z	Z	Attendance not required	Out for whole session	---
-	All should attend / No mark recorded	-	-	No mark	No mark for session	---
@	Do not use	@	@	Unauthorised Absence	Late for session	---

- Click the **New** button to display the **Add Code** dialog.

Add Code

Basic Details

Code:

Description:

Links to Reg Mark:

Statistical Meaning:

Physical Meaning:

Active:

Basic:

OK Cancel

- Enter the **Code** to be used. Any code that is not currently in use can be entered.
- Enter a **Description** of the new code, e.g. absent for public performance.
- Select an appropriate session registration mark from the **Links to Reg Mark** drop-down list. The default **Statistical Meaning** and **Physical Meaning** associated with the selected session code are displayed.

Lesson codes must be linked to a session registration code, to ensure, for example, that if selected, the **Copy Lesson Marks To Sessions** option on the **Write Marks** panel (**Tools | Setups | Lesson Monitor Setup**) functions correctly.

6. Select the required **Statistical Meaning** from the drop-down list:
 - **Present**
 - **Approved Educational Activity**
 - **Authorised Absence**
 - **Unauthorised Absence**
 - **Attendance not require**
 - **No mark.**
7. Select the required **Physical Meaning** from the drop-down list:
 - **In for whole session**
 - **Late for session**
 - **Out for whole session**
 - **Left session early**
 - **No mark for session.**
8. Ensure that the **Active** check box is selected.

9. Click the **OK** button to return to the **Maintain Codes** page.
10. Click the **Save** button to save the new code and its properties.

Editing a Lesson Registration Code

Many aspects of a lesson mark can be edited, including the description and whether the code is active or inactive.

If a lesson code is no longer required because, for example, it has been imposed by the LA but is not required by your school, it can be made inactive. An inactive code is still displayed in the **Maintain Codes** list but will not be available for use in other areas of SIMS.

Changes apply to existing marks and those entered in the future.

02| Setting up Lesson Monitor

1. Select **Tools | Setups | Attendance Setup | Codes | Maintain Codes** to display the **Maintain Codes** page. The page displays the current codes and their properties.

Reg Codes	Description	Lesson Codes	Links to Reg Mark	Statistical Meaning	Physical Meaning	Basic mark
/	Present (AM)	/		Present	In for whole session	Basic
\	Present (PM)	\		Present	In for whole session	Basic
B	Educated off site (not Dual reg.)	B		Approved Educational Activity	Out for whole session	---
C	Other authorised circumstances	C		Authorised Absence	Out for whole session	---
D	Dual registration	D		Attendance not required	Out for whole session	---
E	Excluded	E		Authorised Absence	Out for whole session	---
F	Extended family holiday (agreed)	F		Authorised Absence	Out for whole session	---
G	Family holiday (Not agreed)	G		Unauthorised Absence	Out for whole session	---
H	Family holiday (agreed)	H		Authorised Absence	Out for whole session	---
I	Illness	I		Authorised Absence	Out for whole session	---
J	Interview	J		Approved Educational Activity	Out for whole session	---
K	Present for Sport but no Kit	K	/	Present	In for whole session	Basic
L	Late (before registers closed)	L		Present	Late for session	Basic
M	Medical/Dental appointments	M		Authorised Absence	Out for whole session	---
N	No reason yet provided for absence	N		Unauthorised Absence	Out for whole session	Basic
O	Unauthorised Abs	O		Unauthorised Absence	Out for whole session	---
P	Approved sporting activity	P		Approved Educational Activity	Out for whole session	---
R	Religious observance	R		Authorised Absence	Out for whole session	---
S	Study leave	S		Authorised Absence	Out for whole session	---
T	Traveller absence	T		Authorised Absence	Out for whole session	---
U	Late (after registers closed)	U		Unauthorised Absence	Late for session	---
V	Educational visit or trip	V		Approved Educational Activity	Out for whole session	---
W	Work experience	W		Approved Educational Activity	Out for whole session	---
#	School closed to pupils & staff	#		Attendance not required	Out for whole session	---
Y	Enforced closure	Y		Attendance not required	Out for whole session	---
X	DIES'X Non-compulsory school age ...	X		Attendance not required	Out for whole session	---
Z	Pupil not on roll	Z		Attendance not required	Out for whole session	---
-	All should attend / No mark recorded	-		No mark	No mark for session	---
@	Do not use	@		Unauthorised Absence	Late for session	---

2. Highlight the code to be edited and then click the **Edit** button to display the **Edit Code** dialog.

Edit Code

Basic Details

Code:

Description:

Links to Reg Mark:

Statistical Meaning:

Physical Meaning:

Active:

Basic:

OK Cancel

3. Edit the **Description**, if required.
4. If applicable, select a different session registration mark from the **Links to Reg Mark** drop-down list.

NOTE: If a non-editable session registration codes is selected from the **Links to Reg Mark** drop-down list, the **Statistical Meaning** and **Physical Meaning** fields are disabled.

5. Select a different **Statistical Meaning** from the drop-down list, if required.
6. Select a different **Physical Meaning** from the drop-down list, if required.
7. Select or deselect the **Active** check box, as required.

NOTES: If a student's record contains the de-activated code, the record is not invalidated. The code continues to form part of the record and is displayed accordingly.

A de-activated lesson code can be re-activated in the future.

8. Click the **OK** button to return to the **Maintain Codes** page.
9. Click the **Save** button.

Defining Late Codes

Applicable to schools that use editable session registration codes only

An attendance code can be defined that indicates late after registration closed.

A code that indicates late before registration closed can also be defined, if this is used by your school.

Examples of these codes are **U (Late (after reg closed))** and **L (Late (before reg closed))**.

1. Select **Tools | Setups | Attendance Setup | Codes | Late Codes** to display the **Late Codes** page.

2. Select a code from the top drop-down list to indicate late after registration closed.
3. Select a code from the bottom drop-down list to indicate late before registration closed.

NOTE: If the late before registration closed option is not in use, select **None** (located at the top of the list).

4. Click the **Save** button to save the settings.

Dealing with Part-time Students

The sessions when part-time students, e.g. students of non-statutory school age, are not required to attend school can be specified using this routine. SIMS then applies the **no attendance required** code to the applicable sessions that occur during the specified date range.

This routine is typically used to enter marks for a future date range. The date range specified must be from the beginning of one week to the beginning of another week.

02| Setting up Lesson Monitor

1. Select **Tools | Setups | Attendance Setup | Part Time Pupils** to display the **Part Time Pupils** page.

Short Name	Description
AM	AM only
PM	PM only

Select All Deselect All

Enter 'Not Required' codes

Attendance required in mornings only Attendance required all day

Attendance required in afternoons only Apply a weekly pattern of Not Required codes

Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

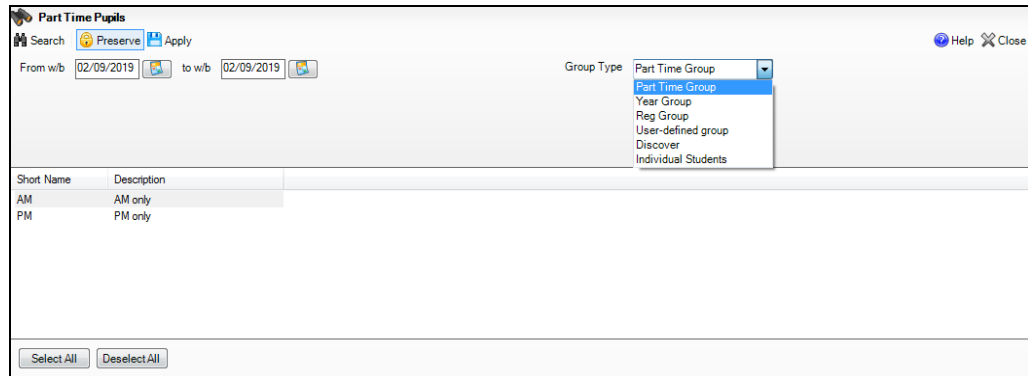
IMPORTANT NOTE: *AM and PM groups are displayed only if the Attendance Mode AM or PM has been selected in the Registration panel via Focus | Student | Student Details. For more information, please refer to the Managing Pupil/Students handbook.*

2. A default date range from 'the beginning of the current week to the beginning of the current week' is displayed.
To change the date range, enter the required dates in the **From w/b** and **to w/b** fields. Alternatively, click the associated **Calendar** buttons and select the required dates.

IMPORTANT NOTE: *The date range you specify must be from the beginning of one week to the beginning of another week, e.g. Monday to Monday.*

3. Select the required **Group Type** from the drop-down list:
 - **Part time Group**
This option is displayed by default only if AM or PM attendance has been set up for part-time student via **Focus | Student | Student Details**.
 - **Year Group**
 - **Reg Group**
 - **User-defined Group**
 - **Individual Students.**

- Click the **Search** button to refresh the display.



- Highlight one or more of the groups or students to which the part-time setting is to apply. The **Select All** and **Deselect All** buttons (located at the bottom left-hand side of the browser) can be used to assist with the selection, if required.
- Specify when attendance is required by selecting one of the four radio buttons in the **Enter 'Not Required' codes** panel.

Enter 'Not Required' codes

Attendance required in mornings only
 Attendance required all day
 Attendance required in afternoons only
 Apply a weekly pattern of Not Required codes

- Attendance required in mornings only**
- Attendance required in afternoons only**
- Attendance required all day**
Select this option when a part-time student starts full-time school. All 'Not Required' codes for the student will be removed from the system.
- Apply a weekly pattern of Not Required codes**
Select this option if a mixture of AM and PM sessions is required. The associated grid is enabled. Select the check boxes that represent the sessions when the students are not required to attend school.

In the following example, the students are expected to attend Monday, Tuesday, Thursday and Friday morning, and all day on Wednesday.

	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

- Existing marks can be protected or overwritten. This is achieved by clicking the **Preserve/Overwrite** toggle button (located at the top of the page).



NOTE: If **Overwrite** is selected, SIMS saves the specified pattern of marks (overwriting any existing marks), for all sessions in the selected range of weeks.

- Click the **Apply** button to apply the codes to the selected part-time students.

Setting up Lesson Monitor Specific Options

Various setup options are available that affect the way in which Lesson Monitor handles data, e.g. copying lesson marks to sessions. Different areas are affected depending on the options selected. These options can be changed at any time. Any changes made will be reflected the next time the relevant routine is selected.

Lesson Monitor Setup

Save Undo Print

1 Registration and Periods Pattern 2 Write Marks 3 Copy Reason for Absence 4 Earliest Marks 5 General Lesson Monitor Setting 6 Copy Session to Lesson B/D Marks

1 Registration and Periods Pattern

Timetable Models
25 Period A 05/09/2006

	1	2	3	4	5	6	7	8
1Mon	A							P
1Tue	A							P
1Wed	A							P
1Thu	A							P
1Fri	A							P
2Mon	A							P
2Tue	A							P
2Wed	A							P
2Thu	A							P
2Fri	A							P

AM PM

Highlight the cells that belong to the AM session, then click the AM button. Repeat for the PM session. You can select a block of cells by clicking in the top left cell, then Shift-clicking in the bottom right cell.

Type A in the cells to show where AM registration occurs each day and type P to show where PM registration occurs. If you hold registration before or during a period then type A or P in that period. If you hold PM registration after last period then type N into last period.

2 Write Marks

AM Session

Copy Lesson Marks To Session

Change Session Unexplained Absences To Late When Student Is Present For The Designated AM Period

Late Code

PM Session

Copy Lesson Marks To Session

Change Session Unexplained Absences To Late When Student Is Present For The Designated PM Period

Late Code

3 Copy Reason for Absence

Copy reason for absence from sessions to lessons

4 Earliest Marks

AM Session

PM Session

[Launch Earliest Marks Setup](#)

5 General Lesson Monitor Setting

Allow lesson without rooms to be treated as a double

6 Copy Session to Lesson B/D Marks

Copy B Marks

Copy D Marks

Setting up a Pattern of Registration and Periods

This routine enables you to specify where AM registration and PM registration occur in relation to lesson periods for each day of the timetable cycle. Options selected affect the display in several routines including Display Marks, the My Classes timeline, Take Register, Edit Lesson Marks and any other routines or reports that show registration events alongside lessons.

The periods belonging to each AM and PM session should also be specified. This is required to enable SIMS to copy reasons for absence from sessions to lessons.

1. Select **Tools | Setups | Lesson Monitor Options | Lesson Monitor Setup** to display the **Lesson Monitor Setup** page.
2. In the **Registration and Periods Pattern** panel, ensure that the required Timetable Model is displayed.

*NOTE: The timetable model effective date (as defined in Nova-T6) is displayed in the **Timetable Models** field. This date will not change unless a new timetable model is applied.*

1 Registration and Periods Pattern

Timetable Models
25 Period A 05/09/2006

	1	2	3	4	5	6	7	8	
1Mon	A							P	
1Tue	A							P	
1Wed	A							P	
1Thu	A							P	
1Fri	A							P	
2Mon	A							P	
2Tue	A							P	
2Wed	A							P	
2Thu	A							P	
2Fri	A							P	

AM PM

Highlight the cells that belong to the AM session, then click the AM button. Repeat for the PM session. You can select a block of cells by clicking in the top left cell, then Shift-clicking in the bottom right cell.

Type A in the cells to show where AM registration occurs each day and type P to show where PM registration occurs. If you hold registration before or during a period then type A or P in that period. If you hold PM registration after last period then type N into last period.

If a new timetable model has been set up (using Nova-T6) and applied to SIMS, the new model can be selected from the drop-down list.

The selected timetable model (e.g. one week, two weeks, etc.) is displayed in the grid.

3. For each day of the timetable cycle, indicate which period(s) belong to the AM session by highlighting the required cell(s) then clicking the **AM** button.

*TIP: To select a column of cells, click the column heading (the selected cells are highlighted in green) then click the **AM** button. The background colour of the selected cell then changes to pink.*

	1	2	3	4	5	6	7	8	
1Mon	A							P	
1Tue	A							P	
1Wed	A							P	
1Thu	A							P	
1Fri	A							P	
2Mon	A							P	
2Tue	A							P	
2Wed	A							P	
2Thu	A							P	
2Fri	A							P	

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- For each day of the timetable cycle, indicate which period(s) belong to the PM session by highlighting the required cell(s) then clicking the **PM** button. The background colour of the selected cell(s) then changes to yellow.

1 Registration and Periods Pattern

Timetable Models
25 Period A 05/09/2006

AM PM

	1	2	3	4	5	6	7	8
1Mon	A					P		
1Tue	A					P		
1Wed	A					P		
1Thu	A					P		
1Fri	A							N
2Mon	A					P		
2Tue	A					P		
2Wed	A					P		
2Thu	A					P		
2Fri	A					P		

Highlight the cells that belong to the AM session, then click the AM button. Repeat for the PM session. You can select a block of cells by clicking in the top left cell, then Shift-clicking in the bottom right cell.

Type A in the cells to show where AM registration occurs each day and type P to show where PM registration occurs. If you hold registration before or during a period then type A or P in that period. If you hold PM registration after last period then type N into last period.

- To indicate the period when registration takes place each day, enter **A** (AM registration) and **P** (PM registration) in the appropriate cells:
 - If registration takes place before or during a period, enter **A** or **P** in that period.
 - If PM registration takes place after the last period of the day, enter **N** in the last period.
- Click the **Save** button. The registration and period pattern is saved and will be used until such time as the timetable model is changed.



More Information:

- Taking the Register on page 29
- Edit Marks Routine on page 69
- Displaying Marks on page 99

Writing Lesson Marks to Sessions

If a student did not attend session registration but is subsequently present for their first lesson of the session, the lesson mark can be copied automatically to the session register.

A different **Write Marks** option can be selected for AM and PM sessions.

NOTE: If selected, *Earliest Marks* (panel 4) take precedence over *Copy Lesson Marks To Session*.

1. Select **Tools | Setups | Lesson Monitor Options | Lesson Monitor Setup** to display the **Lesson Monitor Setup** page.
2. Specify the required option by selecting one of the following check boxes for **AM Sessions** and one for **PM Sessions**.

- **Copy Lesson Marks To sessions**

Select this check box to copy the mark allocated at the designated period to the session register.

*NOTE: If session registration takes place after the last period of the day, the **Copy Lesson Marks to Session** check box cannot be selected for the PM session (please see Setting up a Pattern of Registration and Periods on page 20).*

- **Change Session Unexplained Absences...**

Select this check box to change the session unexplained absences to a specified late code when a student is present for the designated period.

The **Late Code** drop-down list is then activated and **L (Late (before registration closed))** is displayed by default. To specify a different late code select from the drop-down list.

3. Click the **Save** button.

Copying Reasons for Absence from Sessions to Lessons

If a reason for absence is recorded on a session register, the reason for absence will be copied to every period in that session (half day) but only if every period contains one of the following:

- a missing mark
- an unexplained absence (**N**)
- the same mark as the one being copied.

For example, if Ben Abbot does not attend AM registration and the school is informed that he is ill, code **I** (Illness) will be recorded on the AM session register. The system will copy code **I** to every AM lesson that Ben Abbot is due to attend providing that the above conditions apply.

1. Select **Tools | Setups | Lesson Monitor Options | Lesson Monitor Setup** to display the **Lesson Monitor Setup** page.
2. Select the **Copy reason for absence from sessions to lessons** check box, if required.

3. Click the **Save** button.

Copying Earliest Marks to Session

When students have less than a full timetable, it is possible that they will not attend lessons that have been designated for registration. In such cases the student's earliest timetabled period (i.e. the earliest lesson that a student is obligated to attend) can be set up to count as the registration mark.

1. Select **Tools | Setups | Lesson Monitor Options | Lesson Monitor Setup** to display the **Lesson Monitor Setup** page.

2. Select the **AM Session** and **PM Session** check box, as required.

Earliest Marks can be counted as session marks for AM, PM, both or neither.

If earliest marks are applied to one session only, e.g. AM, then the students' marks for the other session will operate the same as the rest of the school.

The selection will apply to ALL students selected in the Earliest Marks routine.

*NOTE: If **Copy Lesson Marks To Session** (on the **Write Marks** panel) has been selected, earliest marks will take precedence.*

3. Click the **Save** button.
4. Apply the earliest marks option to the appropriate students by either clicking the **Launch Earliest Marks Setup** button or selecting **Tools | Setups | Lesson Monitor Options | Earliest Marks Setup**.

Both of these methods display the **Earliest Marks** browser (please see *Setting up Earliest Marks* on page 25).

Allowing Lessons without Rooms to be Treated as a Double Period

SIMS treats a lesson that occurs over a double period as taking place in the same room. Where a double period has no rooms attached, the two periods are marked as one lesson, i.e. the marks entered for the first period are transferred automatically to the second period, which in non-editable.

Name	Reg	AM	Tue:1	Tue:2	Tue:3	Tue:4	PM	Tue:5
Atkinson, Bridget	8F	/	-	-	-	-	\	-
Bones, Susan	8F	/	-	-	-	-	\	-
Chalke, Sarah	8F	/	-	-	-	-	\	-
Evans, Rhys	8F	/	-	-	-	-	\	-
Fung, Ruth	8F	/	-	-	-	-	\	-
Gower, Graham	8F	/	-	-	-	-	\	-
Hardman, Christopher	8F	/	-	-	-	-	\	-

This set up option enables you to specify whether your school prefers multiple period lessons that have no rooms on the timetable to be treated as a single register. If the option is selected, the cells for each period are simultaneously editable and a mark entered for the first period is automatically copied across to the other periods.

1. Select **Tools | Setups | Lesson Monitor Options | Lesson Monitor Setup** to display the **Lesson Monitor Setup** page.
2. Click the **General Lesson Monitor Setting** hyperlink to display the **General Lesson Monitor Setting** panel.

5 General Lesson Monitor Setting

Allow lesson without rooms to be treated as a double

3. Check the **Allow lesson without rooms to be treated as a double** check box to allow each period of a multi-period lesson to be marked individually.
4. Click the **Save** button.

When the register for a double-period with no rooms is selected, the two period columns are displayed in white and both periods are editable.

Name	Reg	AM	Tue:1	Tue:2	Tue:3	Tue:4	PM	Tue:5
Atkinson, Bridget	8F	/	-	-	-	-	\	-
Bones, Susan	8F	/	-	-	-	-	\	-
Chalke, Sarah	8F	/	-	-	-	-	\	-
Evans, Rhys	8F	/	-	-	-	-	\	-
Fung, Ruth	8F	/	-	-	-	-	\	-
Gower, Graham	8F	/	-	-	-	-	\	-
Hardens, Christopher	8F	/	-	-	-	-	\	-

NOTE: This option is applicable to all multiple periods.



More Information:

Entering Registration Marks on page 33

Setting up Earliest Marks

This optional routine is primarily for the recording of marks for sixth formers. The routine updates the Session Register with the student's first attendance mark for that session.

When students have less than a full timetable, it is possible that they will not attend lessons that have been designated for registration. In such cases the student's earliest timetabled period (i.e. the earliest lesson that a student is obligated to attend) can be set up to count as the registration mark.

Students can be added to, or removed from, the earliest marks scheme.

Selecting Students for Earliest Marks

1. Select **Tools | Setups | Lesson Monitor Options | Earliest Marks Setup** to display the **Earliest Marks** browser.

Earliest Marks

Search Open Print Browse Next Previous Links Help Close

From 06/03/2017 to 06/03/2017 Group Type Year Group

Short Name	Description
7	Year 7
8	Year 8
9	Year 9
10	Year 10
11	Year 11
12	Year 12
13	Year 13

Select All Deselect All

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2. A default date range of 'from today to today' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the associated **Calendar** buttons and select alternative dates.



Calendar button

3. **Year Group** is displayed by default. If a different **Group Type** is required, select the group from the drop-down list then click the **Search** button to refresh the display.
4. To select one of the groups listed in the **Earliest Marks** browser, e.g. Year 13, click the group to highlight it and then click the **Open** button to display the **Earliest Marks Options** page.
5. Alternatively, double-click the required group name.
To select more than one group, hold down the **Ctrl** key and click the required groups to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

Setting Earliest Marks for Specific Students

1. Select the check boxes adjacent to the names of all students whose earliest marks are to be applied as session marks.

Earliest Marks
Set earliest mark for specific students

Ad No	Name	Reg	In Earliest Mark
004343	Ackton, Stanley	10A	<input type="checkbox"/>
004344	Adrianson, Robert	10B	<input type="checkbox"/>
004345	Affelay, Brian	10C	<input type="checkbox"/>
004346	Affleck, Alexis	10D	<input type="checkbox"/>
004347	Alcott, Alwyn	10E	<input type="checkbox"/>
004348	Alfrey, Trista	10F	<input type="checkbox"/>
004349	Aloia, Paolo	10F	<input type="checkbox"/>
004350	Arkwrightson, Robert	10E	<input type="checkbox"/>
004351	Ashford, Tobias	10D	<input type="checkbox"/>
004352	Bagnall, Keith	10C	<input type="checkbox"/>
004353	Bark, Dolores	10B	<input type="checkbox"/>
004354	Barns, Dean	10A	<input type="checkbox"/>
004355	Barr, Wendy	10A	<input type="checkbox"/>
004356	Bartlet, Fiona	10B	<input type="checkbox"/>
004357	Blandon, Helga	10C	<input type="checkbox"/>
004358	Blount, Jessie	10D	<input type="checkbox"/>

Show all
 Show checked items only
 Show unchecked items only

Check All
Uncheck All

TIP: If most of the students on the list are to be selected, click the **Check All** button to select all students in the list. Then click the check boxes adjacent to the students whose earliest marks should not be applied as session marks.

Alternatively, hold down the **Shift** or **Ctrl** key and click the required students.

If necessary, the **Uncheck All** button can be clicked to clear all selections.

Earliest Marks

Set earliest mark for specific students

Ad No	Name	Reg	In Earliest Mark
004343	Ackton, Stanley	10A	<input checked="" type="checkbox"/>
004344	Adrianson, Robert	10B	<input checked="" type="checkbox"/>
004345	Affelay, Brian	10C	<input checked="" type="checkbox"/>
004346	Affleck, Alexis	10D	<input checked="" type="checkbox"/>
004347	Alcott, Alwyn	10E	<input checked="" type="checkbox"/>
004348	Alfrey, Trista	10F	<input checked="" type="checkbox"/>
004349	Aloia, Paolo	10F	<input checked="" type="checkbox"/>
004350	Arkwrightson, Robert	10E	<input type="checkbox"/>
004351	Ashford, Tobias	10D	<input checked="" type="checkbox"/>
004352	Bagnall, Keith	10C	<input checked="" type="checkbox"/>
004353	Bark, Dolores	10B	<input checked="" type="checkbox"/>
004354	Barns, Dean	10A	<input checked="" type="checkbox"/>
004355	Barr, Wendy	10A	<input checked="" type="checkbox"/>
004356	Bartlet, Fiona	10B	<input checked="" type="checkbox"/>
004357	Blandon, Helga	10C	<input checked="" type="checkbox"/>
004358	Blount, Jessie	10D	<input checked="" type="checkbox"/>

Show all
 Show checked items only
 Show unchecked items only

- The following options are available to help with the selection of students.
 - Show all** – displays all students in the selected group.
 - Show checked items only** – displays a list of students that have been selected for earliest marks.
 - Show unchecked items only** – displays a list of students that have not been selected for earliest marks.
- Click the **Save** button.
- Click the **Print** button to produce a printed copy of the information set up for earliest marks, if required.

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03 | Taking the Register

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Introduction to the Take Register Routine

The Take Register routine is used to mark students as present for, or absent from their session or lesson registration. If a student arrives late for a session or lesson, absent can be changed to present (or late) and the number of minutes late can be recorded as required.

Comments about a particular student attending the lesson or session can also be added, e.g. Tom forgot his homework again.

Details of minutes late and comments will be available throughout the day to other members of staff who are taking registration at which the student is attending.

The **Today** view is used to enter marks for the current lesson. Any previously entered marks for today, e.g. medical appointments, holidays, etc. are displayed in this view.

*NOTE: If a student is scheduled to have a detention at any point during 'today', a red **D** is displayed next to the student's name on the register.*

Another important purpose of this routine is to display information about previous marks for the students in the session or lesson. For example, if a student is absent from this session or lesson, the registration tutor/teacher can see if they were absent from the previous registration session or lesson as well. The **Historical** view shows marks for these students at previous meetings of the group, for example when the class or registration group met yesterday, last week, etc.

A **Future** view is also available to enable staff with appropriate permissions to view and enter future marks, e.g. medical appointments or family holidays.

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To ensure that the data displayed is up-to-date, a **Refresh** button is available. This option can be used when data is entered by multiple users or when biometric devices, swipe cards or other external systems are in use.

NOTE: The period column headings display the names that were defined when setting up the timetable.

Accessing the Register

The register can be accessed via the SIMS **Home Page** or the **Focus** menu.

Accessing the Register via the SIMS Home Page

If you are a registration tutor/teacher and the system recognised you as such when you logged into SIMS, your timetable for today is displayed in the **My Timeline** panel on the SIMS **Home Page**.

	Mon, 06 Mar 2...	Tue, 07 Mar 2...	Wed, 08 Mar ...	Thu, 09 Mar 2...	Fri, 10 Mar 2017
09:00	08:53-09:15 AM 09:15-10:15 Mon:1 11y/Sc2 Science Lab 1	08:53 09:15 -10:15 5	08:53-09:15 AM 09:15-10:15 Wed:1 10y/Sc2 Science Lab 1	08:53-09:15 AM 09:15-10:15 Thu:1 12A/Bi1 Science Lab 1	08:53 09:15 -10:15 5 Fri:1
10:00		10:15-11:15 Tue:2 9y/Sc1 Science Lab 1	10:15-11:15 Wed:2 10y/Sc2 Science Lab 1	10:15-11:15 Thu:2 12A/Bi1 Science Lab 1	
11:00			11:35-12:35 Wed:3 7D/Sc Science Lab 1	11:35-12:35 Thu:3 9y/Sc1 Science Lab 1	11:35-12:35 Fri:3 7D/Sc Science Lab 1
12:00		11:35-12:35 Tue:3 11y/Sc2 Science Lab 1	12:35-13:35 Wed:4 7D/Sc Science Lab 1	12:35-13:35 Thu:4 11y/Sa2 Science Lab 1	12:35-13:35 Fri:4 10y/Sa2 Science Lab 1
13:00		12:35-13:35 Tue:4 10y/Sa2 Science Lab 1	14:08-14:30 PM	14:08-14:30 PM	14:08-14:30 PM
14:00	14:08-14:30 PM 14:30-15:30 Mon:5 12A/Bi1	14:08-14:30 PM	14:08-14:30 PM	14:30-15:30 Thu:5 8F/Ps	14:30-15:30 Fri:5 11y/Sa2
15:00			16:00-16:30	16:00-17:30 SMT Meeting	
16:00					
17:00					
18:00					
19:00				19:30-21:00 Governors' Meeting	
20:00					

Right-clicking the required session displays the following options:

- **Take Register** - displays the registers for the selected day.
- **Student List** - displays the Supervisor's name and a list of students in the selected registration group. To view the details of a student included in the list, double-click their name to display the **Pupil History** page.
- **Marksheets** - displays the marksheet for the selected class.
- **Class Photographs** - displays a dialog that shows student photos that are stored in SIMS.
- **Class List Report** - displays a registration group list report (**Name, Gender, Date of Birth, Year Group, Reg Group**).



Additional Resources:

Configuring and Using the SIMS Home Page mini guide

1. Select **Focus | Home Page** to display the **SIMS Home** Page.
2. Double-click the required session or lesson in the **My Timeline** panel. Alternatively, right-click the required session or lesson then select **Take Register** from the drop-down list to display the **Take Register** page.

Take Register 12A/Bi1 Mrs. A Abell 08/03/2017									
Save Undo Print Refresh Codes Overwrite Extra Name Class Photo Minutes Late Comments Links									
Current View <input type="radio"/> History <input checked="" type="radio"/> Today <input type="radio"/> Future Present 0									
Name	Reg	AM	Mon:1	Mon:2	Mon:3	Mon:4	PM	Mon:5	
Andressen, Nick	N	/	/		/	/	\	-	
Dampton, Levi	L	/	/		/	/	\	-	
Fletcher, Tristan	M	/		/	/	/	\	-	
Holding, Julian	J	/	/		/	/	\	-	
Jackson, Lea	M	/	/		/	/	\	-	
Jones, James	N	/	/		/	/	\	M	
Leanord, Victoria	G	/		/	/	/	\	-	
Potts, Jessica	J	/	/		/	/	\	-	
Rosenberg, Richard	G	/	/		/	/	\	-	
Sahota, Katie	H	/		/	/	/	\	-	
Sharma, Edward	L	/	/		/	/	\	-	
Smith, Kyle	P	/	/		/	/	\	-	
Vincent, Katarina	G	/	/		/	/	\	-	
Virno, Chris	H	/	/		/	/	\	-	

The **Select Class** browser, which displays the timeline, is hidden but can be displayed by clicking the **Browse** button.

Accessing the Register via the Focus Menu

Select **Focus | Lesson Monitor | Take Register** to display the **Select Class** browser. Alternatively, click the **Take Register** icon on the SIMS Focus Bar.



Take Register button

Registration Tutor/Teachers

If the system recognised you as a registration tutor/teacher when logging into SIMS, your name is displayed in the **Teacher** field on the **Select Class** browser and the current lesson or session is highlighted on the timeline.

Select Class									
Open Print Browse Links Help Close									
Teacher		Date							
Mrs. A Abell		08/03/2017							
AM 11D		Mon:1 11yScz Science Lab 1							
PM 11D		Mon:5 12A/Bi1 Science Lab 1							

Today's date is displayed by default but can be changed by entering the required **Date** or by clicking the associated **Calendar** button and selecting the required date.



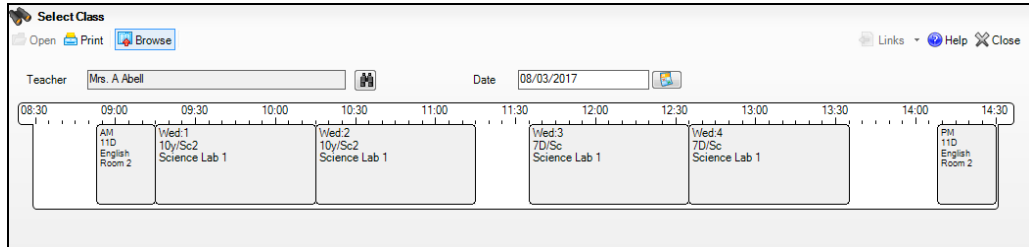
Calendar button

Double-click the required session or lesson on the timeline or highlight the session or lesson then click the **Open** button to display the associated register.

Staff Covering for Registration Tutor/Teachers

If you are covering for a registration tutor/teacher or you are, for example, an administrator who wishes to view registration groups, you must first select the required registration group.

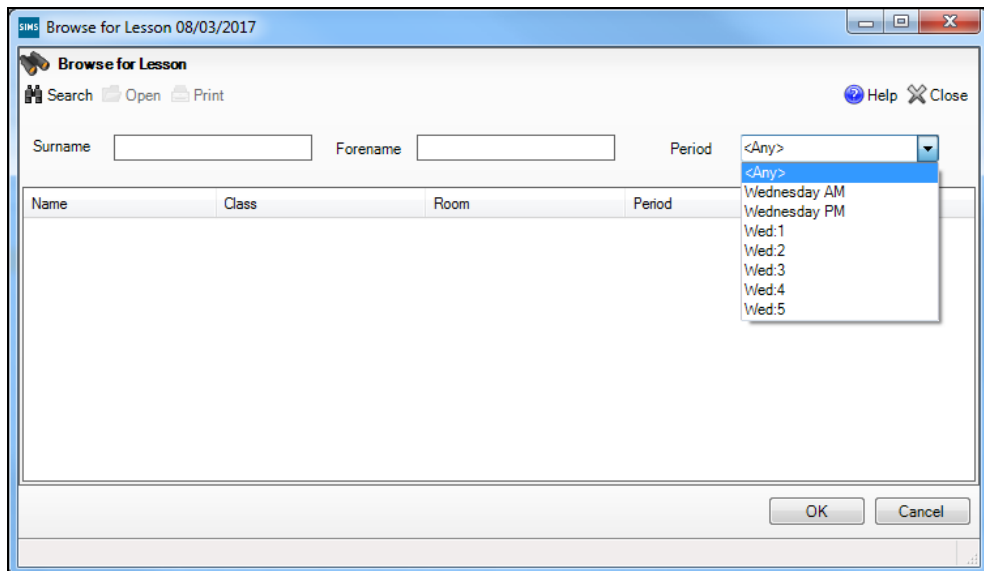
1. Select **Focus | Lesson Monitor | Take Register** to display the **Select Class** browser.



2. Today's date is displayed by default but can be changed by entering the required **Date** or by clicking the associated **Calendar** button and selecting the required date.
3. Click the **Search** button adjacent to the **Teacher** field to display the **Browse for Lesson** dialog.

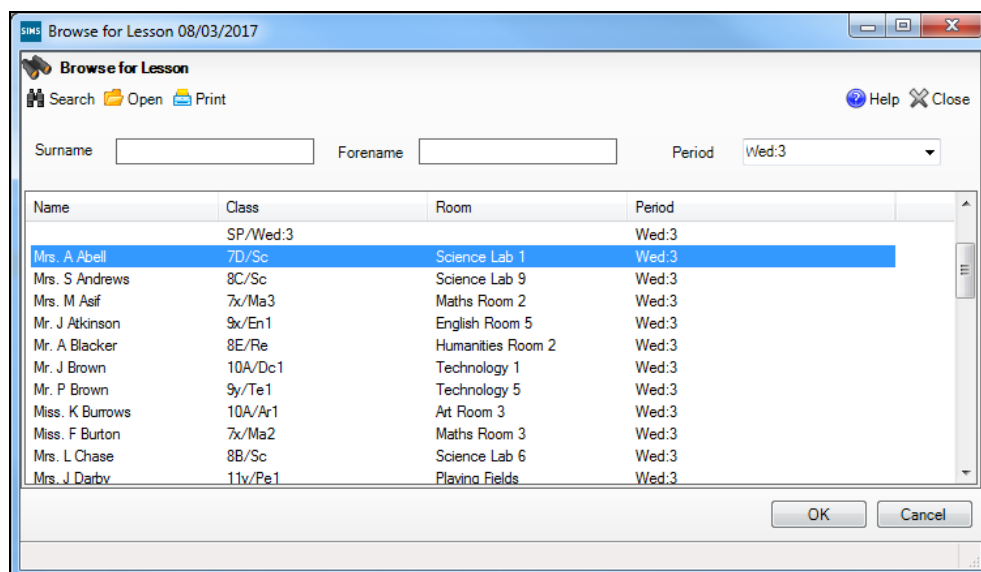


The specified date is displayed as part of the browser title.



A combination of the **Surname**, **Forename** and **Period** (i.e. sessions and lessons for the specified date) can be used to refine the search for the required registration tutor/teacher. Alternatively, these fields can be left blank to display a list of all classes and associated registration tutor/teachers for the date specified.

- Click the **Search** button to display a list of the registration tutor/teachers who match the search criteria.



The **Class**, the **Room** in which the registration will be held and the timetable **Period** (day and session or lesson) associated with each registration tutor/teacher for the date specified are displayed.

- Highlight the required registration tutor/teacher then click the **OK** button. Alternatively, double-click their **Name** to display the corresponding register.

Entering Registration Marks

The **Today** view displays all sessions and lessons for the current day for the specified registration tutor/teacher. The **Future** or **History** views, which also show the current lesson or session, can be displayed by selecting the appropriate radio button. Selecting either of these views enables you to enter marks for the current session or lesson.

NOTE: Present marks for AM sessions and all lessons are displayed as /. Present marks for PM session are displayed as \. This display is based on the previously used paper registers and Mark Book method.

This section of the handbook deals with the **Today** view (please see *Editing Historical Marks* on page 64 and *Editing Future Marks* on page 65).

03| Taking the Register

NOTES: It is a statutory requirement that all schools must record session marks for morning and afternoon attendance. When registering a statutory session both the AM and PM columns are editable. This enables registration tutor/teachers to enter a reason for absence in the AM column when entering PM registration marks and vice versa.

*A double period lesson is displayed on the register as two editable columns (unless the lesson has no rooms). As a mark is entered in the first column, the second column is automatically populated with the same mark. This second mark can be edited, provided that the **Overwrite** button is displayed (please see Allowing Lessons without Rooms to be Treated as a Double Period on page 24).*

Where the school is closed to students due to a weekend, half-term holiday, training day etc. the # (school closed to students) code is displayed in the register automatically.

1. Open the required register to display the **Take Register** page (please see *Accessing the Register* on page 30).

Take Register 12A/Bi1 Mrs. AAbell 08/03/2017									
Save Undo Print Refresh Codes Overwrite Extra Name Class Photo Minutes Late Comments Links									
Current View <input type="radio"/> History <input checked="" type="radio"/> Today <input type="radio"/> Future Present 0									
Name	Reg	AM	Mon:1	Mon:2	Mon:3	Mon:4	PM	Mon:5	
Andreassen, Nick	N	/	/		/	/	\	-	
Dampton, Levi	L	/	/		/	/	\	-	
Fletcher, Tristan	M	/		/	/	/	\	-	
Holding, Julian	J	/	/		/	/	\	-	
Jackson, Lea	M	/	/		/	/	\	-	
Jones, James	N	/	/		/	/	\	M	
Leanord, Victoria	G	/		/	/	/	\	-	
Potts, Jessica	J	/	/		/	/	\	-	
Rosenberg, Richard	G	/	/		/	/	\	-	
Sahota, Katie	H	/		/	/	/	\	-	
Sharma, Edward	L	/	/		/	/	\	-	
Smith, Kyle	P	/	/		/	/	\	-	
Vincent, Katarina	G	/	/		/	/	\	-	
Virno, Chris	H	/	/		/	/	\	-	

By default, the name and registration group of each student in the class is always displays. Additional student identification columns can be displayed by right-clicking a student identification column heading, if required (please see *Displaying Additional Student Identification Columns* on page 41).

It is also possible that default student identification columns have been set up by Attendance Manager or School Administrator.

Any existing marks recorded for these students are displayed for the day specified in the **Select Class** browser.

2. Click the first cell in which you wish to enter a mark.

In the following example, Victoria Leanord is about to be given a mark for Monday Period 5.

Take Register 12A/Bi1 Mrs. A Abell 08/03/2017									
Save Undo Print Refresh Codes Preserve Extra Name Class Photo Minutes Late Comments Links									
Current View History Today Future Present 5									
Name	Reg	AM	Mon:1	Mon:2	Mon:3	Mon:4	PM	Mon:5	
Andreassen, Nick	N	/	/		/	/	\	/	
Dampton, Levi	L	/	/		/	/	\	/	
Fletcher, Tristan	M	/		/	/	/	\	/	
Holding, Julian	J	/	/		/	/	\	/	
Jackson, Lea	M	/	/		/	/	\	/	
Jones, James	N	/	/		/	/	\	M	
Leanord, Victoria	G	/	/	/	/	/	\	-	
Potts, Jessica	J	/	/		/	/	\	-	
Rosenberg, Richard	G	/	/		/	/	\	-	
Sahota, Katie	H	/		/	/	/	\	-	
Sharma, Edward	L	/	/		/	/	\	-	
Smith, Kyle	P	/	/		/	/	\	-	
Vincent, Katarina	G	/	/		/	/	\	-	
Virno, Chris	H	/	/		/	/	\	-	

3. Enter a mark for each student using one of the following methods:

- **Entering a mark using the keyboard**

As each mark is entered, the highlight moves down automatically to the next student in the list, ready for their mark to be entered.

Managing Double Periods:

If no marks exist for a double period then a present mark (/) is entered, both cells representing the double period are populated with the present mark automatically.

Name	Reg	AM	Thu:1	Thu:2	Thu
Addison, Graham	J	/	/	/	
Ahmad, Arfa	H	/	-	-	
Akhtar, Rahana	P	/	-	-	
Allen, Megan	Q	/	-	-	
Amis, Dennis	P	/	-	-	
Anderson, Diana	H	/	-	-	

However, if one of the present marks is later changed to an **N** (no reason yet provided for absence), the adjacent cell must be updated manually.

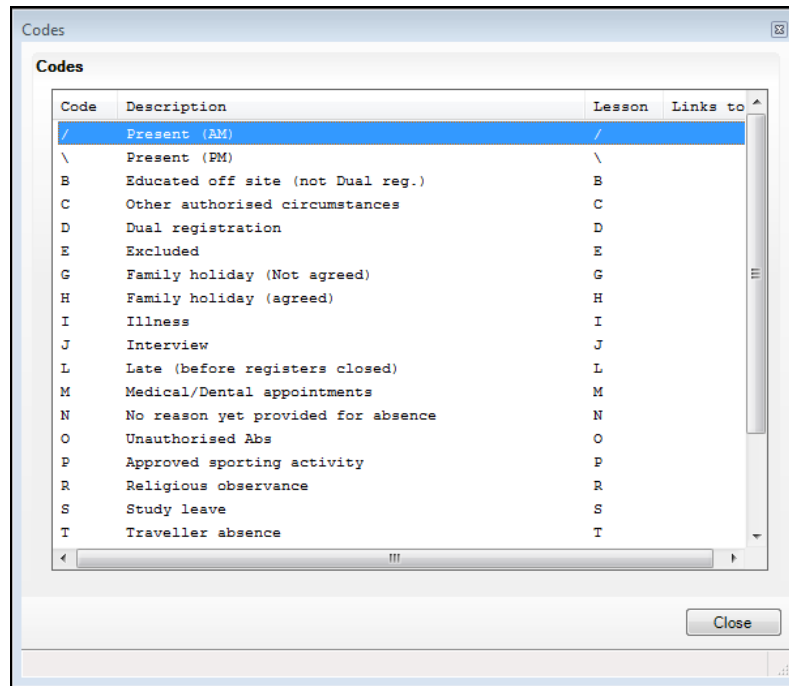
Name	Reg	AM	Thu:1	Thu:2	Thu
Addison, Graham	J	/	N	/	
Ahmad, Arfa	H	/	-	/	
Akhtar, Rahana	P	/	/	/	
Allen, Megan	Q	/	/	/	
Amis, Dennis	P	/	/	/	
Anderson, Diana	H	/	/	/	

NOTE: An option is available to deal with double periods without rooms (please see Allowing Lessons without Rooms to be Treated as a Double Period on page 24).

- **Selecting the required code from a list of codes**

Select the required code from the **Codes** dialog, which lists all codes and their descriptions. The **Codes** dialog is accessed in the following ways:

- **Right-click** - right-click the register cell in which you wish to enter a mark then select **Display Codes** from the pop-up menu.
- **Codes Button** - click the **Codes** button to display the **Codes** dialog.



NOTE: If you are a member of the Class Teacher permissions group and your school's Senior Management Team has restricted the codes that you can use, the invalid codes are shown with a shaded background.

Double-click the required code to populate the current cell. The highlight on the register moves down to the next student automatically ready for the next code to be entered. Continue entering marks, for example by repeatedly double-clicking **/ Present (AM)** interspersed with other marks. When all marks have been entered, click the **Close** button to close the **Codes** dialog.

*TIP: To enter marks using the keyboard while the **Codes** dialog is displayed, click in the register cell where the next mark is to be entered (this returns the focus to the **Take Register** page) and enter the required mark via the keyboard.*

- **Entering a code using the mouse 'Toggle marks on click' functionality**

*NOTE: This option is available only if **Toggle marks on click** is selected in the **Visibility Switches** panel of the Attendance Setup (please see Specifying Visibility Switches on page 9).*

Ensure that the highlight is on the cell in which you wish to enter a mark then click on a student's name to toggle the mark between / (present), **N** (no reason yet provided for absence) and – (no mark recorded).

If double periods are in use, the marks for each period must be entered separately.

- **Entering the same code for several students in the class**

- a. Click in the first cell in which you wish to enter the mark.
- b. Hold down the **Shift** key and click the last cell in which you wish to enter the same mark. The selected cells are highlighted.
- c. Enter a mark using the keyboard or **Codes** dialog as described previously.

- **Entering the same code for all students in the class**

- a. Click the column heading for the period or session you wish to mark. The selected cells are highlighted.
- b. Enter / or \ as appropriate to flood fill the entire column.
- c. Where the present mark (/ or \) is not applicable, individual marks can be edited by clicking the appropriate cell then entering the correct mark using the keyboard or **Codes** dialog.

4. If you wish to change marks before saving:

- Editing a mark before saving: Ensure that the highlight is on the cell displaying the mark you wish to edit then enter the correct code using the keyboard or use the **Codes** dialog as described previously.
- Deleting a mark before saving: Ensure that the highlight is on the cell displaying the mark you wish to delete then press the **Delete** key. A dash (-) is displayed in the cell where a mark has been deleted.

5. Enter all required attendance marks then click the **Save** button.

6. If there are any missing marks when the register is saved, the following message is displayed:

Students with missing marks will be marked absent. Do you wish to proceed with the save?

Click the **Yes** button to save the marks. The missing marks are then replaced with code **N** (no reason yet provided for absence). Alternatively, click the **No** button to return to the **Take Register** page where the missing marks can be entered before saving.

03| Taking the Register

7. If you wish to edit a saved mark, for example where the reason for absence is now known, ensure that the **Preserve/Overwrite** toggle button displays **Overwrite**.



Edit the mark(s) then click the **Save** button to save the changes.

To ensure that the marks cannot be changed accidentally, click the **Overwrite** button, which then toggles to **Preserve**. You can toggle between **Preserve** and **Overwrite** as required.

8. To print the register, click the **Print** button to display the **Run a Screen Based Report** dialog.

Ensure that the settings are correct then click the **OK** button. The register is displayed in your web browser from where it can be printed, if required.

***TIPS:** Although both **AM** and **PM** columns are editable, validation applies only to the selected column. Therefore, care should be taken to ensure that the current registration column is selected when the marks are saved. This prevents missing marks in the other column being filled with **N** codes.*

*If a student has been marked on a register, then his/her curriculum assignment changes, so that they are no longer a member of that class, the student is displayed on both the original registers and the register for the new class. This can be resolved via **Focus | Edit Marks**. Replace the mark recorded on the original register with a – (no mark recorded). This indicates that the student is no longer a member of the original class.*

*In some circumstances attendance marks might be entered before or after the attendance date. For example, a present mark displayed against a student for the 6 March might have been recorded on the 20 March. The date and time that an attendance mark was recorded can be investigated by creating a report (via **Report | Design Reports**). Select **Student** as the Data Area, then **Attendance/Lesson Monitor** as one of the fields to be included in the report and then select **Recorded On** as a sub-report.*



More Information:

Entering Comments Relating to a Student on page 44

Recording Behaviour Incidents and Achievements via the Register on page 46

Viewing the Class Photograph on page 61

Recording Minutes Late on page 62

Editing Historical Marks on page 64

Editing Future Marks on page 65

How do I Recognise where Conflicting Marks Exist? on page 121

Illness Recorded by the School Office

Where the school is informed that a student will not be attending school because they are unwell, the office records a mark of **I** (Illness) for each applicable session and lesson via **Focus | Lesson Monitor | Edit Marks**. It is possible that the office might also enter a comment against one or more of the affected periods.

Edit Lesson Marks - W/b 06/03/2017 - 7A

Save Undo Print Refresh Codes Preserve Minutes Late Comments Horizontal Links

Previous Week Next Week Select All Show only students with Unexplained Absences today

Name	Reg	Mon 06/03/2017					Tue 07/03/2017					Wed 08/03/2017					Thu 09/03/2017												
		AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5
Able, Cameron	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Baggley, Christopher	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Brown, Leroy	7A	I	I	I	I	I	I	I	I	I	I	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Carlson, Delia	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Chilburn, Deborah	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Christenson, Olivia	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clarkson, Annabel	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Clio, Paula	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dahl, Nashkabar	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Derekson, Abigail	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Ebeney, Alan	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
England, Stephanie	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Estrada, Eric	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Evry, Terry	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Falmer, Katie-May	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Fenton, Stephanie	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Frankl, Louise	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Hibberty, Fiona	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Hobsbawm, Olivia	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Inky, Alexei	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jack, Edward	7A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

When the register is marked, the registration teacher/tutor enters **N** in the register because of the student's unexplained absence.

Take Register 7A Mr. B Kinross 06/03/2017

Save Undo Print Refresh Codes Preserve Extra Name Class Photo Minutes Late Comments Links

Current View History Today Future Present 29

Name	Reg	AM	Mon:1	Mon:2	Mon:3	Mon:4	PM	Mon:5
Able, Cameron	7A	/	-	-	-	-	-	-
Baggley, Christopher	7A	/	-	-	-	-	-	-
Brown, Leroy	7A	N	-	-	-	-	-	-
Carlson, Delia	7A	-	-	-	-	-	-	-
Chilburn, Deborah	7A	-	-	-	-	-	-	-
Christenson, Olivia	7A	-	-	-	-	-	-	-
Clarkson, Annabel	7A	-	-	-	-	-	-	-
Clio, Paula	7A	-	-	-	-	-	-	-
Dahl, Nashkabar	7A	-	-	-	-	-	-	-
Derekson, Abigail	7A	-	-	-	-	-	-	-
Ebeney, Alan	7A	-	-	-	-	-	-	-
England, Stephanie	7A	-	-	-	-	-	-	-

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Provided that the Edit Marks data has been saved when the register is saved, the **N** mark is overwritten with **I** (Illness) and any additional marks and comments entered by the school office are displayed.

Take Register 7A Mr. B Kinross 06/03/2017									
Save Undo Print Refresh Codes Preserve Extra Name Class Photo Minutes Late Comments Links									
Current View History Today Future Present 0									
Name	Reg	AM	Mon:1	Mon:2	Mon:3	Mon:4	PM	Mon:5	
Able, Cameron	7A	/	-	-	-	-	-	-	
Baggley, Christopher	7A	/	-	-	-	-	-	-	
Brown, Leroy	7A	I	I	I	I	I	I	I	
Carlson, Delia	7A	/	-	-	-	-	-	-	
Chilburn, Deborah	7A	/	-	-	-	-	-	-	
Christenson, Olivia	7A	/	-	-	-	-	-	-	Miss B Patel 7A/Hi
Clarkson, Annabel	7A	/	-	-	-	-	-	-	Leroy has completed his homework. Would Christopher pick it up at lunchtime please.
Clio, Paula	7A	/	-	-	-	-	-	-	
Dahl, Nashkibir	7A	/	-	-	-	-	-	-	
Derekson, Abigail	7A	/	-	-	-	-	-	-	
Ebeney, Alan	7A	/	-	-	-	-	-	-	
England, Stephanie	7A	/	-	-	-	-	-	-	
Estrada, Eric	7A	/	-	-	-	-	-	-	
Evry, Terry	7A	/	-	-	-	-	-	-	
Falmer, Katie-May	7A	/	-	-	-	-	-	-	

IMPORTANT NOTE: A comment entered in the register always overwrites a comment entered in Edit Marks, provided that the register is saved after Edit Marks.

Dealing with Alternative Curriculum Activities

The introduction of Alternative Curriculum activities affects the membership of the student's original class and their new Alternative Curriculum class(es) as well as having an effect on other functions within Lesson Monitor.

Registers can be taken on Alternative Curriculum activities and it is possible to edit marks (via **Focus | Lesson Monitor | Edit Marks**) by selecting **Academic Class** from the **Group Type** drop-down list to display a list of Alternative Curriculum activities. Reports also display the Alternative Curriculum activities and enable you to use the Alternative Curriculum groups.

All areas of Lesson Monitor use the Alternative Curriculum activities and marks taken for these activities in a similar way to that of an academic class.

The exception to this is the multi-period lesson. If the lesson is a single period, Lesson Monitor continues to check withdrawals as before. However, if it is a multi-period lesson, Lesson Monitor ignores withdrawal records. Students assigned to Alternative Curriculum activities for part of a multi-period lesson, are displayed on the register for each lesson. This removes the need to add extra names and makes it apparent who is expected to attend a lesson under the normal timetable.

To ensure that this arrangement is clear, a code @ is automatically displayed on the register to indicate to the member of staff taking the register that the student has been withdrawn into an Alternative Curriculum activity for one or more of the periods.

Take Register 12A/Bi1 Mrs. AAbell 08/03/2017									
Save Undo Print Refresh Codes Preserve Extra Name Class Photo									
Current View <input type="radio"/> History <input checked="" type="radio"/> Today <input type="radio"/> Future Present 5									
Name	Reg	AM	Mon:1	Mon:2	Mon:3	Mon:4	PM	Mon:5	
Andreassen, Nick	N	/	-	@	-	-	\	-	
Dampton, Levi	L	/	-	-	-	-	\	-	
Fletcher, Tristan	M	/	-	-	Withdrawn into: BS/Fri:2				
Holding, Julian	J	/	-	-	-	-	\	-	
Jackson, Lea	M	/	-	-	-	-	\	-	
Jones, James	N	/	-	-	-	-	\	M	

Hovering over a cell displays the lesson into which the student has been withdrawn.

Although the onus is on teachers to ensure that they register the student as present, where appropriate, it is easier to ascertain which lesson the student has been withdrawn from and if they are returning to the original timetabled lesson. Ensuring that the register is accurate is especially important for confirming that any associated lesson reports are correct where a student may only attend one part of a multi-period lesson.

Lesson Monitor continues to copy across marks to subsequent periods of a multi-period lesson and it is possible to overwrite the new code with a different attendance mark, if the student's alternative lesson is cancelled or if they return to their original lesson.



Additional Resources:

Producing Lesson Monitor Reports handbook
Alternative Curriculum handbook



More Information:

Introduction to the Edit Marks Routine on page 69
Resolving Conflicting Lesson Marks on page 121

Displaying Additional Student Identification Columns

This facility is available in all routines where student names are listed, e.g. **Focus | Lesson Monitor | Take Register, Edit Marks, Deal with Unexplained Absences, Deal with Missing Marks**, etc.

It is possible to specify which additional student identification columns you wish to be displayed in the editing grid, e.g. you might want to identify those students who have **Medical Conditions** so that any potential risk in class can be recognised.

The following identification columns are available for selection:

- **DOB** (date of birth)
- **Gender**
- **Year**
- **Ad No** (Admission number)

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- **SEN** (Special Educational Needs)
- **Behaviour today**
- **G&T** indicator (gifted and talented)
- **Achievement today**
- **Quick Note** indicator (hovering the mouse pointer over the indicator in the **Quick Note** column displays the content of the note)
- **Boarder** status (description only)
- **Medical Condition** indicator
- **PP** (Pupil Premium) indicator
- **Interventions** (hovering the mouse pointer over the number in the **Interventions** column displays the intervention details).

*NOTES: The **Name** and registration (**Reg**) columns are always displayed and are therefore not available for selection from the additional identification columns pop-up list.*

More than one additional column can be added to a grid but they must be selected one at a time.

The content of some of these columns is dependent on permissions.

These columns can be added and removed as required while the current routine is in use. When the routine is re-opened or refreshed, only the default columns are displayed.

The columns displayed by default are defined by your Attendance Manager or School Administrator via **Tools | Setups | Attendance Setup | Module Setup**.

1. Right-click one of the identification column headings on the left-hand side of the editing grid, e.g. **Name** or **Reg** (but not a column relating to marks), to display the additional student identification columns pop-up menu.

Name	Reg				
Adams, Laura					
Ammar, Tarak					
Astwick, Gwenneth					
Bond, Steve					
Carter, Hannah					
Churchill, Martin					
Cookson, Harry					
Cosenza, Isabella					
Defeo, Lorenzo					
Dixon, Stephanie					
Dolittle, Susy					
Jacob, Tristan					
Johnson, Hayley					
Knightley, Kiera					
Middleton, Lacey	6KH				
Mitchem, Harry	6KH				
Murray, Paul	6KH				

2. Click the name of the column you want to add. Your selection is indicated in the pop-up list by a check box icon adjacent to the column name. The grid expands automatically to accommodate the additional column.

- Repeat this process to select other additional columns, if required.

Name	Reg	DOB	Gender	Year	Ad No	SEN	Behaviour today	G&T	Achievement today	Quick Note	Boarder	Medical Condition	PP	Interventions
Ammar, Tarak	<input checked="" type="checkbox"/>	DOB		6	001068						Boarder, night not specified			
Astwick, Gwenneth	<input checked="" type="checkbox"/>	Gender		6	001069						Not a Boarder			1
Bond, Steve	<input checked="" type="checkbox"/>	Year		6	001073	A	1				Not a Boarder			
Carter, Hannah	<input checked="" type="checkbox"/>	Ad No		6	001074				1		Not a Boarder			1
Churchill, Martin	<input checked="" type="checkbox"/>	SEN		6	001076		1				Not a Boarder			2
Cookson, Harry	<input checked="" type="checkbox"/>	Behaviour today		6	001077	S			1		Not a Boarder			
Cosenza, Isabella	<input checked="" type="checkbox"/>	G&T		6	001069						Not a Boarder			1
Defeo, Lorenzo	<input checked="" type="checkbox"/>	Achievement today		6	001063	A	1				Not a Boarder			
Dixon, Stephanie	<input checked="" type="checkbox"/>	Quick Note		6	001064		1		1		Not a Boarder			1
Dolittle, Susy	<input checked="" type="checkbox"/>	Boarder		6	001066		1				Not a Boarder			
Jacob, Tristan	<input checked="" type="checkbox"/>	Medical Condition		6	001049	A					Not a Boarder			1
Johnson, Hayley	<input checked="" type="checkbox"/>	PP		6	001043	A					Not a Boarder			
Knightley, Kiera	<input checked="" type="checkbox"/>	Interventions		6	001044				1		Not a Boarder			
Middleton, Lacey	<input checked="" type="checkbox"/>			6	001046		1				Not a Boarder			
Mitchell, Harry	<input checked="" type="checkbox"/>			6	001047	S			1		Not a Boarder			

- An additional column can be hidden by right-clicking a student identification column heading then clicking the unwanted column name to deselect it from the pop-up list.

The grid adjusts automatically to the removal of the additional column.



More Information:

Setting up the Defaults for Specific Routines on page 5

Adding Extra Names to a Register

If a student's name is not displayed on the selected register because, for example, they are a new arrival at the school, this routine can be used to record their attendance at the current session/lesson only. Adding extra names to the registration list does not alter the group membership.

Designated staff, e.g. office administrators, can ensure that the extra names are dealt with via **Routines | Lesson Monitor | View Extra Names**.

*NOTE: Students added to lesson or session registers as extra names should be given permanent membership of a registration group via **Focus | School | Academic Structure**.*

- Open the required register using your preferred method (please see *Accessing the Register* on page 30), i.e. **Focus | Lesson Monitor | Take Register** or the **Home Page**.
- Click the **Extra Names** button located above the register grid to display the **Add Extra Names** browser.

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3. Use the options available in the browser to locate the required student.
4. Highlight the required name and click the **OK** button to return to the **Take Register** page. Alternatively, double-click the name. A message is displayed informing you that you are about to add this student to the registration group/class for this session/lesson only.
5. To confirm the addition of this student, click the **Yes** button. The extra name is added to the bottom of the list automatically and the student is marked as present.
6. Click the **Save** button to save the additional names and sort the list of student into alphabetical order.
7. Repeat this process to add additional names, if required.



More Information:

Viewing Extra Names Added to Registers on page 126

Entering Comments Relating to a Student

Comments relating to one or more students can be recorded via the Take Register and Edit Marks routine. For example, where students have been consistently late or disruptive during the lesson or session, this functionality provides the means to record a brief description of the incident (please see *Recording Behaviour Incidents and Achievements via the Register on page 46*).

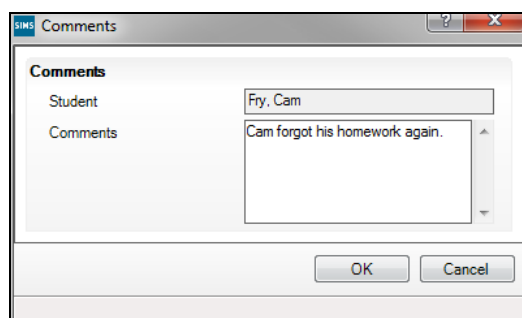
Other uses for this functionality include the recording of positive comments, such as *Cam was enthusiastic today*, and comments about a student's welfare. The latter might be entered by the School Nurse, to inform the registration tutor/teacher of the reason why the student is not attending registration.

Comments can also be added to future registers regardless of whether an attendance mark has been entered yet, e.g. *Cam must leave at 2.30pm for a medical appointment*.

1. Open the required register using your preferred method (please see *Accessing the Register on page 30*), i.e. **Focus | Lesson Monitor | Take Register** or the **Home Page**.
2. Click in the cell (representing the student's name and lesson) where a comment is to be entered.

More than one student can be selected by holding down the **Ctrl** key and clicking into the appropriate cells.

- Right-click in the last cell selected then select **Enter Comments** from the pop-up menu.
Alternatively, click the **Comments** button to display the **Comments** dialog.



The student's name is displayed in the read-only **Student** field.

- Enter the required comments and click the **OK** button to return to the **Take Register** page.

If several students have been selected, the same comments are recorded against all students in that group.

Where comments have been recorded, a red triangle is displayed in the top right-hand corner of the cell.

Name	Reg	AM	Tue 1	Tue 2	Tue 3	Tue 4	PM	Tue 5	Tu
Anderson, Dylan	8D	/	/	/	-	-	\	-	
Barton, Dilly	8D	/	/	/	-	-	\	-	
Bendall, Nathan	8D	/	/	/	-	-	\	-	
Christian, Morgan	8D	/	/	/	-	-	\	-	
Dixon, Madison	8D	/	N	/	-	-	\	-	
Fry, Cam	8D	/	/	/	-	-	\	-	
Godberg, Micheal	8D	/	/	/	-	-	\	-	
Gravett, Callum	8D	/	/	/	-	-	\	-	
Griffiths, Finn	8D	/	H	/	-	-	\	-	
Gunning, Patrick	8D	/	/	/	-	-	\	-	
Halvig, Kian	8D	/	/	/	-	-	\	-	
Halicka, Sabin	8D	/	/	/	-	-	\	-	

1

A red triangle indicates that comments have been added.

2

Hovering over a cell with a red triangle displays the recorded comments and other relevant details.

- Click the **Save** button to save the information.

NOTE: Cells with a cyan coloured background indicate that minutes late have been recorded (please see Recording Minutes Late on page 62).

- Comments can be edited by displaying the **Comments** dialog again, amending the text and clicking the **OK** button to return to the **Take Register** page. Click the **Save** button again to save your changes.

Hovering over a cell displays the registration tutor/teacher's name, registration group/class, minutes late (if applicable) and comments (if applicable).



More Information:

Introduction to the Edit Marks Routine on page 69

Recording Behaviour Incidents and Achievements via the Register

A behaviour incident or achievement involving an individual or a group of students can be recorded via the register. The behaviour incident or achievement is created for the current register date but can be edited later, if required.

There are two methods available for recording behaviour incidents and achievements via the register:

- Method 1 enables you to create a basic record, which can then be viewed and edited via **Focus | Behaviour Management**. This is achieved by right-clicking the required student's name on the register (please see *Creating a Behaviour Incident or Achievement Record via the Register (Method 1)* on page 46).
- Method 2 enables you to create a record and edit the behaviour incident or achievement details by selecting the appropriate option displayed in the **Links** panel or from the **Links** button drop-down list (please see *Creating a Behaviour Incident or Achievement Record via the Register (Method 2)* on page 48).

A behaviour incident or achievement record can also be created via **Focus | Behaviour Management**.



Additional Resources:

The *Recording Behaviour Incidents* chapter or the *Recording Achievements* chapter of the *Managing Pupil/Students* handbook



More Information:

Entering Comments Relating to a Student on page 44

Creating a Behaviour Incident or Achievement Record via the Register (Method 1)

*NOTE: Before this functionality can be used, the types of achievement or behaviour incident you wish to be available for selection from the register, must be set up via **Tools | Setups | Behaviour Management | Achievement (or Behaviour) Type**. Each achievement or behaviour incident type required for selection from the register must be set to **Active (True)** and **Include in Register (Yes)**.*



Additional Resources:

Setting Up Behaviour Management chapter of the *Setting up and Administering SIMS* handbook

A behaviour incident or achievement record for one or more students can be created via the register. Creating a record using the following method takes very little time, allowing the registration tutor/teacher more time to concentrate on the current situation. The newly created record is not displayed from the register but can be viewed and edited later via **Focus | Behaviour Management**.

1. Open the required register using your preferred method (please see *Accessing the Register* on page 30), i.e. **Focus | Lesson Monitor | Take Register** or via the **Home Page**.
2. Highlight the name of the student(s) involved in the event. Multiple students can be selected by holding down the **Ctrl** key and clicking the individual names.

NOTE: Ensure that students are selected by clicking their names only. Students cannot be selected by clicking the body of the register where the marks are entered.

3. Right-click the highlighted name then select either **Add Behaviour | <behaviour type> | <behaviour status>** or **Add Achievement | <achievement type>** from the pop-up menu.

Name	Reg	AM	Thu:1	Thu:2	Thu:3	Thu:4	PM	Thu:5
Addison, Millie	11D	/	-	-	-	-	-	-
Andreassen, Nick	11D	/	-	-	-	-	-	-
Birkisson, Toby	11D	/	-	-	-	-	-	-
Brown, Je	11D	/	-	-	-	-	-	-
Egger, Joh	11D	/	-	-	-	-	-	-
Faloon, Ade	11D	/	-	-	-	-	-	-
Fletcher, Tristan	11D	/	-	-	-	-	-	-
Hampton, Stephanie	11D	/	-	-	-	-	-	-
Honeywell, Freddie	11D	/	-	-	-	-	-	-
Hutchinson, Roger	11D	/	-	-	-	-	-	-
Kaur, Samreen	11D	/	-	-	-	-	-	-
Kimptage, Olivia	11D	/	-	-	-	-	-	-
Mason, David	11D	/	-	-	-	-	-	-
McKinnon, Ali	11D	/	-	-	-	-	-	-
Peacock, Chris	11D	/	-	-	-	-	-	-
Peterson, Ben	11D	/	-	-	-	-	-	-
Price, David	11D	/	-	-	-	-	-	-
Rainey, Adele	11D	/	-	-	-	-	-	-
Rhodes, Mary	11D	/	-	-	-	-	-	-
Rich, Sally	11D	/	-	-	-	-	-	-
Sahota, Katie	11D	/	-	-	-	-	-	-
Thompson, Tom	11D	/	-	-	-	-	-	-
Wallison, Paul	11D	/	-	-	-	-	-	-
Walters, Skellan	11D	/	-	-	-	-	-	-

Add Behaviour

Add Achievement

- Assault
- Bullying
- Damage to Property
- Defiance
- Disruptive Behaviour in Class
- Fighting
 - Unresolved
 - Resolved
 - Further Intervention Required
 - Monitor conduct
 - Review in 1 Week
 - Review in 2 Weeks
 - Review in 3 Weeks
 - Review in 6 Weeks
- Homework Issue
- Inadequate Work in Class
- Missed Detention
- Not Equipped for Lesson
- Other
- Persistent Lateness to Lessons
- Persistent Lateness to School
- Racist Incident
- Rudeness
- Theft
- Truancy
- Incorrect Uniform/Jewellery etc
- Verbal Abuse - Pupil
- Verbal Abuse - Teacher

Name	Reg	AM	Thu:1	Thu:2	Thu:3	Thu:4	PM	Thu:5
Addison, Millie	11D	/	-	-	-	-	-	-
Andreassen, Nick	11D	/	-	-	-	-	-	-
Birkisson, Toby	11D	/	-	-	-	-	-	-
Brown, Je	11D	/	-	-	-	-	-	-
Egger, Joh	11D	/	-	-	-	-	-	-
Faloon, Ade	11D	/	-	-	-	-	-	-
Fletcher, Tristan	11D	/	-	-	-	-	-	-
Hampton, Stephanie	11D	/	-	-	-	-	-	-
Honeywell, Freddie	11D	/	-	-	-	-	-	-
Hutchinson, Roger	11D	/	-	-	-	-	-	-
Kaur, Samreen	11D	/	-	-	-	-	-	-
Kimptage, Olivia	11D	/	-	-	-	-	-	-
Mason, David	11D	/	-	-	-	-	-	-
McKinnon, Ali	11D	/	-	-	-	-	-	-
Peacock, Chris	11D	/	-	-	-	-	-	-
Peterson, Ben	11D	/	-	-	-	-	-	-
Price, David	11D	/	-	-	-	-	-	-
Rainey, Adele	11D	/	-	-	-	-	-	-
Rhodes, Mary	11D	/	-	-	-	-	-	-
Rich, Sally	11D	/	-	-	-	-	-	-
Sahota, Katie	11D	/	-	-	-	-	-	-
Thompson, Tom	11D	/	-	-	-	-	-	-
Wallison, Paul	11D	/	-	-	-	-	-	-
Walters, Skellan	11D	/	-	-	-	-	-	-

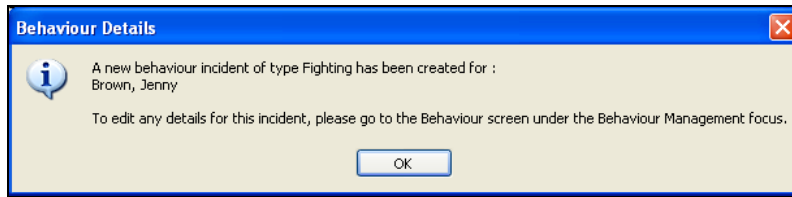
Add Behaviour

Add Achievement

- Academic Achievement
- Bronze Award
- Community Event
- Excellent Effort
- Extra-curricular Activity
- Excellent Attendance
- Gold Award
- Musical Activity
- Sporting Representation
- Other
- Outstanding Work
- Silver Award

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A message similar to the following example is displayed confirming that a record of the appropriate type has been created automatically for the selected student(s).



4. Click the **OK** button to return to the register.

The behaviour/achievement record can be viewed and edited via **Focus | Behaviour Management**. Details about the lesson at which the incident/achievement was recorded, e.g. 11D – Monday AM, is automatically displayed in the **Lesson Information** field, which is located in this area.



Additional Resources:

Recording Behaviour Incidents chapter or the *Recording Achievements* chapter of the *Managing Pupil/Students* handbook

Creating a Behaviour Incident or Achievement Record via the Register (Method 2)

The following method for recording behaviour incidents and achievements creates a record, which is displayed automatically to enable you to edit the details. A record for one or more students can be created.

1. Open the required register using your preferred method (please see *Accessing the Register* on page 30), i.e. **Focus | Lesson Monitor | Take Register** or via the **Home Page**.
2. Highlight the name of the student(s) involved in the event. Multiple students can be selected by holding down the **Ctrl** key and clicking the individual names.

NOTE: Ensure that students are selected by clicking their names only. Students cannot be selected by clicking the body of the register where the marks are entered.

3. Click the drop-down button adjacent to the **Links** button. If more than one student has been selected, the **Behaviour**, **Achievement** and **Report Card** links only are active.

NOTE: Clicking the body of the **Links** button displays the **Student History** page from where an individual's details, e.g. address, medical details, etc. can be viewed. Selecting an **Effective Date** and clicking the **Refresh** button displays the data (in read-only format) as it would have appeared on that date.

Take Register 11D Mrs. AAbell 20/03/2017

Save Undo Print Refresh Codes Preserve Extra Name Class Photo Minutes Late Comments Links

Current View History Today Future Present 4

Name	Reg	AM	Mon:1	Mon:2	Mon:3	Mon:4	PM	Mon:5
Ackrington, Robert	11D	/	-	-	-	-	-	-
Anderson, Ian	11D	/	-	-	-	-	-	-
Avison, Edward	11D	/	-	-	-	-	-	-
Bandaras, Jose	11D	/	-	-	-	-	-	-
Blokey, Oliver	11D	-	-	-	-	-	-	-
Bollard, Neil	11D	-	-	-	-	-	-	-
Canterbury, Yolanda	11D	-	-	-	-	-	-	-
Carpenter, Alicia	11D	-	-	-	-	-	-	-
Chaimpa, Rose	11D	-	-	-	-	-	-	-
Charmin, Michaela	11D	-	-	-	-	-	-	-
Cheng, Tao	11D	-	-	-	-	-	-	-
Clean, Bianca	11D	-	-	-	-	-	-	-
Delori, Stephanie	11D	-	-	-	-	-	-	-
Desai, Tina	11D	-	-	-	-	-	-	-
Diana, Victoria	11D	-	-	-	-	-	-	-
Eccles, Jason	11D	-	-	-	-	-	-	-
Finnegan, Emma	11D	-	-	-	-	-	-	-
Foad, Deborah	11D	-	-	-	-	-	-	-
Grahams, Quincy	11D	-	-	-	-	-	-	-
Griff, Derek	11D	-	-	-	-	-	-	-
Grundy, Edward	11D	-	-	-	-	-	-	-
Gunter, Wilson	11D	-	-	-	-	-	-	-
Johnstone, Tiffany	11D	-	-	-	-	-	-	-
Malossini, Rocco	11D	-	-	-	-	-	-	-
Modaid, Justin	11D	-	-	-	-	-	-	-
Naus, Kim	11D	-	-	-	-	-	-	-
Nibblers, Hollie	11D	-	-	-	-	-	-	-

Links Panel

- Behaviour
- Achievement
- Report Card
- Linked Documents
- Quick letter
- Data Collection Sheet
- Send Message
- Student Teacher View
- Student Details
- History
- Reports
- SEN
- Exclusions
- Behaviour Management
- Timetable
- Classes
- Attendance
- Assessment
- Examinations
- Courses
- Communication Log
- Student Curriculum
- Intervention Report

4. Select the **Behaviour** or **Achievement** link, as required.

The method of recording behaviour and achievement details is similar. The following instructions demonstrate how a behaviour incident is recorded.

03| Taking the Register

When the **Behaviour** link is selected, the **Behaviour Incident Details** page is displayed.

Behaviour Incident Details

Save Undo Print Links Help Close

1 Details 2 Other Staff Involved 3 Students Involved 4 Follow Up Students Involved

1 Details

Type [dropdown] Points Defined [input]

Type Of Bullying [input]

Additional Types

Description	Points
-------------	--------

New Delete

Activity [dropdown] Location Classroom [dropdown]

Date 20/03/2017 [calendar] Time [dropdown]

Lesson Information 11D - AM [dropdown] [icon] [icon]

Comments [text area]

Recorded On 20/03/2017 [calendar] Status Unresolved [dropdown]

Recorded By User two [input]

2 Other Staff Involved

Name	Role
Anita Abell	Class Teacher

New Open Delete

3 Students Involved

Name	Role	Year	Reg	House	Points	Detention
Neil Bollard		11	11D	Hooke	0	No
Tao Cheng		11	11D	Newton	0	No
Tina Desai		11	11D	Fleming	0	No
Jason Eccles		11	11D	Fleming	0	No

New Open Remove Detention Report Card Exclusion

Several details are automatically displayed including the staff and students involved in the event. Information about the lesson at which the incident/achievement was recorded, e.g. 11D - AM, is also displayed in the **Lesson Information** field.

NOTE: Detention, Report Card and Exclusion buttons are available in the Student Involved panel on the Behaviour Incident Details page only. For more information about this functionality, please refer to the Recording Behaviour Incidents chapter of the Managing Pupil/Students handbook.

5. Enter the information required in the **Details** panel, selecting from the drop-down lists where applicable. The **Type** field must be populated.

Adding Another Member of Staff

1. If you wish to record additional members of staff who were involved in the incident, click the **New** button adjacent to the existing name(s) in the **Other Staff Involved** panel to display the **New Behaviour Staff Link** dialog.

The screenshot shows a dialog box titled "New Behaviour Staff Link". Inside, there is a section labeled "Staff Details". This section contains a text input field for "Staff" with a magnifying glass icon to its right, and a dropdown menu for "Role". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

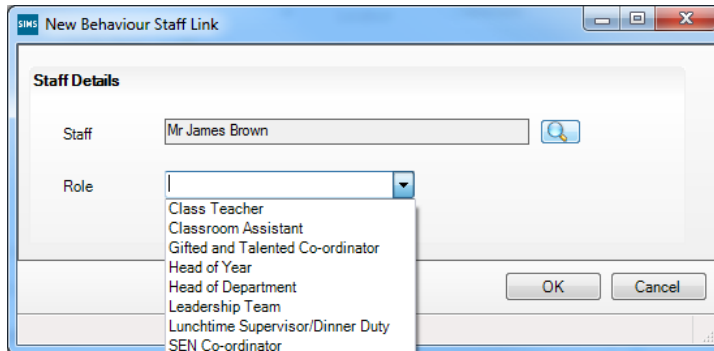
2. Click the **Browser** button to display the **Select person** dialog.
3. Use the search criteria to refine the search then click the **Search** button to display a list of members of staff who match the criteria specified.

The screenshot shows a dialog box titled "Select person". It has a "People Browse" section with "Search" and "Print" icons. Below these are input fields for "Surname" (containing "brown"), "Forename", and "Role" (set to "<Any Suitable>"). A list of names is displayed below, with "Brown, Mr James" highlighted in blue. At the bottom, there are "OK" and "Cancel" buttons. A status bar at the very bottom indicates "Records found: 2".

4. Highlight the required member of staff then click the **OK** button to return to the **New Behaviour Staff Link** dialog.
5. Select the required **Role** for the member of staff from the drop-down list.
6. Click the **OK** button to return to the **Behaviour Incident Details** page, where details of the new staff member are displayed in the **Staff Involved** panel.

03| Taking the Register

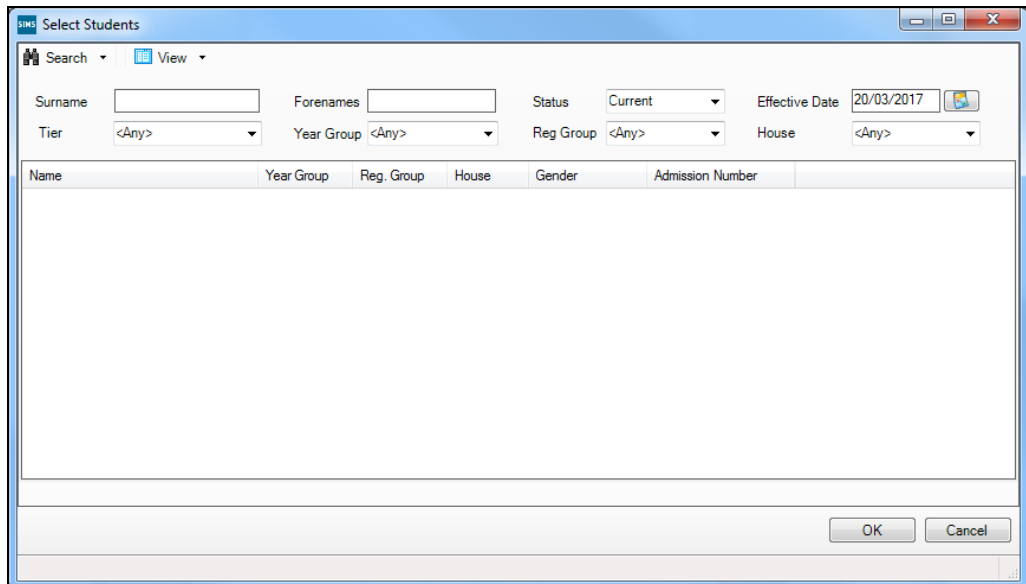
7. To amend the **Role** of a staff member, highlight their name then click the **Open** button in the **Staff Involved** panel to display the **Edit Behaviour Staff** dialog.



8. Select the required **Role** from the drop-down list then click the **OK** button to return to the **Behaviour Incident Details** page.
9. Click the **Save** button to save the incident details.

Adding Another Student

1. If you wish to add other students to the list of those involved in the event, click the **New** button in the **Students Involved** panel to display the **Select Students** dialog.



- Use the search criteria to refine the search then click the **Search** button to display a list of students who match the search criteria entered.

Name	Year Group	Reg. Group	House	Gender	Admission Number
Jones, April	11	11A	Boyle	Female	004295
Jones, Derek	11	11B	Newton	Male	004296
Jones, Derren	12	M	Newton	Male	004042
Jones, Gregory	8	8D	Boyle	Male	004738
Jones, Harvey	7	7B	Curie	Male	004910
Jones, Hayley	9	9B	Boyle	Female	004649
Jones, Joe	8	8E	Curie	Male	004739
Jones, Joe	8	8F	Curie	Male	004740
Jones, Julie	13	K	Fleming	Female	003822
Jones, Martin	7	7C	Boyle	Male	004911
Jones, Nicola	9	9D	Curie	Female	004571
Jones, Peter	11	11B	Fleming	Male	004297

- Highlight the required student(s) then click the **OK** button to display the **Add Students Involved** dialog.

Name	Gender	Points	Role	Parents / Carers Informed	Action Taken	Action Date	Actioned By
April Jones	Female	0	Participant				

- Enter the **Points** awarded to the student(s) then select the **Role**, **Parents/Carers Informed** and **Action Taken** from the drop-down lists.








The **Action Date** is displayed automatically.

To record the name of the person who took the action, click the **Actioned By** button (located on the right hand side of the dialog) to display the **Select person** dialog. Search for then select the required person. Click the **OK** button to return to the **Add Students Involved** dialog where the selected name is displayed in the **Actioned By** column.

03| Taking the Register

- Click the **OK** button to return to the **Behaviour Incident Details** page. The additional students are added to the bottom of the **Students Involved** list.

3 Students Involved						
Name	Role	Year	Reg	House	Points	Detention
Neil Bollard	Participant	11	11D	Hooke	1	No
Tao Cheng	Witness	11	11D	Newton	10	No
Tina Desai	Participant	11	11D	Fleming	1	No
Jason Eccles	Participant	11	11D	Fleming	1	No
April Jones	Participant	11	11A	Boyle	1	No

 New
 Open
 Remove
 Detention
 Report Card
 Exclusion
 Send

Bulk Editing Student Involvement Details

Details about the students involved in a behaviour incident or achievement can be entered via the register, using the bulk editing routine.

The following details can be recorded:

- the **Points** awarded to the students
- the **Role** of the students involved in the incident, i.e. participant, target, aggressor, witness, bystander (**behaviour incidents only**)
- were the **Parents Informed**, i.e. telephone, email, fax or letter
- the **Action Taken**, e.g. cooling off period, daily report, detention, discussed with student, fixed period exclusion, etc. (**behaviour incidents only**)

*NOTE: If a **Fixed Period Exclusion** is recorded in SIMS, it is automatically displayed in the register as an **E** (exclusion from school).*








- the **Action Date** (**behaviour incidents only**)
- the **Award Given** to the student, e.g. commended, certificate, letter to parents or guardian, prize, etc. (**achievement only**)
- the **Award Date** (**achievement only**).

The dialogs for recording behaviour and achievement are similar. The following steps provide information about recording behaviour incidents. Achievements can be recorded by selecting the required students on the register then selecting **Achievement** from the **Links** drop-down list to open the **Achievement Details** page.

To bulk edit a student’s involvement details for a behaviour incident:

- In the **Students Involved** panel, highlight the required students.

3 Students Involved						
Name	Role	Year	Reg	House	Points	Detention
Neil Bollard		11	11D	Hooke	0	No
Tao Cheng	Witness	11	11D	Newton	1	No
Tina Desai		11	11D	Fleming	0	No
Jason Eccles		11	11D	Fleming	0	No
April Jones		11	11A	Boyle	0	No

 New
 Open
 Remove
 Detention
 Report Card
 Exclusion
 Send

- Click the **Open** button to display the **Edit Students Involved** dialog.

Name	Gender	Points	Role	Parents / Carers Informed	Action Taken	Action Date	Actioned By
Neil Bollard	Male	10	Participant				
Tina Desai	Female	10	Participant				
Jason Eccles	Male	10	Target				
April Jones	Female	10	Aggressor				
			Witness				
			Bystander				

- Select one or more students and then record the required information as follows.
- Enter the number of **Points** to be awarded to the student. All incidents recorded against a student carry a value of 'points'. The lowest point value for each incident is **1**.
- Specify the role the student played in the incident by clicking in the appropriate **Role** cell then selecting from the drop-down list (**behaviour Incidents only**).
- Specify how the parents were informed, by clicking in the appropriate **Parents Informed** cell then selecting from the drop-down list.
- Specify the action taken, by clicking the appropriate **Action Taken** cell then selecting from the drop-down list.
- Specify the date that the action was taken. By default, today's date is displayed in the **Action Date** cell when all other details in that record have been entered. To edit the date, click the appropriate **Action Date** cell then select from the Calendar.
- Click the **OK** button to return to the **Behaviour Incident Details** page.



More Information:

Editing Staff and Student Involvement Details on page 57

Adding Notes and Documents Relating to the Behaviour Incident

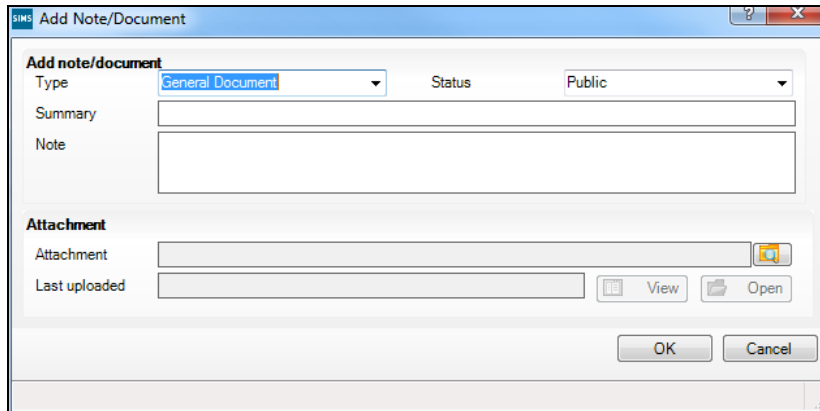
Notes can be recorded and documents attached to a student's involvement record, if required.

- In the **Students Involved** panel, highlight the required student then click the **Open** button to display the **Edit Behaviour Student** dialog.

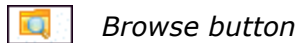
Attachment	Summary	Type	Owner	Last Modified On

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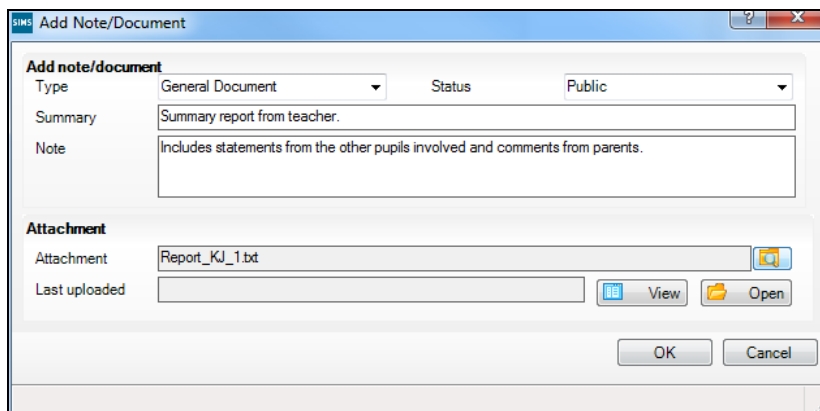
2. Click the **New** button, adjacent to the **Notes/Documents** panel, to display the **Add Note/Document** dialog.



3. Specify the **Type** of document, if applicable, by selecting from the drop-down list.
4. Enter a **Summary** of the document, if applicable.
5. Enter any notes relating to the incident, if applicable.
6. To attach a document, click the **Browse** button.



7. Select the document to be attached then click the **OK** button to return to the **Add Note/Document** dialog. The **View** and **Open** buttons are now active.
8. Click the **OK** button on each dialog to return to the **Behaviour Incident Details** dialog.
9. Click the **Save** button to save the incident details.
10. The next time the record is displayed, the details of when the attachment was **Last uploaded** is displayed.



Editing Staff and Student Involvement Details

The role, e.g. **Class Teacher**, **Head of Year**, of the members of staff involved in the incident can be edited. The points awarded to the student and the details about the way in which the parent/guardians have been informed can be edited. In addition, notes can be recorded or edited and documents attached, if appropriate.

1 Details

Type: Disruptive Behaviour in Class Points Defined: 10

Type Of Bullying: [Empty]

Additional Types:

Description	Points

Activity: [Empty] Location: Classroom

Date: 20/03/2017 Time: [Empty]

Lesson Information: 11D - AM

Comments: [Empty]

Recorded On: 20/03/2017 Status: Unresolved

Recorded By: User two

2 Other Staff Involved

Name	Role
Anita Abell	Class Teacher
Mr James Brown	Classroom Assistant

3 Students Involved

Name	Role	Year	Reg	House	Points	Detention
Neil Bollard	Participant	11	11D	Hooke	10	No
Tao Cheng	Witness	11	11D	Newton	1	No
Tina Desai	Participant	11	11D	Fleming	10	No
Jason Eccles	Participant	11	11D	Fleming	10	No
April Jones	Participant	11	11A	Boyle	10	No

Editing Involvement Details for an Individual Member of Staff

1. The role of the staff member involved in the incident can be amended if necessary.
2. In the **Other Staff Involved** panel, highlight the member of staff's name then click the **Open** button to display the **Edit Behaviour Staff** dialog.

3. Select the correct **Role** from the drop-down list, e.g. **Class Teacher, Classroom Assistant, Head of Year**, etc.
4. Click the **OK** button to return to the **Behaviour Incident Details** dialog.
5. Click the **Save** button to save the amended details.

Editing Involvement Details for an Individual Student

Details of the behaviour incident for individual students can be edited as follows:

1. In the **Students Involved** panel, highlight the relevant student then click the **Open** button to display the **Edit Behaviour Student** dialog.
2. If necessary, edit the points allocated to a student.
3. Select the method in which the parents should be informed, if different to that already stated.
4. If necessary, edit the **Notes** recorded about the incident.
5. To view an attached document, highlight the attachment then click the **Open** button to display the **Edit Note/Document** dialog. The time and date that the document was **Last uploaded** is displayed.
Click the **View** button to display a read-only version of the document. Alternatively, users with appropriate permissions can open and edit the attached document by clicking the **Open** button. The amended document can be saved with a new file name and location, if required.
6. Click the **OK** button at each dialog to return to the **Behaviour Incident Details** dialog.
7. To add additional documents, click the **New** button to display the **Add Behaviour Student** dialog (please see *Adding Notes and Documents Relating to the Behaviour Incident* on page 55).
8. Click the **Save** button to save the amended details.



More Information:

Bulk Editing Student Involvement Details on page 54

Deleting Staff and Student Involvement Details

Individual members of staff and students can be deleted from the incident record by highlighting their name then clicking the adjacent **Delete** button. Although the deletion is immediate it can be restored by clicking the **Undo** button before saving.

Click the **Save** button to save changes.

Adding Report Card Details via the Register

The majority of report cards are issued by Heads of Year or Pastoral Managers (via **Focus | Behaviour Management | Report Card**) but generally speaking, class teachers are responsible for the administration and completion of report cards, i.e. managing targets and entering brief comments related to the targets.

1. Open the required register using your preferred method (please see *Accessing the Register* on page 30).

A student who is on report is indicated on the register by a **®** symbol at the top right-hand side of their name. The symbol and the student's details, e.g. **Name** and **Reg** group, are displayed in red. If a report card template has been applied to the report card, the template code is displayed next to the **®** symbol.

The screenshot shows the 'Take Register' interface for '12A/Bi1 Mrs. A Abell 20/03/2017'. A student, 'Jackson, Lea', is highlighted in red, indicating they are on report. A red '®' symbol and the code 'GEN' are next to their name. A context menu is open over the 'Reg' cell for this student, with 'Report Card Details' selected.

Name	Reg	AM	Fri:1	Fri:2	Fri:3	Fri:4	PM	Fri:5
Andreassen, Nick	N	/	-	-	-	-	\	-
Dampton, Levi	L	/	-	-	-	-	\	-
Fletcher, Tristan	M	/	-	-	-	-	\	-
Holding, Julian	J	/	-	-	-	-	\	-
Jackson, Lea ® GEN	M	/	-	-	-	-	\	-
Jones, James	N	/	-	-	-	-	\	-
Leanord, Victoria	G	/	-	-	-	-	\	-
Potts, Jessica	J	/	-	-	-	-	\	-
Rosenberg, Richard	G	/	-	-	-	-	\	-
Sahota, Katie	H	/	-	-	-	-	\	-
Sharma, Edward	L	/	-	-	-	-	\	-
Smith, Kyle	P	/	-	-	-	-	\	-
Vincent, Katarina	G	/	-	-	-	-	\	-
Vince, Chris	H	/	-	-	-	-	\	-

2. Highlight the name of the student who is on report then right-click one of the register cells associated with the selected student and select **Report Card Details** from the drop-down list.

*NOTE: Right-clicking the details displayed in one of the information columns, e.g. **Name**, **Reg**, etc. displays a different drop-down list from where a behaviour incident or achievement record can be created.*

Alternatively, highlight the student's name then click the drop-down button adjacent to the **Links** button and select **Report Card** from the drop-down list to display the **Report Card Details** dialog.

The 'Report Card Details' dialog box is shown for 'Jason Eccles'. It has five tabs: 'Basic Details', 'Behaviour Incidents Linked to Report Card', 'Templates', 'Targets', and 'Report Card'. The 'Basic Details' tab is active, showing fields for Student (Lea Jackson), Reason for On Report (Homework Issue), Start Date (20/03/2017), End date (24/03/2017), and an 'Active' checkbox which is checked. The 'Report Card' tab is also visible, showing a table with columns for Class, HOME, EQUI, Comments, and Initials.

Class	HOME	EQUI	Comments	Initials
Date: 20/03/2017				
M - AM				
12A/Bi1	<input type="checkbox"/>	<input type="checkbox"/>		AA
12X/Si1				BK
12D/Pe1				AL
12B/Hi1				KJ
M - PM				
12C/Et1				AlW

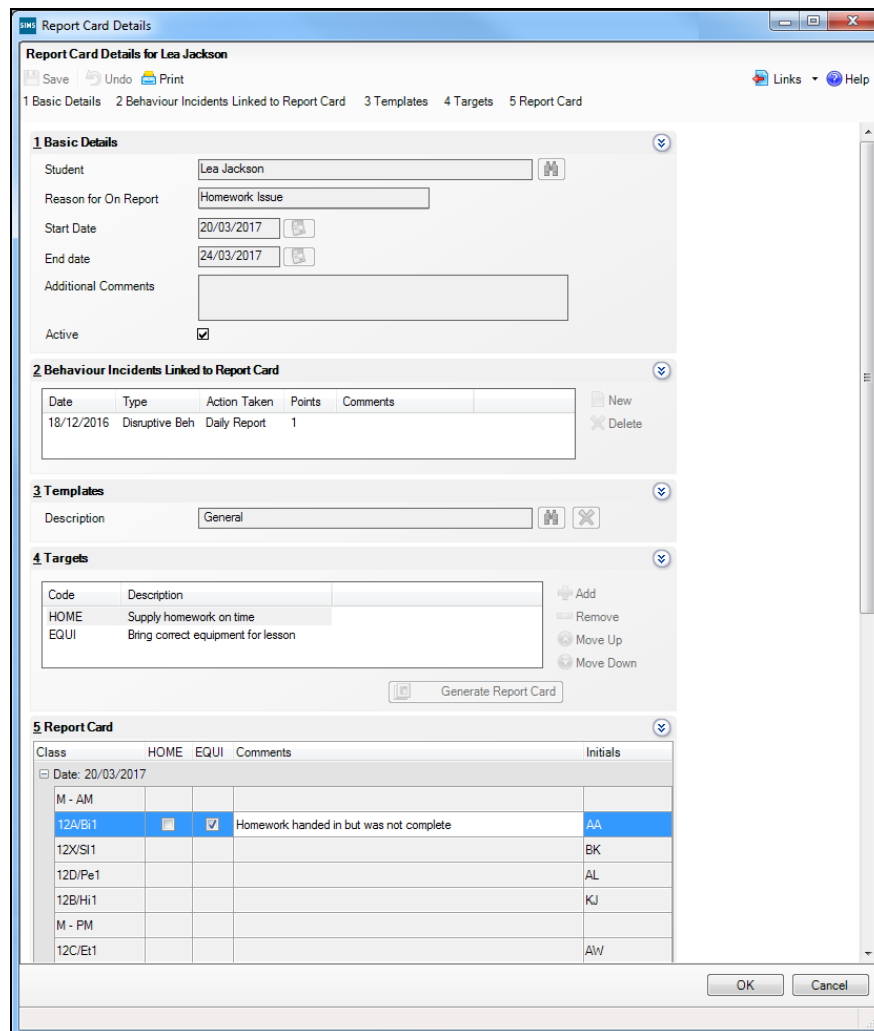
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The panels on the **Report Card Details** dialog can be viewed by clicking the associated expand/contract toggle button. The majority of the information displayed is read-only.

- The **Basic Details** panel provides information about the report card, including the student's name, the reason for the student being on report and the report start and end dates. If **Additional Comments** were entered when the report card was created, they are also displayed in this panel.

The **Active** check box is selected indicating that the report card is current. To mark the report card for future use, deselect the check box then click the **Save** button.

- If any behaviour incidents have been inked to this report card they are displayed in the **Behaviour Incidents Linked to Report Card** panel.
- If a report card template has been applied to this report card its **Description** is displayed in the **Templates** panel.
- The **Target** panel displays the target types that were selected when the report card was created.
- The **Report Card** panel enables you to manage the targets that have been set.



The student's registration group/classes for today are listed on left-hand side of the **Report Card** panel.

3. The code relating to the target type(s) that have been set for the report card are displayed as individual column(s). If the target was achieved, select the applicable target check box adjacent to the current class.
4. **Comments** relating to the target(s) can be entered, if required.
5. Enter the **Initials** of the teacher who entered the details.
6. Click the **Save** button.
7. To print the report card, click the **Print** button to display the **Run a Screen Based Report** dialog then click the **OK** button to return to the **Take Register** page.



Additional Resources:

Creating Report Cards chapter of the *Managing Pupil/Students* handbook



More Information:

Recording Behaviour Incidents and Achievements via the Register on page 46

Viewing the Class Photograph

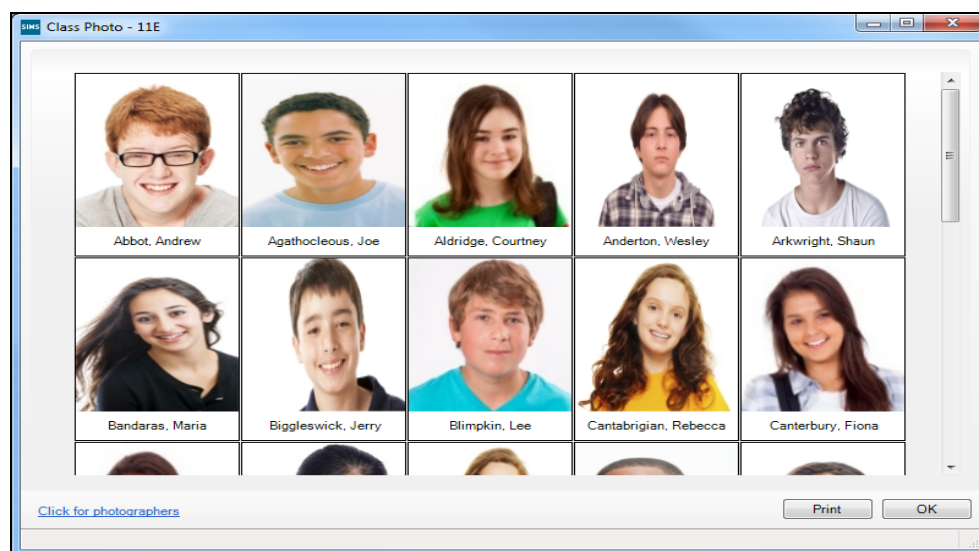
When a register is opened, the class photograph can be viewed, provided that the student photographs are stored in SIMS.

The class photograph is a composite display, made up of the individual photographs. The student's name is displayed under the associated photograph.

This option is particularly useful for members of staff who are not familiar with the class members.

1. Open the required register using your preferred method (please see *Accessing the Register* on page 30), i.e. **Focus | Lesson Monitor | Take Register** or the **Home Page**.
2. Click the **Class Photo** button to display the **Class Photo** dialog.

All photographs of the students in the class are displayed (provided they are stored in SIMS).



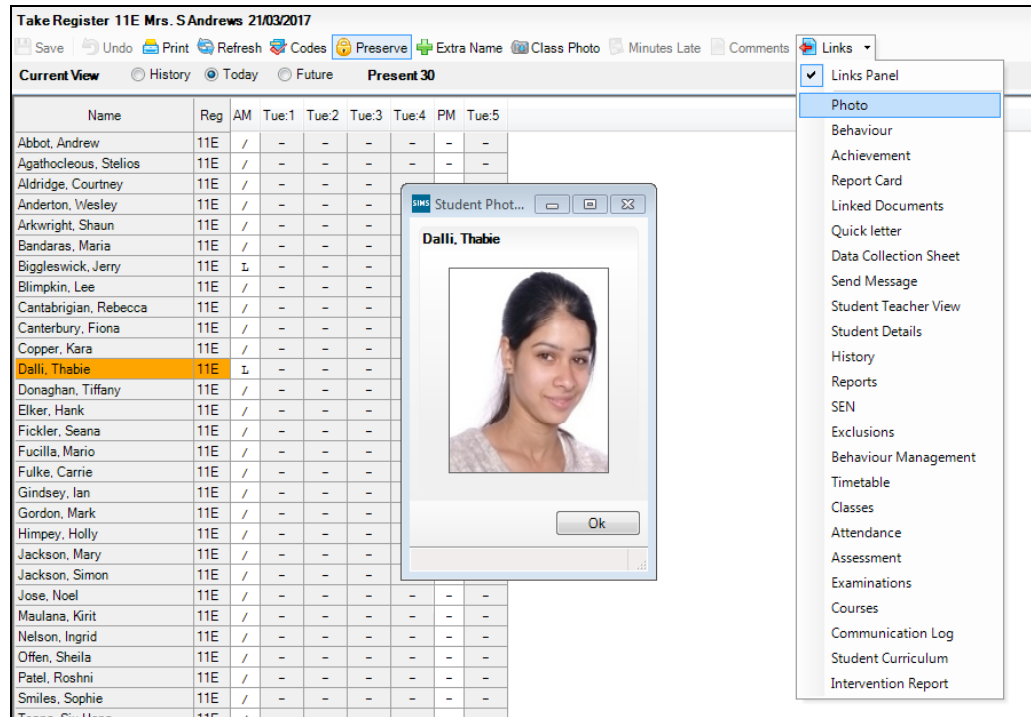
03| Taking the Register

3. If information is required about the SIMS Schools Photography Licensed Partners, click the **Click for photographers** link at the bottom of the dialog to display the **SIMS Schools Photography Licensed Partners** web page.

Viewing an Individual Student's Photograph

An individual's photograph can be viewed when the register is displayed.

1. Click the student's name on the register.
2. Select **Photo** from the **Links** button drop-down list to display the selected student's photo (providing it is stored in SIMS).



3. To view another student's photo (while still in individual photo mode), click their **Name**.
4. Click the **OK** button to close the **Student Photo** dialog.

Recording Minutes Late

This functionality enables the length of time that a student or group of students were late arriving for registration, to be recorded.

1. Open the required register using your preferred method (please see *Accessing the Register* on page 30), i.e. **Focus | Lesson Monitor | Take Register** or via the **Home Page**.
2. Click the cell that represents the lesson at which the student arrived late. More than one student can be selected by holding down the **Ctrl** key and clicking in the appropriate cells.
3. Right-click the last cell selected then select **Enter Minutes Late** from the pop-up menu.

Alternatively, click the **Minutes Late** button to display the **Minutes Late** dialog.

The student's name is displayed in the read-only **Student** field.

4. Enter the number of minutes that the student was late and then click the **OK** button to return to the **Take Register** page.

If several students are selected, the specified number of minutes late is recorded against each of them.

Where minutes late have been recorded, the background colour of the cell is cyan.

Name	Reg	AM	Mon:1	Mon:2	Mon:3	Mon:4	PM	Mon:5
Appleby, Harbinder	11F	/	/	-	-	-	\	-
Arnold, Lisa	11F	/	/	-	-	-	\	-
Bagshaw, Gary	11D	/	/	-	-	-	\	-
Bell, Leonie	11D	/	/	-	-	-	\	-
Bhelt, Leah	11F	/	/	-	-	-	\	-
Bushby, Paul	11D	c	c	c	c	c	\	-
Butler, Nigel	11D	/	/	-	-	-	\	-
Collier, Richard	11D	/	L	-	-	-	\	-
Dalton, Nina	11D	/	/	-	-	-	\	-
Delaney, Wayne	11D	/	/	-	-	-	\	-
Dhami, Philip	11E	s	s	-	-	-	\	-
Drubhra, Nigel	11F	/	/	-	-	-	\	-
Duncan, Joanna	11D	/	/	-	-	-	\	-
Evans, Aaron	11D	/	/	-	-	-	\	-
Evergreen, Thomas	11F	/	/	-	-	-	\	-
Fildes, Andrew	11D	/	/	-	-	-	\	-

- 1 A cell with a cyan background indicates that minutes late have been added.
- 2 Hovering the mouse pointer over a cell with a cyan background displays the recorded minutes late, the registration tutor/teacher's name, registration group/class and comments (if applicable).

5. Click the **Save** button to save the information.

NOTE: A red triangle displayed in the top right-hand of a cell indicates that a comment has been added (please see Entering Comments Relating to a Student on page 44).

The number of minutes late can be edited by opening the **Minutes Late** dialog again, amending the number and clicking the **OK** button to return to the **Take Register** page. Click the **Save** button again to save your changes.

More Information:



Entering Comments Relating to a Student on page 44

Editing Historical Marks

The historical option enables you to view, edit and enter historical marks for up to 10 instances of the selected session or lesson.

The historical view can be used to:

- view a student’s pattern of attendance for this class
 - correct any errors with previous marks (ensure that the **Overwrite** toggle button is displayed)
 - enter codes to replace missing marks.
1. Ensure that the required session or lesson has been selected from the timeline in the **Select Class** browser.
 2. Select the **History** radio button.

If you are viewing lesson marks, the selected lesson is displayed on the right-hand side of the grid.

Take Register 11y/Sc2 Mrs. AAbell 20/03/2017												
Save Undo Print Refresh Codes Overwrite Extra Name Class Photo Minutes Late Comments Links												
Current View <input checked="" type="radio"/> History <input type="radio"/> Today <input type="radio"/> Future Present 23												
Name	Reg	Tue:3 07/02	Mon:1 20/02	Tue:3 21/02	Mon:1 27/02	Tue:3 28/02	Mon:1 06/03	Tue:3 07/03	Mon:1 13/03	Tue:3 14/03	Mon:1 20/03	
Appleby, Harbinder	11F	/	/	/	/	F	/	/	/	/	I	
Arnold, Lisa	11F	/	/	/	/	/	/	/	/	/	/	
Bagshaw, Gary	11D	/	/	/	I	/	/	/	/	/	/	
Bell, Leonie	11D	/	/	/	/	/	/	/	/	/	/	
Bhelt, Leah	11F	/	/	I	/	I	/	/	/	E	/	
Bushby, Paul	11D	M	/	/	/	/	/	/	C	/	/	
Butler, Nigel	11D	/	/	/	C	C	/	/	/	I	/	
Collier, Richard	11D	/	/	/	/	/	/	/	L	/	/	
Dalton, Nina	11D	/	/	/	/	/	/	/	/	/	M	
Delaney, Wayne	11D	/	/	/	/	/	/	M	/	/	/	
Dhami, Philip	11E	/	/	/	/	/	/	/	S	S	/	
Drubhra, Nigel	11F	/	/	/	/	/	N	/	/	/	/	
Duncan, Joanna	11D	/	/	/	/	/	/	/	/	/	/	
Evans, Aaron	11D	/	/	/	/	/	/	/	/	/	/	
Evergreen, Thomas	11F	/	M	/	/	/	/	/	/	/	/	
Fields, Andrew	11D	/	/	/	/	/	/	/	/	/	M	

If you are viewing session marks, the AM and PM sessions for each day displayed are shown. The day in which the selected session occurs is displayed on the right-hand side of the grid.

Take Register 11D Mrs. AAbell 20/03/2017												
Save Undo Print Refresh Codes Preserve Extra Name Class Photo Minutes Late Comments Links												
Current View <input checked="" type="radio"/> History <input type="radio"/> Today <input type="radio"/> Future Present 22												
Name	Reg	Tue 21/03		Wed 15/03		Thu 16/03		Fri 17/03		Mon 20/03		
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Bagshaw, Gary	11D	/	\	/	\	/	\	/	\	/	\	
Bell, Leonie	11D	/	\	/	\	L	/	/	\	/	\	
Blackmore, Frances	11D	/	\	/	\	/	\	/	\	/	\	
Brookes, Richard	11D	/	\	/	\	/	\	/	\	/	\	
Bushby, Paul	11D	/	\	/	\	/	\	/	\	/	\	
Butler, Nigel	11D	I	I	/	\	/	\	/	\	/	\	
Cater, Kieran	11D	/	\	/	\	/	\	/	\	I	I	
Collier, Richard	11D	L	\	/	\	/	\	/	\	/	\	
Dalton, Nina	11D	/	\	/	\	/	\	/	\	/	\	

3. To return to the register for the selected date and period, select the **Today** radio button.

Alternatively, if you want to view other instances of the selected session or lesson that take place in the future, select the **Future** radio button.

Editing Future Marks

The future option enables you to view, enter and edit future marks for up to 10 instances of the selected lesson or session. For example, if a family holiday has been approved or a doctor or dental appointment is known, marks can be entered so that staff have visibility of these codes.

1. Ensure that the required lesson or session has been selected from the timeline in the **Select Class** browser.
2. Select the **Future** radio button.

In the following example, Nigel Bushby was added to the first period Science register as an extra student for that lesson only. Therefore, future Maths lessons for that class do not include Nigel and the cells are greyed out.

If you are viewing lesson marks, the selected lesson is displayed on the left-hand side of the grid.

Take Register 11y/Sc2 Mrs. AAbell 20/03/2017												
Save Undo Print Refresh Codes Preserve Extra Name Class Photo Minutes Late Comments Links												
Current View <input type="radio"/> History <input type="radio"/> Today <input checked="" type="radio"/> Future Present 25												
Name	Reg	Mon:5 20/03	Thu:2 23/03	Fri:2 24/03	Mon:5 27/03	Thu:2 30/03	Fri:2 31/03	Thu:2 20/04	Fri:2 21/04	Mon:5 24/04	Thu:2 27/04	
Appleby, Harbinder	11F	I	I	-	-	-	-	M	-	-	-	
Arnold, Lisa	11F	/	I	-	-	-	-	-	-	-	-	
Bagshaw, Gary	11D	/	-	-	-	I	-	-	-	-	-	
Bell, Leonie	11D	/	-	I	-	-	-	-	-	-	-	
Bhelt, Leah	11F	/	-	-	-	-	-	-	-	M	M	
Bushby, Nigel	11C	/	-	-	-	-	-	-	-	-	-	
Bushby, Paul	11D	/	-	-	-	-	-	-	-	-	-	
Butler, Nigel	11D	/	-	-	-	-	-	-	-	-	-	
Collier, Richard	11D	/	-	I	-	-	-	-	-	M	M	
Dalton, Nina	11D	M	-	-	-	-	-	-	-	-	-	
Delaney, Wayne	11D	/	-	-	-	-	-	-	-	-	-	
Dhami, Philip	11E	/	-	-	-	-	-	-	-	-	-	
Drubhra, Nigel	11F	/	-	-	-	-	-	-	-	-	-	
Duncan, Joanna	11D	/	-	-	-	-	-	-	-	-	-	
Evans, Aaron	11D	/	-	-	-	-	-	-	-	-	-	
Evergreen, Thomas	11F	/	-	-	-	-	-	-	-	-	-	I

If you are viewing session marks, the AM and PM sessions for each day displayed are shown. The day in which the selected session occurs is displayed on the left-hand side of the grid.

Take Register 11D Mrs. AAbell 20/03/2017												
Save Undo Print Refresh Codes Preserve Extra Name Class Photo Minutes Late Comments Links												
Current View <input type="radio"/> History <input type="radio"/> Today <input checked="" type="radio"/> Future Present 22												
Name	Reg	Mon 20/03		Tue 21/03		Wed 22/03		Thu 23/03		Fri 24/03		
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Bagshaw, Gary	11D	/	\	/	\	/	\	/	\	/	\	
Bell, Leonie	11D	/	\	/	\	/	\	/	\	/	\	
Blackmore, Frances	11D	/	\	/	\	/	\	/	\	/	\	
Brookes, Richard	11D	/	\	I	I	/	\	/	\	/	\	
Bushby, Paul	11D	/	\	/	\	/	\	/	\	/	\	
Butler, Nigel	11D	/	I	/	\	/	\	/	I	I	I	
Cater, Kieran	11D	I	I	I	I	I	I	I	I	I	I	
Collier, Richard	11D	/	\	/	\	/	\	/	\	/	\	
Dalton, Nina	11D	M	M	/	\	/	\	/	\	/	\	

03| Taking the Register

NOTE: If future marks have been recorded for a student then a change to their future class membership or timetable occurs, the future mark is shown on the register against the new lesson but only after SIMS is closed then re-opened, e.g. the next day.

- To return to the register for the selected date and period, select the **Today** radio button.

Alternatively, if you want to view the previous 10 instances of the selected lesson or session, select the **History** radio button.



More Information:

Editing Historical Marks on page 64

Linking to Other Areas of SIMS

Several links, in the form of tabs, provide quick access from the **Take Register** page to other areas in SIMS.

The screenshot shows the 'Take Register' interface for '9Y Mrs. A Abell 2003/2017'. The 'Current View' is set to 'Today', showing 'Present 28' and 'Meals Recorded 0'. A table lists students with columns for Name, Reg, AM, Mon:1, Mon:2, Mon:3, Mon:4, PM, and Mon:5. The 'Links' menu is open, showing options like Photo, Behaviour, Achievement, Report Card, etc.

Name	Reg	AM	Mon:1	Mon:2	Mon:3	Mon:4	PM	Mon:5
Bagshaw, Gary	9D	/	/	/	/	/	\	/
Bell, Leonie	9F	/	/	/	/	/	\	/
Blackmore, Frances	9E	/	/	/	/	/	\	/
Brookes, Richard	9D	/	/	/	/	/	\	/
Bushby, Paul	9F	/	/	/	/	/	\	/
Butler, Nigel	9E	/	/	/	/	/	\	/
Cater, Kieran	9E	/	/	/	/	/	\	/
Collier, Richard	9F	/	/	/	/	/	\	/
Dalton, Mrs	9F	/	/	/	/	/	\	/

The following sections provide information on the tabs that are available from the register.

Marksheet

Clicking the **Marksheet** tab (e.g. **Art : 9y/Art1**) displays up to five marksheets associated with the group of selected students.



Additional Resources:

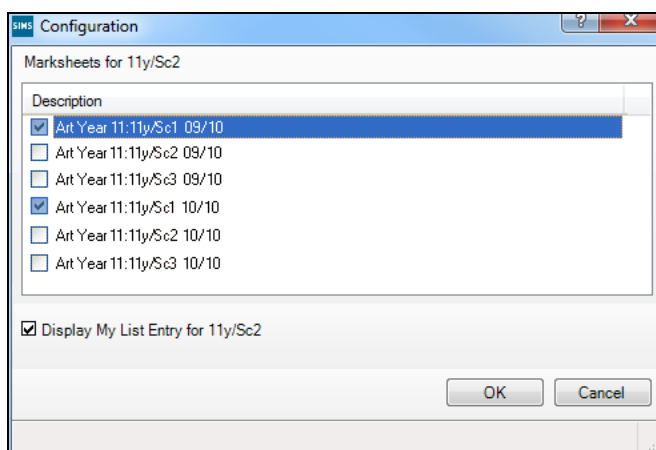
Administering Assessment handbook

To specify which marksheetworks to display:

1. Right-click on any tab then select **Configure** to display the **Configuration** dialog.

All available marksheetworks for the selected group of students are displayed in the first panel. By default, the first five in the list are selected.

2. Select/deselect the check box adjacent to the marksheet(s) to be displayed. Up to five marksheetworks can be selected.



3. Click the **OK** button to return to the **Take Register** page.

My List Entry

Clicking the **My List Entry** tab enables comments for the student's end of year reports to be entered via the **Profiles List Entry Detail** page.

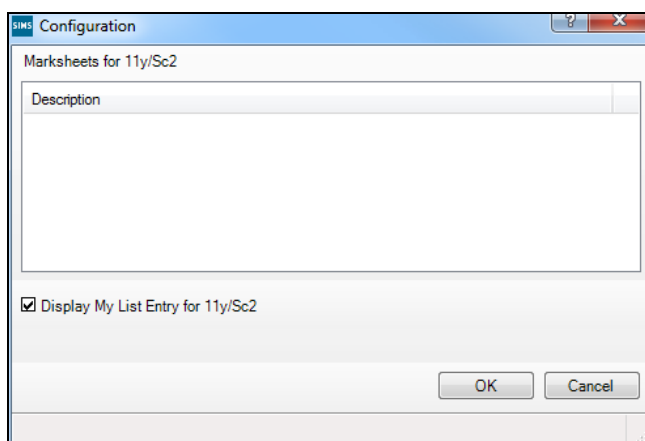


Additional Resources:

Managing Pupil/Student Profiles handbook

To hide the **My List Entry** tab:

1. Right-click on any tab, then select **Configure** to display the **Configuration** dialog.
2. Deselect the **Display My List Entry for <selected group>** check box.



3. Click the **OK** button to return to the **Take Register** page.

Take Register

If one of the other tab areas is being viewed, e.g. **My List Entry**, clicking the **Take Register** tab returns you to the **Take Register** page.

Attendance

Applicable to Dinner Money users only

If the Dinner Money licence is applied, **Attendance** and **Dinner Register** tabs are displayed above the register. If the dinner register is displayed, clicking the **Attendance** tab returns you to the current session/lesson register.

Dinner Register

Applicable to Dinner Money users only

If the Dinner Money licence is applied, **Attendance** and **Dinner Register** tabs are displayed above the register. Clicking the **Dinner Register** tab displays the dinner register for the current registration group/class.



Additional Resources:

Adminstrating Dinner Money handbook

04 | Edit Marks Routine

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Introduction to the Edit Marks Routine

The Edit Marks routine can be used to enter and edit any session or lesson mark where the student should attend school. For example, incorrect marks can be edited and reasons for absence can be entered. Some schools may choose to use the Edit Marks routine to enter a registration group's marks for the whole week.

Marks can also be entered for future dates, e.g. where the date of a hospital appointment is known. Marks for weeks prior to the selected date can also be edited.

To ensure that the data displayed is up-to-date, a **Refresh** button is available. This option can be used when data is entered by multiple users or when biometric devices, swipe cards or other external systems are in use.

Additional identification columns can be added to provide further information about the students whose marks you are editing (please see *Displaying Additional Student Identification Columns* on page 41).

NOTE: The period column headings display the names that were defined when setting up the timetable.

Selecting Students for the Edit Marks Routine

1. Select **Focus | Lesson Monitor | Edit Marks** to display the **Edit Marks** browser.

Short Name	Description
7A	7A
7B	7B
7C	7C
7D	7D
7E	7E
7F	7F

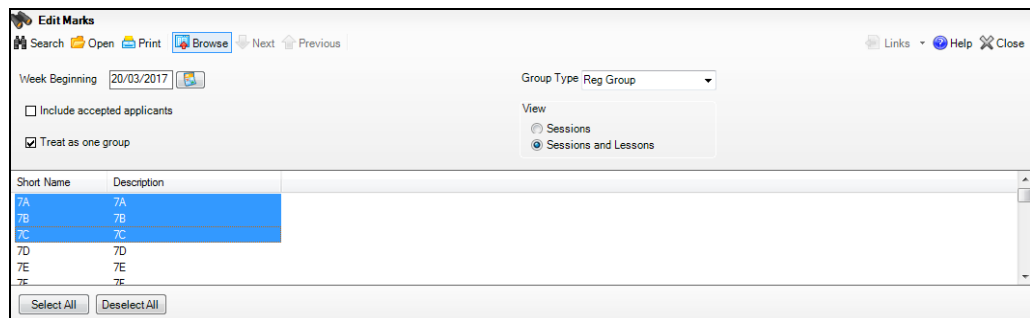
04 | Edit Marks Routine

- The date at the beginning of the current week is displayed by default. If a different week is required, enter the appropriate date in the **Week Beginning** field or click the **Calendar** button and select the required date.



- By default, the **Group Type** is displayed as **Reg Group**. If a different **Group Type** is required, select the group from the drop-down list then click the **Search** button to refresh the display.
- Specify the **View** by selecting either the **Sessions** or **Sessions and Lessons** radio button:
 - Sessions** – to edit marks in statutory registration only.
 - Sessions and Lessons** – to edit marks in statutory registration and lessons, both of which are displayed in the same view (selected by default).
- Select the **Include accepted applicants** check box to include accepted applicants, if required.
- If you intend to select more than one group, e.g. **7A**, **7B** and **7C**, from the browser list, the **Treat as one group** check box can be selected.

This enables a list of all students from the selected groups to be displayed in one list.



The screenshot shows the 'Edit Marks' interface. At the top, there are navigation buttons: Search, Open, Print, Browse, Next, and Previous. On the right, there are Links, Help, and Close buttons. The 'Week Beginning' field is set to 20/03/2017 with a calendar icon. The 'Group Type' dropdown is set to 'Reg Group'. There are two radio buttons for 'View': 'Sessions' and 'Sessions and Lessons' (selected). There are two checkboxes: 'Include accepted applicants' (unchecked) and 'Treat as one group' (checked). Below this is a table with columns 'Short Name' and 'Description'. The table contains rows for groups 7A through 7F. Groups 7A, 7B, and 7C are highlighted in blue. At the bottom left, there are 'Select All' and 'Deselect All' buttons.

Short Name	Description
7A	7A
7B	7B
7C	7C
7D	7D
7E	7E
7F	7F

If the **Treat as one group** check box is not selected, the groups are processed sequentially. For example, students in group **7A** are displayed then after editing and saving the marks, group **7B** is displayed then group **7C**.

- Double-click the required group or highlight the group and click the **Open** button to display the **Edit Session Marks** page or **Edit Lesson Marks** page, depending on the **View** selected.

To select more than one group, hold down the **Ctrl** key and click the required groups to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

Editing Marks for the Selected Students

The following example shows marks for **Sessions and Lessons** for three registration groups where **Treat as one group** has been selected.

Name		Reg	Mon 21/01/2019					Tue 22/01/2019					Wed 23/01/2019					Thu 24/01/2019					Fri 25/01/2019														
			AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5
Adams, Adam	7A	7A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
Ashdown, Rae	7B	7B	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
Badger, David	7C	7C	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
Bellio, Roman	7C	7C	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
Bernard, Edward	7B	7B	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
Biggar, Davina	7A	7A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
Black, Shauna	7A	7A	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
Bourne, Daisy	7B	7B	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
Brooks, Kirsten	7C	7C	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
Cooper, Yvonne	7C	7C	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	
Crawford, Samantha	7B	7B	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	

TIPS: To provide additional space for the editing marks grid to be displayed, the **SIMS Shortcuts** panel (located on the left-hand side of the screen) can be closed by clicking the **Hide Launcher** button. Click the **Show Launcher** button the next time the **SIMS Shortcuts** panel is required.

To view information relating to a mark, hover the cursor over the applicable cell.

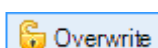
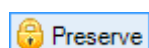


Hide/Show Launcher button

The following example shows marks for **Sessions** only for one registration group during the specified school week.

Name		Reg	Mon 20/03		Tue 21/03		Wed 22/03		Thu 23/03		Fri 24/03	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Ashdown, Rae	7B	7B	/	/	/	/	/	/	/	/	/	/
Bernard, Edward	7B	7B	/	/	/	/	/	/	/	/	/	/
Bourne, Daisy	7B	7B	/	/	/	/	/	/	/	/	/	/
Crawford, Samantha	7B	7B	/	/	/	/	/	/	/	/	/	/
Davies, Bette	7B	7B	/	/	/	/	/	/	/	/	/	/
Evans, Benny	7B	7B	/	/	/	/	/	/	/	/	/	/
Evans, Tomos	7B	7B	/	/	/	/	/	/	/	/	/	/
Frost, Kerry	7B	7B	/	/	/	/	/	/	/	/	/	/
Gardner, Sophie	7B	7B	/	/	/	/	/	/	/	/	/	/

1. To print the information displayed on the **Edit Marks** dialog, click the **Print** button at any time during the Edit Marks routine. A printed copy of the information might be useful if other members of staff need to be consulted.
2. To allow existing marks to be overwritten, click the **Preserve** button to display the **Overwrite** button.



Preserve/Overwrite toggle button

The **Preserve** button is displayed by default. This ensures that existing marks are protected.

04 | Edit Marks Routine

3. The **Vertical** button is displayed by default. When marks are entered, the highlight automatically moves down to the next cell in the grid ready for the next entry.



Vertical/Horizontal toggle button

To enter marks across the grid, click the **Vertical** button to display the **Horizontal** button. When marks are entered, the highlight moves horizontally to the next cell in the grid ready for the next entry.

4. Ensure that the **Overwrite** button is selected then edit the marks as required.
 - To select a block of cells, click and drag the cursor. This feature does not scroll, therefore only the cells visible on screen can be selected.
 - To select all cells, click the **Select All** button then enter the required code. All cells are populated with the same code. Individual cells can then be edited, if required.
5. If an invalid mark is entered, the **Codes** dialog opens displaying a list of valid codes. Double-click the correct code to populate the highlighted cell. To close the **Codes** dialog, click the **Close** button. The **Codes** dialog can also be accessed at any time by clicking the **Codes** button.
6. To record the number of minutes a student was late attending registration, highlight the appropriate cell then click the **Minutes Late** button. Enter the number of minutes late then click the **OK** button to return to the **Edit Marks** dialog.
7. To enter comments, highlight the appropriate cell then click the **Comments** button. Enter the required comment then click the **OK** button to return to the **Edit Marks** dialog.
8. Click the **Save** button to save the changes.
9. Previous and future weeks can be viewed and edited by clicking the **Previous Week** button or **Next Week** button. A list of students who match the criteria specified and any existing marks for that week are displayed.

NOTE: If future marks have been recorded for a student then a change to their future class membership or timetable occurs, the future mark is shown on the register against the new lesson but only after SIMS is closed then re-opened, e.g. the next day.

10. The **Previous** and **Next** buttons (located above the **Edit Lesson Marks** page) can be used to display the next or previous selected group, without returning to the **Find Student** browser.

*NOTE: If only one group is selected, the **Previous** and **Next** buttons are greyed out.*



More Information:

Entering Registration Marks on page 33

Entering Comments Relating to a Student on page 44

Recording Minutes Late on page 62

How do I Recognise where Conflicting Marks Exist? on page 121

First Day Calling

Visibility of first day absences enables the school to contact the parent or carer to find out why the student has not arrived at school. This is the first step to establishing that the student is safe.

To assist schools that use the 'First Day Calling' process, an option to **Show only students with Unexpected Absences today** is available on the **Edit Session Marks** page.

Select the **Show only students with Unexpected Absences today** check box to refresh the display.

Deselect this check box to return to display all student who match the criteria specified in the **Edit Marks** browser.

Entering Reasons for Absence

When reasons for absence are recorded, e.g. first thing in the morning, schools are recommended to enter session and lesson marks using the Edit Marks routine.

1. Select **Focus | Lesson Monitor | Edit Marks** to display the **Edit Marks** browser.
2. Select the **Sessions and Lessons** radio button in the **View** panel.
3. By default, the **Group Type** is displayed as **Reg Group**. If required, select a different **Group Type** from the drop-down list then click the **Search** button to refresh the display.

*TIP: Selecting **Whole School** could take some time to load and save. If this is the case, change the **Group Type** to **Individual Student** and click the **Search** button.*

4. To locate an individual student's name, click in the list of names and type their surname (or the first few letters of their surname).
5. Double-click the located name to display the **Edit Lesson Marks** page.
The present week and the previous four weeks are displayed. This enables the recent history of marks to be viewed and any previous reasons for absence to be entered.
6. Click the **Save** button.
7. Click the **Browse** button to return to the **Edit Marks** browser and repeat the process for another student, if necessary.

Dealing with Unexplained Absences

The Deal with Unexplained Absences routine is used to search student records for unexplained absence. The search can be refined by specifying a date range and group type, e.g. **Year Group**, **Reg Group**, **House**, etc.

If the school has either given approval in advance for the student to be away from school, e.g. family holiday, or an explanation for the absence has been offered and accepted, e.g. a doctor's appointment, the absences can be recorded using one of the authorised absence codes. These codes can be entered via **Focus | Lesson Monitor | Edit Marks** or **Focus | Lesson Monitor | Entering a Code over a Date Range**, as appropriate.



More Information:

Introduction to the Edit Marks Routine on page 69

Entering a Code over a Date Range on page 82

Selecting Students with Unexplained Absences

1. Select **Focus | Lesson Monitor | Deal with Unexplained Absences** to display the **Deal with Unexplained Absences** browser.

Short Name	Description
7	Year 7
8	Year 8
9	Year 9
10	Year 10
11	Year 11
12	Year 12

2. A default date range of 'from one month ago to yesterday' is displayed. If a different date range is required enter the appropriate dates in the **From** and **to** fields or select the dates by clicking the associated **Calendar** buttons.



Calendar button

3. **Year Group** is displayed by default. If a different **Group Type** is required, select the group from the drop-down list, then click the **Search** button to refresh the display.
4. Specify the **View** by selecting either the **Sessions and Lessons** or **Sessions** radio button:
 - **Sessions and Lessons** – to check for unexplained absences in statutory registration and lesson marks, both of which are displayed in the same view. (Selected by default.)
 - **Sessions** – to check for unexplained absences in statutory registration marks only.
5. If you intend to select more than one group from the browser, e.g. **Year 10**, **Year 11** and **Year 12**, the **Treat as one group** check box can be selected.

This enables a list of all students from the selected groups who have unexplained absences to be displayed in one list.

If the **Treat as one group** check box is not selected, the groups are processed then displayed sequentially. For example, unexplained absences for **Year 10** is displayed and then after editing and saving the marks, **Year 11** is displayed then **Year 12**.

6. Double-click the required group or highlight the group and click the **Open** button to display the **Deal with Unexplained Absences** page.

To select more than one group, hold down the **Ctrl** key then click the required groups to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

Editing Unexplained Absence Marks

Unexplained absences for all students who match the specified criteria are displayed on the **Unexplained Absences** page.

The following example shows unexplained absences from **Sessions and Lessons** for Year 10 during the specified date range.

Continuous absence is displayed on one line, e.g. **From** 18/01/2017 AM **To** 18/01/2017 Wed:4.

All unexplained absences for the same student are displayed together in the grid.

Unexplained Absences - Year 9					
Unexplained Absences (11/12/2018 - 10/01/2019)					
Name	Reg	From	To	Mark	
Harris, Niamh	9F	19/12/2018 PM	19/12/2018 PM	N	
Parker, Chris	9C	19/12/2018 AM	19/12/2018 AM	N	
Rovoski, Vlad	9D	14/12/2018 AM	14/12/2018 AM	N	
Starling, Joseph	9C	04/01/2019 PM	04/01/2019 PM	N	

The following example shows unexplained absences from **Sessions** for Year 4 during the specified date range.

Unexplained Absences - Year 3					
Unexplained Absences (10/12/2018 - 09/01/2019)					
Name	Reg	From	To	Mark	
Banks, Chloe	3CB	13/12/2018 AM	13/12/2018 PM	N	
		04/01/2019 AM	04/01/2019 PM	N	
Clarke, Emma	3TO	13/12/2018 AM	13/12/2018 PM	N	
		18/12/2018 AM	18/12/2018 PM	N	
		04/01/2019 AM	04/01/2019 PM	N	
Davies, Tamson	3CB	13/12/2018 AM	13/12/2018 PM	N	
		18/12/2018 AM	18/12/2018 PM	N	

1. To add a student identification column, right-click a student identification column heading then select the required column name from the pop-up menu. More than one additional column can be added but they must be selected one at a time (please see *Displaying Additional Student Identification Columns* on page 41).
2. To run a report based on the information displayed on the **Unexplained Absences** page, click the **Print** button. The print option can be run at any time during the routine. A printed copy of the information might be useful at this stage, if other members of staff need to be consulted.

04 | Edit Marks Routine

- An absence code can be entered for each resolved unexplained absence in the list.

Where a mark is entered for a period of continuous absence, the reason for absence is applied to every session or lesson in the date range for that continuous absence.

For example, Julian Holding did not attend registration from 08/02/2017 AM to 08/02/2017 PM because he was ill. Therefore, code **I** has been entered in the **Marks** column adjacent to that entry. Code **I** is then recorded as his AM registration and PM mark for that date. The highlight then moves down automatically to the next unexplained absence.

Name	Reg	From	To	Mark
Hobson, Brent	H	22/01/2017 AM	22/01/2017 PM	P
Holding, Julian	J	08/02/2017 AM	08/02/2017 PM	I
Hutchinson, Roger	K	08/02/2017 AM	08/02/2017 PM	N
Jacks, Diana	L	08/02/2017 AM	08/02/2017 PM	N
Lester, John	H	24/01/2017 AM	25/01/2017 PM	N

If a period of continuous absence consists of more than one reasons for absence, e.g. if Tuesday to Thursday was due to illness and Friday was unapproved family holiday, double-click the student's name to display the **Edit Marks** dialog, where marks for individual lessons or sessions can be entered. The **Edit Marks** dialog also enables you to edit any mark for the selected student in the specified date range.

- If an invalid mark is entered, the **Codes** dialog opens displaying a list of valid codes. Double-click the correct code to populate the highlighted cell. To close the **Codes** dialog, click the **Close** button. The **Codes** dialog can also be accessed at any time by clicking the **Codes** button.
- Click the **Save** button to save the changes and refresh the display. Only students who still have unexplained absences are displayed after the refresh process.



More Information:

Entering Registration Marks on page 33

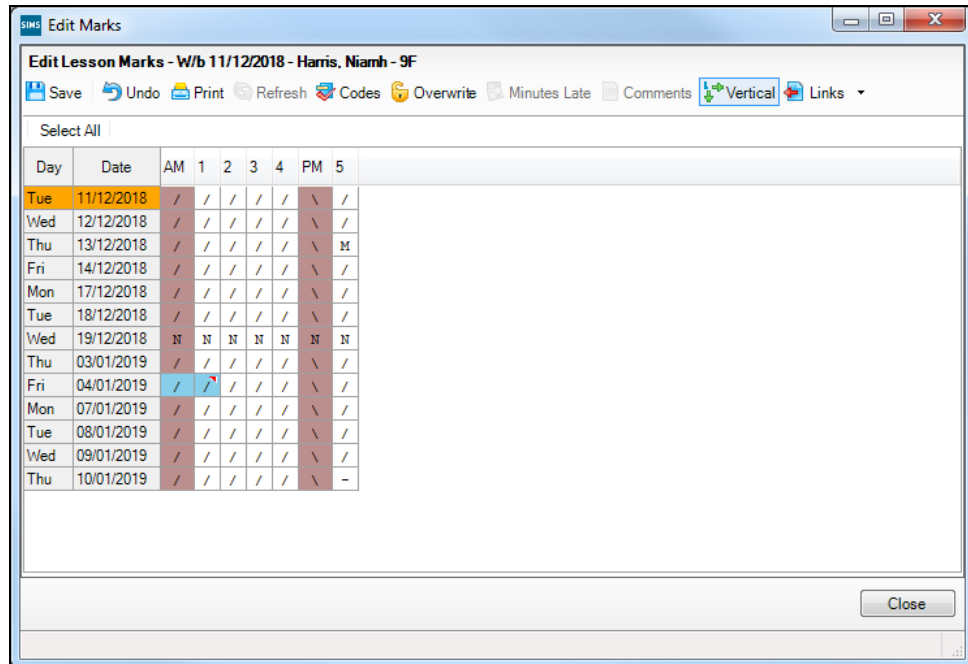
Displaying Additional Student Identification Columns on page 41

Detailed Editing of Unexplained Absence Marks on page 76

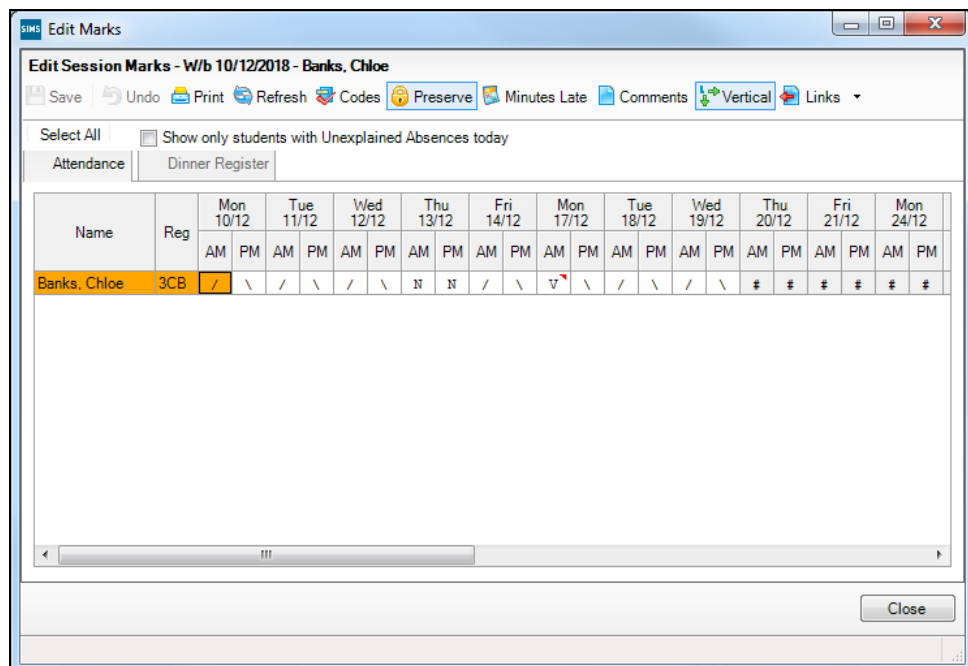
Detailed Editing of Unexplained Absence Marks

Double-clicking any student's name on the **Unexplained Absences** page (**Focus | Lesson Monitor | Deal with Unexplained Absences**) displays the **Edit Marks** dialog where all marks including unexplained absences for the specified date range are displayed. The dialog format is different depending on the option selected in the **Deal with Unexplained Absences** browser, i.e. **Sessions** or **Sessions and Lessons**.

The following example shows marks for **Sessions and Lessons** including unexplained absences that occurred within the date range specified in the **Deal with Unexplained Absences** browser. The **Preserve** existing marks and **Vertical** entry options have been selected.



The following example shows marks for **Sessions** including unexplained absences that occurred within the date range specified in the **Deal with Unexplained Absences** browser. The **Overwrite** marks and **Horizontal** entry options have been selected.



It is possible to edit then save any of the marks displayed in the **Edit Marks** dialog but you must return to the **Unexplained Absences** page before the Deal with Unexplained Absences process is complete.

1. With the **Unexplained Absences** page displayed (**Focus | Lesson Monitor | Deal with Unexplained Absences**), double-click the required student's name to display the **Edit Marks** dialog.
2. To edit existing marks, ensure that the **Overwrite** button is displayed. Click the **Preserve/Overwrite** button to toggle to **Overwrite**.



By default, **Preserve** is displayed on the **Preserve/Overwrite** button. This ensures that existing marks are protected.

3. The **Vertical** button is displayed by default. When marks are entered, the highlight automatically moves down to the next cell in the grid ready for the next entry.



To enter marks across the grid, click the **Vertical** button to display the **Horizontal** button. When marks are entered, the highlight moves horizontally to the next cell in the grid ready for the next entry.

4. To run a report based on the information displayed on the **Edit Marks** dialog, click the **Print** button. The print option can be run at any time during the routine.
5. Ensure that the **Overwrite** button is selected then enter a code for each resolved unexplained absence.
 - To select more than one cell in the editing grid, hold down the **Ctrl** key and click the required cells to highlight them.
 - To select a block of cells, click in the first cell hold down the **Shift** key and then click in the last cell to highlight the block.

If an invalid mark is entered, the **Codes** dialog opens, which displays a list of valid codes. Double-click the correct code to populate the highlighted cell in the **Mark** column. To close the **Codes** dialog, click the **Close** button. The **Codes** dialog can also be accessed by clicking the **Codes** button.

6. To record the number of minutes a student was late attending registration, highlight the appropriate cell then click the **Minutes Late** button. Enter the number of minutes late then click the **OK** button to return to the **Edit Marks** dialog.
7. To enter comments, highlight the appropriate cell then click the **Comments** button. Enter the required comment then click the **OK** button to return to the **Edit Marks** dialog.
8. Click the **Save** button to save the changes.
9. Click the **Close** button to return to the **Unexplained Absences** page. Only students who still have unexplained absences are displayed.



More Information:

Entering Registration Marks on page 33

Entering Comments Relating to a Student on page 44

Recording Minutes Late on page 62

Dealing with Missing Marks

The Deal with Missing Marks routine enables users to locate and deal with missing session and lesson marks that fall between specified dates. Appropriate attendance codes can be entered for individuals or as a batch entry.

Missing marks are rare but will occur if a mark is not entered on the register or in extreme cases where a whole register was not marked for some reason.

Definition of Missing Marks

Missing Marks for sessions are sessions for which the student has no mark, and for which they were expected to attend, i.e. the school was open for registration and this student was on-roll.

Missing Marks for lessons are lessons for which the student has no mark, and for which they were timetabled, and were on-roll. This includes lessons which they were timetabled to attend as timetable exceptions and excludes any lessons from which they were removed as exceptions.

Selecting Students with Missing Marks

1. Select **Focus | Lesson Monitor | Deal with Missing Marks** to display the **Deal with Missing Marks** browser.

Short Name	Description
7	Year 7
8	Year 8
9	Year 9
10	Year 10
11	Year 11
12	Year 12

2. A default date range of 'from one month ago to yesterday' is displayed. If a different date range is required enter the appropriate dates in the **From** and **to** fields or select the dates by clicking the associated **Calendar** buttons.
3. **Year Group** is displayed by default. If a different **Group Type** is required, select the group from the drop-down list, then click the **Search** button to refresh the display.
4. Specify the **View** by selecting either the **Sessions** or **Sessions and Lessons** radio button:
 - **Sessions** – to check for missing statutory registration marks only.
 - **Sessions and Lessons** – to check for missing statutory registration marks and lesson marks, both of which are displayed in the same view. (Selected by default.)
5. If you intend to select more than one group, e.g. year group 7, 8 and 9, from the browser list, the **Treat as one group** check box can be selected, if required.

This enables a list of all students with unexplained absences, from the selected groups, to be displayed in one list.

04 | Edit Marks Routine

If the **Treat as one group** check box is not selected, the groups are processed sequentially. For example, a list of unexplained absences for **Year 7** is displayed and then after editing and saving the marks, **Year 8** is displayed then **Year 9**.

- Double-click the required group or highlight the group and click the **Open** button to display the **Missing Marks** page where details of missing marks that match the criteria specified are displayed.

To select more than one group, hold down the **Ctrl** key then click the required groups to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

Editing Missing Marks

Missing marks for all students who match the specified criteria are displayed on the **Missing Marks** page.

The following example shows missing marks from **Sessions and Lessons** for Year 7 during the specified date range.

Missing Marks -Year 7

Save Undo Print Codes Minutes Late Comments Links

Missing Marks (21/01/2017-20/02/2017)

Name	Reg	Date	Group	Teacher	Mark
Abbot, Andrew	7E	23/01/2017 Mon:1	7E/En	Mr M. Lubbock	-
		23/01/2017 Mon:2	7E/Sc		-
Able, Cameron	7A	23/01/2017 AM	7A	Mr B. Kinross	-
		23/01/2017 PM			-
		23/01/2017 Mon:1	7A/Sc	Mrs S. Andrews	-
		23/01/2017 Mon:2			-
Ackrington, Robert	7D	23/01/2017 Mon:1	7D/Re	Mr A. Pinkney	-
		23/01/2017 Mon:2	7D/En	Mr J. Sinclair	-
		24/01/2017 Tue:3	7y/Te1	Mr P. Brown	-
Adedeji, Payal	7C	23/01/2017 Mon:1	7C/Sc	Ms J. Estaphan	-
Baggley, Christopher	7A	23/01/2017 AM	7A	Mr B. Kinross	-
		23/01/2017 PM			-

The following example shows missing marks from **Sessions** for Year 7 during the specified date range.

Missing Marks -Year 7

Save Undo Print Codes Minutes Late Comments Links

Missing Marks (21/01/2017-20/02/2017)

Name	Reg	Date	Group	Teacher	Mark
Able, Cameron	7A	23/01/2017 AM	7A	Mr B. Kinross	-
		23/01/2017 PM			-
Baggley, Christopher	7A	23/01/2017 AM	7A	Mr B. Kinross	-
		23/01/2017 PM			-
Brown, Leroy	7A	27/02/2017 AM	7A	Mr B. Kinross	-
Carlson, Delia	7A	27/02/2017 AM	7A	Mr B. Kinross	-
Chilburn, Deborah	7A	27/02/2017 AM	7A	Mr B. Kinross	-
Christenson, Olivia	7A	28/02/2017 AM	7A	Mr B. Kinross	-
Clarkson, Annabel	7A	28/02/2017 AM	7A	Mr B. Kinross	-
		28/02/2017 PM			-
		01/03/2017 AM			-
		02/03/2017 PM			-
		02/03/2017 AM			-

Each period is listed separately, e.g. if a student has no marks for a lesson that spanned two periods, the two periods are listed on consecutive lines.

*NOTE: The **Save** button can be clicked at any time during the Deal with Missing Marks routine to save the changes and refresh the display. Only students who still have missing marks are displayed after the refresh process. The remaining missing marks can then be edited.*

1. Enter a mark (please see *Entering Registration Marks* on page 33) to replace each dash (–) representing a missing mark.

Missing marks are ordered by name, date and period. To display missing marks for the same period or the same teacher together, click the **Date** or **Teacher** column heading. The same mark can then be entered as a block by clicking in the first cell of the block, then using the **Shift** key in conjunction with the mouse button click in the last cell of the block, and enter the appropriate mark.

Alternatively, if a student has several missing marks for the same reason, hold down the **Ctrl** key and click the required cells to highlight them. Enter the required mark.

If an invalid mark is entered, the **Codes** dialog is opened displaying a list of valid codes. Double-click the correct code to populate the highlighted cell in the **Mark** column. To close the **Codes** dialog, click the **Close** button. The **Codes** dialog can also be accessed by clicking the **Codes** button.

2. To run a report based on the information displayed on the **Missing Marks** page, click the **Print** button. The print option can be run at any time during the routine.
3. To record the number of minutes a student was late attending registration, highlight the appropriate cell then click the **Minutes Late** button. Enter the number of minutes late then click the **OK** button to return to the **Missing Marks** dialog.
4. Comments can be entered (before saving) by highlighting the appropriate cell then clicking the **Comments** button. Enter the required comment then click the **OK** button to return to the **Missing Marks** dialog.
5. To add a student identification column, right-click a student identification column heading then select the required column name from the pop-up menu. More than one additional column can be added but they must be selected one at a time.
6. Click the **Save** button to save the changes and refresh the display.
Only students who still have missing marks are displayed after the refresh process.



More Information:

Setting up the Defaults for Specific Routines on page 5

Displaying Additional Student Identification Columns on page 41

Entering Comments Relating to a Student on page 44

Recording Minutes Late on page 62

Entering a Code over a Date Range

The same absence code can be entered for a group of students over the same date range. This process could be required, for example, to record work experience, study leave or field trips.

The Enter a Code over a Date Range routine is normally used to record dates for a future date range. However, the date range functionality is flexible allowing future and past dates to be entered.

NOTE: Marks are not updated for students who have been added to a register.

1. Select **Focus | Lesson Monitor | Enter a Code over a Date Range** to display the **Enter Code Over Date Range** page.

Short Name	Description
7	Year 7
8	Year 8
9	Year 9
10	Year 10
11	Year 11
12	Year 12

2. A default date range of 'from today to today' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the associated **Calendar** buttons and select alternative dates.



Calendar button

3. **Year Group** is displayed by default. If a different **Group Type** is required, select the group from the drop-down list, then click the **Search** button to refresh the display.
4. Specify the type of registration that the code should **Apply To** by selecting the **Sessions** or **Sessions and Lessons** radio button:
 - **Sessions** – to enter statutory registration marks only.
 - **Sessions and Lessons** – to enter statutory registration marks and lesson marks. (Selected by default.)
5. Select the group or groups to which the code is to be applied. Click to highlight a single group.

To select more than one group, hold down the **Ctrl** key and click the required groups to highlight them.

The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

6. Select the required code from the **Mark Code** drop-down list.

7. Existing marks are **Preserve** by default. To edit existing marks, ensure that the **Overwrite** button is displayed by clicking the **Preserve/Overwrite** toggle button.



8. Click the **Apply** button to display the **Activity Log**, which shows a summary of the data entered.
9. Click the **Yes** button to apply the selected code to the highlighted students or groups, or the **No** button to return to the **Enter a Code Over a Date Range** page, where new parameters can be selected.

Entering a Weekly Pattern of Marks

A weekly pattern of marks can be entered for sessions or lessons or both over a specified date range. This routine is normally performed in advance to indicate, for example, when a student or group is going to be absent or educated off-site on a regular basis.

NOTE: Marks are not updated for students who have been added to a register.

04 | Edit Marks Routine

1. Select **Focus | Lesson Monitor | Enter a Weekly Pattern** to display the **Enter a Weekly Pattern** page.

Enter a Weekly Pattern

Search Preserve Apply Undo Help Close

From w/b 18/02/2017 to w/b 18/02/2017

Group Type Year Group

Apply To

Sessions

Sessions and Lessons

Short Name	Description
7	Year 7
8	Year 8
9	Year 9
10	Year 10
11	Year 11
12	Year 12
13	Year 13

Select All Deselect All

	Mon	Tue	Wed	Thu	Fri	
	AM	PM	AM	PM	AM	PM

Codes

2. By default, the beginning of the current week is displayed in both the **From w/b** and **to w/b** fields. To specify a different date range (i.e. from a week beginning date to a week beginning date), enter the required dates in the **From w/b** and **to w/b** fields or click the associated **Calendar** buttons and select the required dates.

NOTE: If a change of timetable model or a change in the pattern of sessions and lessons occurs during the date range specified, the weekly pattern is not applied. This is also relevant if a date range that spans two different years is selected. In these circumstances, deal with each part of the date range separately.

3. **Year Group** is displayed by default. If a different **Group Type** is required, select the group from the drop-down list then click the **Search** button to refresh the display.

4. Specify the type of registration that the weekly pattern should **Apply To**. The grid at the bottom of the **Enter a Weekly Pattern** page automatically reflects the selected option:
- **Sessions** – to enter statutory registration marks only. (Selected by default.)

	Mon		Tue		Wed		Thu		Fri	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

- **Sessions and Lessons** – to enter statutory registration marks and lesson marks.

	Mon		Tue		Wed		Thu		Fri	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

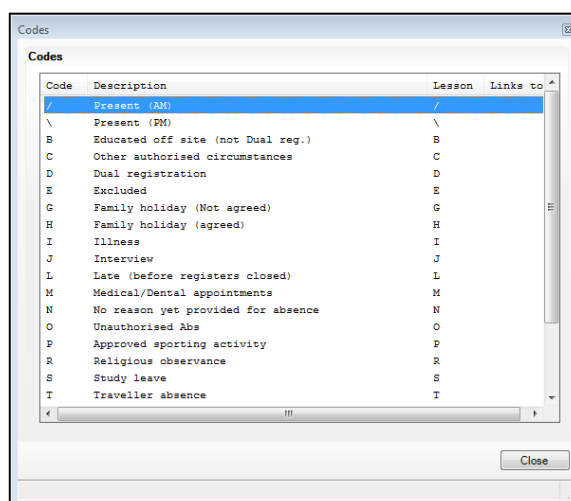
5. To overwrite existing marks, ensure that the **Overwrite** button is displayed. Click the **Preserve/Overwrite** button to toggle to **Overwrite**.



The **Preserve** button is displayed by default. This ensures that existing marks are protected.

6. Select the required students or groups.
- To select more than one group, hold down the **Ctrl** key and click the required groups to highlight them.
 - To select a block, click the first group, hold down the **Shift** key then click in the last group to highlight the block.
 - To select all students or groups, click the **Select All** button.
7. Enter the appropriate marks in the grid at the bottom of the **Enter a Weekly Pattern** page.

If an incorrect mark is entered the **Codes** dialog is displayed. The **Codes** dialog, which can also be opened by clicking the **Codes** button, lists all available codes and their descriptions.



04 | Edit Marks Routine

Double-clicking the required code populates the current cell. The highlight moves either down (in the sessions and lessons view) or across (in the sessions view) to the next cell.

The **Codes** dialog can remain open for reference while marks are entered. Click the **Cancel** button to close the dialog.

Short Name	Description
7	Year 7
8	Year 8
9	Year 9
10	Year 10
11	Year 11
12	Year 12
13	Year 13

	Mon	Tue	Wed	Thu	Fri					
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
	/	/	B	B	/	/	/	/	/	/

- Click the **Apply** button to display the **Activity Log**, which shows a summary of the data entered.

Click the **Yes** button to apply the pattern of marks to the specified student records. For example, if Years 7, 8 and 9 are selected, the specified weekly pattern of marks, e.g. educated of site on Tuesdays, is applied to every student in those year groups for the date range specified.

Alternatively, click the **No** button to return to the **Enter a Weekly Pattern** page, where new parameters can be selected.

Schools with a Timetable Cycle of More than One Week

If your school has a timetable cycle of more than one week, e.g. two weeks (i.e. 10 days), session marks are saved to every week in the date range, regardless of whether it is week one or week two. Therefore, it is only necessary to enter a pattern of weekly marks in week one, as the marks are copied automatically to all weeks in the cycle.

IMPORTANT NOTE: A pattern of lesson marks should be entered for all weeks in the timetable cycle.



More Information:

Entering Registration Marks on page 33

Managing Exceptional Circumstances (England)

Applicable to Schools in England Only

When students are unable to attend school due to the school being closed, schools in England can use the attendance code **Y** (unable to attend due to exceptional circumstances) or code **#** (planned whole or partial school closure) to record their attendance.

The following are examples of situations where the **Y** code should be used.

Unplanned closures where:

- all or some students are not required to attend school because the school site, or part of the school site, is closed due to unavoidable circumstances, e.g. the heating breaking down or flooding in certain classrooms.
- individuals or several students are unable to attend school due to one-off situations, e.g. failure of transport provided by the school or the local authority.

The following are examples of situations where the **#** code should be used.

Planned closures where:

- all or part of the school is being used as a polling station.
- there are occasional days when the students and staff are on holiday.

The DfE requires that a reason is recorded for each exceptional circumstance.

NOTE: Marks are not updated for students who have been added to a register.

Creating an Exceptional Circumstance Record

1. Select **Focus | Lesson Monitor | Exceptional Circumstance** to display the **Find an Exceptional Circumstance** browser.

Find an Exceptional Circumstance

Find exceptional circumstances that occur between this date range:

From 23/02/2017 To 31/08/2017 Code <Any>

Start Date	End Date	Code	Description
------------	----------	------	-------------

04 | Edit Marks Routine

- Click the **New** button to display the **Create an Exceptional Circumstance** page.

From: 23/02/2017 AM to 23/02/2017 PM Group Type: Whole School

Include accepted applicants

Short Name	Description	Group Type
		Whole School Selected

- A date range from today AM to today PM is displayed by default. If a different date range is required, enter the dates in the **From** and **to** fields or click the associated **Calendar** buttons and select the required dates.



Calendar button

Specify **AM** or **PM** by selecting from the drop-down lists.

The date range can be set to a single session, e.g. from 23/02/2017 AM to 23/02/2017 AM or a range of sessions, e.g. from 20/02/2017 AM to 17/03/2017 PM.

- By default, the **Group Type** is displayed as **Whole School**. If a different **Group Type** is required, select the group from the drop-down list then click the **Search** button to refresh the display.

From: 23/02/2017 AM to 24/02/2017 PM Group Type: Year Group

Include accepted applicants

Short Name	Description
7	Year 7
8	Year 8
9	Year 9
10	Year 10
11	Year 11
12	Year 12
13	Year 13

- To **Include accepted applicants** in the list of students available for selection, select the associated check box then click the **Search** button to refresh the display.
- Select the required attendance **Code** from the drop-down list, i.e. **Y** or **#**.
- Enter the reason for the exceptional circumstance in the **Description** field, e.g. school bus broke down, block B classrooms flooded, school used as polling station, etc.
- Highlight the students who are not attending school due to the exceptional circumstance.

To select more than one student, hold down the **Ctrl** key and click to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the page) can also be used, if required.

TIP: To re-order the display, click the required column heading.

Create an Exceptional Circumstance

Search Apply Print

From: 23/02/2017 AM to 24/02/2017 PM Group Type: Year Group

Include accepted applicants

Short Name	Description
7	Year 7
8	Year 8
9	Year 9
10	Year 10
11	Year 11
12	Year 12
13	Year 13

Select All Deselect All

Code: Y Unable to attend due to exceptional circumstances

Description: School bus broke down. Bus will not be available tomorrow.

9. Click the **Apply** button to display the **Activity Log**, which shows a summary of the data entered.
10. Click **Yes** to apply the **Code** to each of the selected students for the date range specified, or **No** to return to the **Create an Exceptional Circumstance** page, where new parameters can be selected.
11. Details of the closure can be printed by clicking the **Print** button.

Editing an Exceptional Circumstance Record

Details of an exceptional circumstance, i.e. the attendance code, the date range and the description, can be edited, if required. The students' attendance records are updated automatically when the edited details are applied.

1. Select **Focus | Lesson Monitor | Exceptional Circumstance** to display the **Find an Exceptional Circumstance** browser.

Find an Exceptional Circumstance

New Search Open Delete Print Browse Next Previous Help Close

Find exceptional circumstances that occur between this date range:

From: 23/02/2017 To: 31/08/2017 Code: <Any>

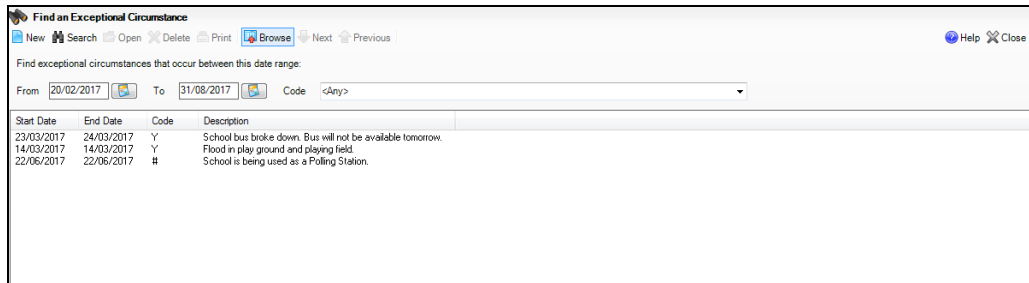
Start Date	End Date	Code	Description
------------	----------	------	-------------

04 | Edit Marks Routine

2. Ensure that the required date range is displayed in the **From** and **To** fields. Enter the required dates or click the associated **Calendar** buttons and select the dates, if required.

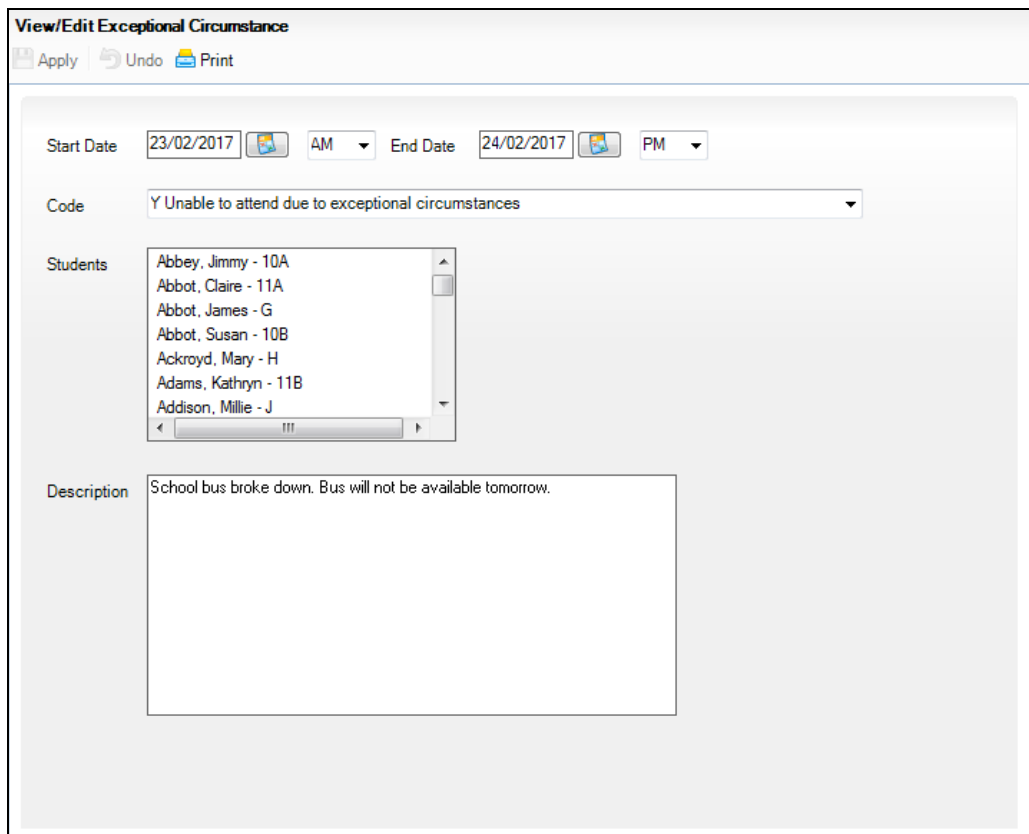
 *Calendar button*

3. Click the **Search** button to display a list of school closures due to exceptional circumstances that occur between the specified dates.



Start Date	End Date	Code	Description
23/03/2017	24/03/2017	Y	School bus broke down. Bus will not be available tomorrow.
14/03/2017	14/03/2017	Y	Flood in play ground and playing field.
22/06/2017	22/06/2017	#	School is being used as a Polling Station.

Double-click the exceptional circumstance you want to edit. Alternatively, highlight the exceptional circumstance then click the **Open** button to display the **View/Edit Exceptional Circumstance** page.



Start Date: 23/02/2017 AM End Date: 24/02/2017 PM

Code: Y Unable to attend due to exceptional circumstances

Students:

- Abbey, Jimmy - 10A
- Abbot, Claire - 11A
- Abbot, James - G
- Abbot, Susan - 10B
- Ackroyd, Mary - H
- Adams, Kathryn - 11B
- Addison, Millie - J

Description: School bus broke down. Bus will not be available tomorrow.

4. Edit the date range, **Code** and **Description**, if required.

NOTE: The list of students affected by the exceptional circumstance is read-only.

If the list of students is incorrect, the exceptional circumstance record should be deleted and a new record created selecting the correct students (please see *Deleting an Exceptional Circumstance* on page 96).

5. Click the **Apply** button to display the **Activity Log**, which shows a summary of the data entered.
6. Click **Yes** to apply the **Code** to each of the selected students for the date range specified, or **No** to return to the **View/Edit Exceptional Circumstance** page, where new parameters can be selected.
7. Details of the closure can be printed by clicking the **Print** button.

Deleting an Exceptional Circumstance Record

1. Select **Focus | Lesson Monitor | Exceptional Circumstance** to display the **Find an Exceptional Circumstance** browser.

Start Date	End Date	Code	Description
------------	----------	------	-------------

2. Ensure that the required date range is displayed in the **From** and **To** fields. Enter the required dates or click the associated **Calendar** buttons and select the dates, if required.



Calendar button

3. Click the **Search** button to display a list of exceptional circumstances that occur between the specified dates.

Start Date	End Date	Code	Description
23/03/2017	24/03/2017	Y	School bus broke down. Bus will not be available tomorrow.
14/03/2017	14/03/2017	Y	Flood in play ground and playing field
22/06/2017	22/06/2017	H	School is being used as a Polling Station.

TIP: You may find it beneficial to print the details of the exceptional circumstance before deletion. This is achieved by highlighting the record that is about to be deleted then clicking the **Print** button to display a **Print** dialog. Ensure that the printer settings are correct then click the **OK** button.

4. Highlight the required exceptional circumstance then click the **Delete** button. A dialog requesting confirmation of the deletion is displayed.
5. Click the **Yes** button to delete the selected exceptional circumstance.

Managing Exceptional Circumstances (Wales/Northern Ireland)

Applicable to Schools in Wales and Northern Ireland Only

When students are unable to attend school due to exceptional circumstances, schools in Wales and Northern Ireland can use the **Y** code (partial or enforced closure/exceptional closure) to record their attendance mark.

There are two uses for the **Y** code:

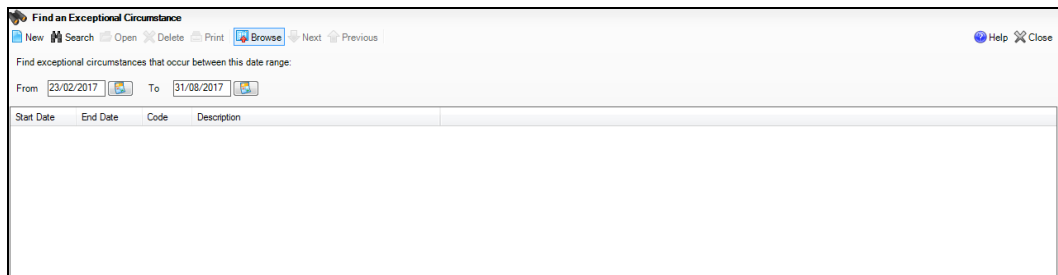
- Where all or some students are not required to attend school because the school site, or part of the school site, is closed due to unavoidable circumstances, e.g. the heating breaking down or flooding in certain classrooms.
- Where individuals or several students are unable to attend school due to failure of transport provided by the school or the local authority.

The DfE requires that a reason is recorded for each exceptional circumstance.

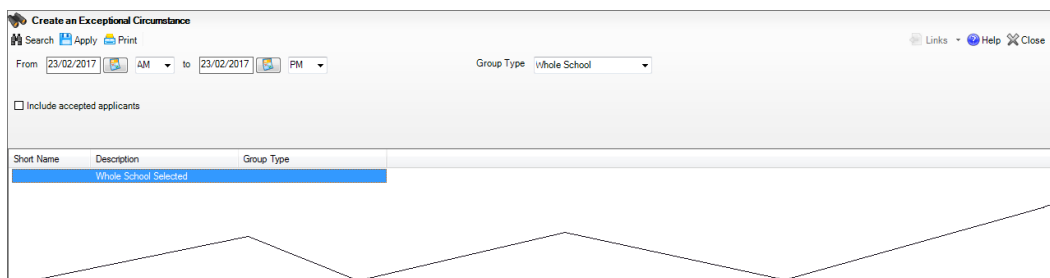
NOTE: Marks are not updated for students who have been added to a register.

Creating an Exceptional Circumstance

1. Select **Focus | Lesson Monitor | Exceptional Circumstances** to display the **Find an Exceptional Circumstance** browser.



2. Click the **New** button to display the **Create an Exceptional Circumstance** page.



- A date range from today AM to today PM is displayed by default. If a different date range is required, enter the dates in the **From** and **to** fields or click the associated **Calendar** buttons then select the required dates.



Calendar button

Specify **AM** or **PM** by selecting from the drop-down lists.

The date range can be a single session, e.g. from 23/02/2017 AM to 23/02/2017 AM or a range of sessions, e.g. from 20/02/2017 AM to 17/03/2017 PM.

- By default, the **Group Type** is displayed as **Whole School**. If a different **Group Type** is required, select the group from the drop-down list then click the **Search** button to refresh the display.

Create an Exceptional Circumstance

Search [Apply] [Print]

From: 23/02/2017 AM to 23/02/2017 PM

Group Type: Individual Students

Include accepted applicants

Name	Year Group	Reg. Group	House	Gender	Admission Number
Abbey, Grenetta	8	SF	Hooke	Female	003924
Abbey, Jimmy	10	10A	Fleming	Male	003603
Abbot, Andrew	7	7E	Hooke	Male	004163
Abbot, Benjamin	8	8A	Newton	Male	004161
Abbot, Claire	11	11A	Hooke	Female	003437
Abbot, Clarissa	13	G	Hooke	Female	003100
Abbot, Hannah	9	9B	Hooke	Female	003764
Abbot, James	12	H	Hooke	Male	003270
Abbot, Susan	10	10B	Hooke	Female	003604
Able, Benjamin	13	N	Boyle	Male	003101
Able, Cameron	7	7B	Hooke	Male	004164
Abrahams, Jacqui	8	8B	Fleming	Female	003925
Ackington, Robert	7	7C	Hooke	Male	004165
Ackroyd, Mary	12	P	Cune	Female	003272
Ackton, William	8	8A	Boyle	Male	003926
Adams, Kathryn	11	11B	Fleming	Female	003438
Adams, Melanie	9	9D	Fleming	Female	003765
Addison, Avril	13	M	Cune	Female	003105
Addison, Graham	13	J	Hooke	Male	003106
Addison, Millie	12	P	Hooke	Female	003413
Adedaj, Fayil	7	7D	Hooke	Male	004166
Adkins, Richard	9	9E	Boyle	Male	003766
Agathocleous, Stelios	7	7E	Newton	Male	004167
Ahmad, Arfa	13	H	Hooke	Female	003109
Ahmad, Camna	7	7B	Hooke	Female	004168
Ahmed, Ackmar	8	8E	Cune	Male	003927

Select All Deselect All

Description

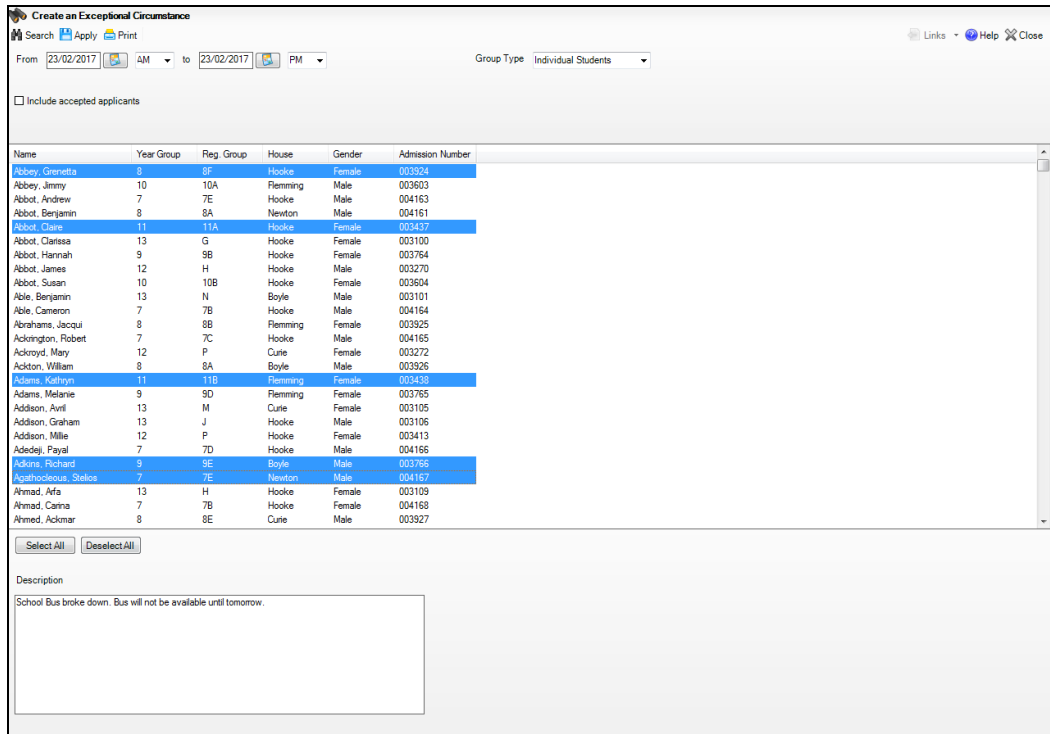
- To **Include accepted applicants** in the list of students available for selection, select the associated check box then click the **Search** button to refresh the display.
- Enter the reason why the students cannot attend school (i.e. the nature of the circumstance) in the **Description** field, e.g. villages school bus broke down, block B classrooms flooded due to leak in heating system, etc.

04 | Edit Marks Routine

- Highlight the students who are not attending school due to the exceptional circumstance.

To select more than one student, hold down the **Ctrl** key and click to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

TIP: To re-order the display, click the required column heading.



Create an Exceptional Circumstance

Search Apply Print

From 23/02/2017 AM to 23/02/2017 PM Group Type Individual Students

Include accepted applicants

Name	Year Group	Reg. Group	House	Gender	Admission Number
Abbey, Gienetta	8	8F	Hooke	Female	003924
Abbey, Jimmy	10	10A	Fleming	Male	003603
Abbot, Andrew	7	7E	Hooke	Male	004163
Abbot, Benjamin	8	8A	Newton	Male	004161
Abbot, Claretta	11	11A	Hooke	Female	003427
Abbot, Claretta	13	G	Hooke	Female	003100
Abbot, Hannah	9	9B	Hooke	Female	003764
Abbot, James	12	H	Hooke	Male	003270
Abbot, Susan	10	10B	Hooke	Female	003604
Able, Benjamin	13	N	Boyle	Male	003101
Able, Cameron	7	7B	Hooke	Male	004164
Abrahams, Jacqui	8	8B	Fleming	Female	003925
Ackington, Robert	7	7C	Hooke	Male	004165
Ackroyd, Mary	12	P	Curie	Female	003272
Ackton, William	8	8A	Boyle	Male	003926
Adams, KATHYNN	11	11B	Fleming	Female	003438
Adams, Melanie	9	9D	Fleming	Female	003765
Addison, Avril	13	M	Curie	Female	003105
Addison, Graham	13	J	Hooke	Male	003106
Addison, Millie	12	P	Hooke	Female	003413
Adedji, Fayal	7	7D	Hooke	Male	004166
Adkins, Richard	9	9E	Boyle	Male	003766
Agathocleous, Stekos	7	7E	Newton	Male	004167
Ahmad, Afa	13	H	Hooke	Female	003109
Ahmad, Carina	7	7B	Hooke	Female	004168
Ahmed, Ackmar	8	8E	Curie	Male	003927

Select All Deselect All

Description

School Bus broke down. Bus will not be available until tomorrow.

- Click the **Apply** button to display the **Activity Log**, which shows a summary of the data entered.
- Click **Yes** to apply the **Code** to each of the selected students for the date range specified, or **No** to return to the **Create an Exceptional Circumstance** page, where new parameters can be selected.
- To print the details of the exceptional circumstance:
 - Click the **Search** button to display a list of exceptional circumstances.
 - Highlight the record you wish to print then click the **Print** button to display a standard Microsoft® **Print** dialog.
 - Ensure that the settings are correct for your printer then click the **OK** button.
- An exceptional circumstance description and other details can be edited, if required, via the same menu route.

Editing an Exceptional Circumstance

Details of an exceptional circumstance, e.g. the date range and description, can be edited, if required. The students' attendance records are updated automatically when the edited details are applied.

1. Select **Focus | Lesson Monitor | Exceptional Circumstances** to display the **Find an Exceptional Circumstance** browser.

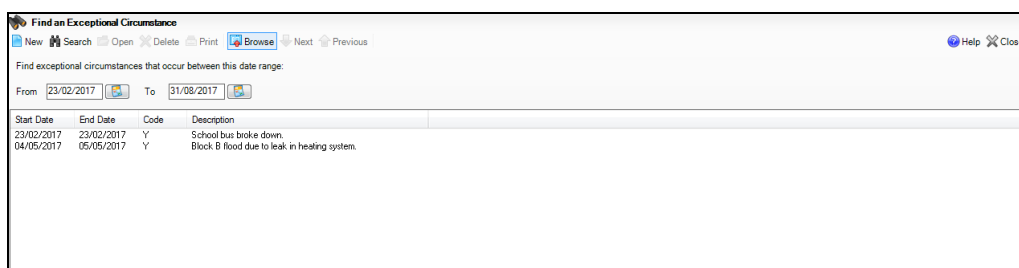


2. Ensure that the required date range is displayed in the **From** and **To** fields. Enter the required dates or click the associated **Calendar** buttons and select the dates, if required.



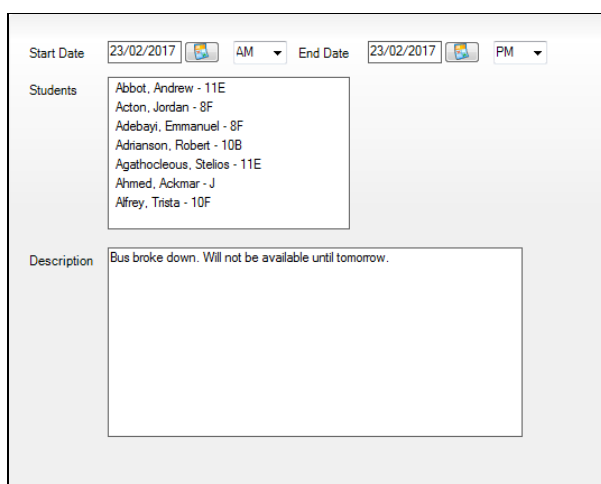
Calendar button

3. Click the **Search** button to display a list of exceptional circumstances that occur between the specified dates.



Start Date	End Date	Code	Description
23/02/2017	23/02/2017	Y	School bus broke down.
04/05/2017	05/05/2017	Y	Block B flood due to leak in heating system.

4. Double-click the exceptional circumstance you want to edit to display the **View/Edit Exceptional Circumstance** page. Alternatively, highlight the exceptional circumstance and click the **Open** button.



04 | Edit Marks Routine

5. Edit the date range and description details as required.
The list of **Students** affected by the exceptional circumstance is read-only. If the students list is incorrect, the exceptional circumstance record should be deleted. A new record can then be created and the correct students can be selected.
6. Click the **Apply** button to display the **Activity Log**, which shows a summary of the data entered.
7. Click **Yes** to apply the **Code** to each of the selected students for the date range specified, or **No** to return to the **View/Edit Exceptional Circumstance** page, where new parameters can be selected.
8. Details of the closure can be printed by clicking the **Print** button.



More Information:

Deleting an Exceptional Circumstance on page 96

Deleting an Exceptional Circumstance

1. Select **Focus | Lesson Monitor | Exceptional Circumstances** to display the **Find an Exceptional Circumstance** browser.

Start Date	End Date	Code	Description
------------	----------	------	-------------

2. Ensure that the required date range is displayed in the **From** and **To** fields. Enter the required dates or click the associated **Calendar** buttons and select the dates, if required.



Calendar button

3. Click the **Search** button to display a list of exceptional circumstances that occur between the specified dates.

Start Date	End Date	Code	Description
23/02/2017	23/02/2017	Y	School bus broke down.
04/05/2017	05/05/2017	Y	Block B flood due to leak in heating system.

***TIP:** You may find it beneficial to print the details of the exceptional circumstance before deletion. This is achieved by highlighting the record that is about to be deleted then clicking the **Print** button to display a **Print** dialog. Ensure that the settings are correct for your printer before clicking the **OK** button.*

4. Highlight the required exceptional circumstance and click the **Delete** button. A dialog requesting confirmation of the deletion is displayed.
5. Click the **Yes** button to delete the selected exceptional circumstance.



More Information:

Creating an Exceptional Circumstance on page 92

05 | Displaying Marks

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Introduction to the Display Marks Routine

The Display Marks routine provides a read-only view of the selected student's marks. An analysis of marks and attendance codes is also provided.

This display has many uses and can, therefore, be accessed by many of the school staff, including administration assistant, attendance manager, attendance operator, class teacher, registration tutor, school administrator, and the senior management team.

The Display Marks functionality is particularly useful for looking at students who are on-roll this year. However, it has many other uses including:

- Looking back at the attendance records for previous years (for on-roll students).
- Reviewing attendance record for the previous year (for last year's Leavers).

The following information can be viewed:

Session Marks

- attendance marks at sessions for the academic year in which the specified **End Date** falls
- analysis of session marks, including a pie chart of session marks by category (i.e. Present, Authorised, Unauthorised and Missing)
- totals for each session code
- analysis of marks by session in week (e.g. Monday AM).

Session and Lesson Marks

- attendance marks at sessions and lesson marks for the academic year in which the specified **End Date** falls
- analysis of lesson marks, including a pie chart of session marks by category (i.e. Present, Authorised, Unauthorised and Missing)
- totals for each lesson code.



More Information:

Viewing Session Marks on page 101

Viewing Session and Lesson Marks on page 106

Searching for a Student

1. Select **Focus | Lesson Monitor | Display Marks** to display the **Find Student** browser.

A combination of all the fields and drop-down lists can be used to refine the search for a student, depending on the information available to you. Alternatively, the fields can be left blank to list all the students in the school.

Search fields are not case sensitive and partially entering a student's surname in the **Surname** field will display all students whose surname begins with the letters entered. For example, entering 'At' in the **Surname** field will display students with the names of Atkins, Atkinson, Attwood, etc. In addition, you can use either * or ? as wildcards, e.g. entering S*rind* will return both Sarinda and Surinder.

2. Enter a student name in the **Surname** and/or **Forename** fields as required.
3. To limit the records returned, select the **Tier**, **Year Group**, **Reg Group** or **House** from the appropriate drop-down list.

The lists default to **Any**. It is also possible to select **None** to view any students who do not belong to any of the specified groups.

By default, students with the status of **Current** will be listed, but it is possible to select **Leavers** or **Guest students** from the **Status** drop-down list, if required. Leavers are students who have a date of leaving on or before the current date and after the last date of arrival.

4. Click the **Search** button or press **Enter** to list all students that match the search criteria specified.
5. Double-click the required student to display the **Student Marks** page. Alternatively, highlight the student and click the **Open** button.

Viewing Session Marks

1. Select **Focus | Lesson Monitor | Display Marks** to display the **Find Student** browser.
2. Search for then select the required student (as described previously) to display the **Student Marks** page.

Student Marks: Sean Abbey - 9B

Print

End Date: 20/03/2017 Refresh

Sessions: Week View Month View Day View Week View

Sessions and Lessons: Sessions Lessons

Attendance marks (Attendance Year 2016/2017)

Week Beginning	Mon		Tue		Wed		Thu		Fri	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
01/09/2016							#	#	#	#
05/09/2016	/	\	/	\	/	\	/	\	/	\
12/09/2016	/	\	/	\	/	\	/	\	M	M
19/09/2016	/	\	/	\	/	\	/	\	/	\
26/09/2016	/	\	/	\	/	\	/	\	/	\
03/10/2016	/	\	/	\	/	\	/	\	M	M
10/10/2016	L	\	/	\	/	\	/	\	/	\
17/10/2016	M	M	/	\	/	\	/	\	/	\
24/10/2016	#	#	#	#	#	#	#	#	#	#
31/10/2016	#	#	/	\	/	\	/	\	/	\
07/11/2016	/	\	/	\	/	\	/	\	M	M
14/11/2016	M	M	/	\	/	\	/	\	/	\
21/11/2016	/	\	/	\	/	\	/	\	M	M
28/11/2016	/	\	N	\	/	\	/	\	/	\
05/12/2016	N	N	/	\	/	\	/	\	L	\
12/12/2016	N	\	/	\	/	\	/	\	N	\
19/12/2016	/	\	/	\	#	#	#	#	#	#
26/12/2016	#	#	#	#	#	#	#	#	#	#
02/01/2017	#	#	#	#	#	#	L	\	U	\
09/01/2017	/	\	L	\	/	\	/	\	/	\
16/01/2017	/	\	/	\	/	\	/	\	/	\
23/01/2017	/	\	/	\	/	\	/	\	/	\
30/01/2017	/	\	/	\	/	\	/	\	/	\
06/02/2017	/	\	/	\	/	\	/	\	/	\
13/02/2017	#	#	#	#	#	#	#	#	#	#
20/02/2017	/	\	/	\	/	\	/	\	/	\
27/02/2017	/	\	/	\	/	\	/	\	L	\
06/03/2017	/	\	/	\	/	\	/	\	/	\
13/03/2017	/	\	/	\	/	\	/	\	/	\
20/03/2017	N	\	/	\	/	\	/	\	/	\
27/03/2017	/	\	/	\	/	\	/	\	/	\
03/04/2017	/	\	/	\	/	\	/	\	/	\

Analysis of session marks 01/09/2016 - 20/03/2017

Description	Sessions	%
Present	227	95.4
Authorised Absence	4	1.7
Unauthorised Absence	7	2.9
Possible Attendances	238	
Including		
Approved Educational Activity	0	0.0
Late before reg closed	5	2.1

Session code totals 01/09/2016 - 20/03/2017

Code	Description	Sessions	%
/	Present (AM)	108	45.4
\	Present (PM)	114	47.9
L	Late (before registers closed)	5	2.1
M	Medical/Dental appointments	4	1.7
N	No reason yet provided for absence	6	2.5
U	Late (after registers closed)	1	0.4

Attendance by session 01/09/2016 - 20/03/2017

	AM %	PM %
All	94.1	96.6
Monday	79.2	87.5
Tuesday	95.8	100.0
Wednesday	100.0	100.0

By default, the **Student Marks** page displays a **Week View** for **Sessions** from the beginning of the year to yesterday. The following information is displayed for the selected student:

- The student's name and registration group (located at the top left-hand side of the **Student Marks** page).
- **Attendance marks** for sessions during the whole of the year containing the **End Date**, i.e. the end of the analysis period.
- Pie chart based on the analysis of session marks. The chart displays session marks by category, i.e. **Present**, **Authorised**, **Unauthorised** and **Missing**, from the beginning of the year to the **End Date**.

05| Displaying Marks

- **Analysis of session marks** from the beginning of the year to the **End Date**, i.e. the end of the analysis period.

*NOTE: Missing marks are not counted in any totals. Therefore, if there are any missing marks the totals for **Present**, **Authorised Absence** and **Unauthorised Absence** will not total to give the **Possible Attendances**.*

- **Session code totals** from the beginning of the year to the **End Date**, i.e. the end of the analysis period.
 - **Attendance by session** displays the analysis of marks by session in week (Mon AM, Mon PM, etc.) from the beginning of the year to the **End Date**, i.e. the end of the analysis period.
3. Select either the **Week View** or **Month View** radio button, as appropriate. The display automatically changes when the radio button is selected.

- **Sessions: Week View**

If the **Week View** radio button for **Sessions** is selected, the **Attendance marks** panel is displayed on the left-hand side of the page.

Hovering over a cell displays the date and session, registration tutor's name, registration group associated with that session, together with minutes late and comments, if applicable.

The screenshot displays the 'Attendance marks (Attendance Year 2016/2017)' interface. It features a grid with columns for days of the week (Mon-Fri) and sub-columns for AM and PM sessions. The grid shows attendance status for various dates from 01/09/2016 to 19/12/2016. A tooltip is visible over the cell for 17/10/2016 AM, showing details like '10/10/2016 AM', 'Mrs A. Zelinskova', '98', and '5 mins late'. To the right, the 'Analysis of session marks 01/09/2016 - 20/03/2017' section includes a pie chart and a table:

Description	Sessions	%
Present	227	95.4
Authorised Absence	4	1.7
Unauthorised Absence	7	2.9
Possible Attendances	238	
Including		
Approved Educational Activity	0	0.0
Late before reg closed	5	2.1

Below this, the 'Session code totals 01/09/2016 - 20/03/2017' table is shown:

Code	Description	Sessions	%
/	Present (AM)	108	45.4
\	Present (PM)	114	47.9

NOTES: Cells with a cyan coloured background indicate that minutes late have been recorded (please see Recording Minutes Late on page 62).

A red triangle displayed in the top right-hand of the cell indicates that a comment has been added (please see Entering Comments Relating to a Student on page 44).

▪ **Sessions: Month View**

If the **Month View** radio button for **Sessions** is selected, the **Attendance marks** panel is displayed at the bottom of the page. Each cell in the table displays the AM and PM mark for that day, and hovering over a cell displays the date (in dd/mm/yyyy format) associated with the marks in that cell.

Student Marks: Sean Abbey - 9B

Print

End Date: 20/03/2017 Refresh

Sessions: Week View Month View

Sessions and Lessons: Day View Week View

Analysis of session marks 01/09/2016 - 20/03/2017

Description	Sessions	%
Present	227	95.4
Authorised Absence	4	1.7
Unauthorised Absence	7	2.9
Possible Attendances	238	
Including		
Approved Educational Activity	0	0.0
Late before reg closed	5	2.1

Session code totals 01/09/2016 - 20/03/2017

Code	Description	Sessions	%
/	Present (AM)	108	45.4
\	Present (PM)	114	47.9
L	Late (before registers closed)	5	2.1
M	Medical/Dental appointments	4	1.7
N	No reason yet provided for absence	6	2.5
U	Late (after registers closed)	1	0.4

Attendance by session 01/09/2016 - 20/03/2017

	AM %	PM %
All	94.1	96.6
Monday	79.2	87.5
Tuesday	95.8	100.0
Wednesday	100.0	100.0
Thursday	100.0	95.8
Friday	95.8	100.0
Saturday	0.0	0.0

Attendance marks (Attendance Year 2016/2017)

Show days

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	
Sep 2016				#	#	#	#	/	/	/	/	/	#	#	/	/	/	/	/	#	#	/	/	/	/	/	#	#	/	/	
Oct 2016						#	#	/	/	/	/	/	#	#	/	/	/	/	/	#	#	/	/	/	/	/	#	#	/	/	
Nov 2016	/	/	/	/	/	#	#	/	/	/	/	/	#	#	/	/	/	/	/	#	#	/	/	/	/	/	#	#	/	/	
Dec 2016				/	/	#	#	NN	/	/	/	/	#	#	NN	/	/	/	/	#	#	/	/	/	/	/	#	#	/	/	
Jan 2017						#	#	/	/	/	/	/	#	#	/	/	/	/	/	#	#	/	/	/	/	/	#	#	/	/	
Feb 2017				/	/	/	#	#	/	/	/	/	/	#	#	/	/	/	/	/	#	#	/	/	/	/	/	#	#	/	/
Mar 2017				/	/	/	#	#	/	/	/	/	/	#	#	/	/	/	/	/	#	#	/	/	/	/	/	#	#	/	/
Apr 2017						#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	
May 2017	#	--	--	--	--	#	#	--	--	--	--	--	#	#	--	--	--	--	--	#	#	--	--	--	--	--	#	#	--	--	
Jun 2017				#	#	#	#	--	--	--	--	--	#	#	--	--	--	--	--	#	#	--	--	--	--	--	#	#	--	--	
Jul 2017						#	#	--	--	--	--	--	#	#	--	--	--	--	--	#	#	--	--	--	--	--	#	#	--	--	
Aug 2017	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	

05| Displaying Marks

It is also possible to display the day number above the marks in each cell by selecting the **Show days** check box (located in top right-hand side of the **Attendance marks** panel). The hover help facility, which enables the date to be displayed, is also available in this expanded view.

Attendance marks (Attendance Year 2016/2017)

Show days

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T							
Sep 2016				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
Oct 2016						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Nov 2016	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
Dec 2016				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Jan 2017						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Feb 2017			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28							
Mar 2017			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Apr 2017					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
May 2017	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
Jun 2017				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
Jul 2017					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
Aug 2017	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						

NOTE: The **Sessions: Month View** shows two marks in a cell and therefore, it is not possible to indicate in the display where a comment or minutes late has been recorded, nor can they be displayed as a tooltip. However, this information can be seen in all other grids throughout SIMS Attendance.

- By default, the **End Date** for analysis is set to yesterday's date. However, this date can be changed by entering the required date in the **End Date** field or by clicking the **Calendar** button and selecting the required date.

 *Calendar button*

The **End Date** refers to the end of the analysis period for the three analysis panels, i.e. **Analysis of marks**, **Attendance by session** and **Code totals**.

NOTE: If you want to view a student's attendance for the previous year, set the **End Date** to a date that fell in the previous year. If an analysis of the whole of the previous year is required, enter the last day of the summer term or a date in the summer holidays.

If the date has been changed, click the **Refresh** button.

The system refreshes the **Analysis of session marks**, **Session code totals**, **Attendance by session** and, if the new date is in a different Academic Year, the display of **Attendance marks** is also refreshed.

5. Clicking a code in the **Code totals** panel automatically highlights the selected code throughout the **Attendance marks** display.

The screenshot shows the 'Attendance marks (Attendance Year 2016/2017)' interface. It includes a date range selector (End Date: 20/03/2017), view options (Week View, Month View, Day View, Week View), and a calendar grid. The grid shows attendance for each day from 01/09/2016 to 23/01/2017, with columns for AM and PM sessions. A pie chart titled 'Analysis of session marks 01/09/2016 - 20/03/2017' shows the distribution of session marks: Present (95.4%), Authorised (1.7%), Unauthorised (2.5%), and Missing (0.4%). Below the pie chart is a table for 'Session code totals 01/09/2016 - 20/03/2017'.

Code	Description	Sessions	%
/	Present (AM)	108	45.4
\	Present (PM)	114	47.9
L	Late (before registers closed)	5	2.1
M	Medical/Dental appointments	4	2.9
N	No reason yet provided for absence	6	2.5
U	Late (after registers closed)	1	0.4

This functionality is provided to enable the user to see when, and how frequently, specific codes have been entered for the selected student. This can be useful for determining trends, e.g. ill on Mondays, always absent at the same time as another student, medical issues, etc.

NOTE: Only codes that appear in the student's attendance marks for the specified date range are displayed in the **Code totals** panel. For example, if the student has not taken any agreed family holiday during the date range displayed, code **H** is not included in the **Code totals** panel.

6. To run a report based on the information displayed on the **Student Marks** page:
- Click the **Print** button to display the **Run a Screen Based Report** dialog.
 - Ensure that the settings are as required, then click the **OK** button.

The printed data has a similar format to the screen display.

NOTE: The **Attendance marks** section may span across several pages depending on the date range.

Any comments that have been entered for the selected student (during the selected date range) are shown at the end of the report.

Session	Teacher	Comment
10/10/2016 AM	Mrs A. Zelinskova	Arrived after the bell and without a reasonable excuse.
11/01/2017 PM	Mrs A. Zelinskova	Arrived after the bell without a reasonable excuse for being late.

05| **Displaying Marks**

- If required, the **Next** and **Previous** buttons can be used to display the next or previous student's marks, without returning to the **Find Student** browser.



The current browse list is dependent on the filter criteria used to find the original student. For example, if you wish to view all students in a specific registration group, select as appropriate from the **Reg Group** drop-down list and click the **Search** button. This returns a list of all students in the selected registration group. The attendance data for each student in the list can then be viewed without returning to the **Find Student** browser.

To confirm which student will be selected, position the cursor over the **Next** or **Previous** button, as appropriate.

To select a student who does not appear in the current browser list, click the **Browse** button to return to the **Find Student** browser, where different filter options can be selected.

*NOTE: The currently specified **End Date** and view, e.g. **Session and Lesson, Day View**, remain the same but can be changed, if required.*

- The view can be changed to display session and lesson marks, as described in the following section.

Viewing Session and Lesson Marks

- Select **Focus | Lesson Monitor | Display Marks** to display the **Find Student** browser.
- Search for then select the required student (please see *Searching for a Student* on page 100) to display the **Student Marks** page.

The screenshot shows the 'Student Marks: Sean Abbey - 9B' interface. It includes a 'Print' button, an 'End Date' field set to '20/03/2017', and a 'Refresh' button. There are radio buttons for 'Week View', 'Month View', 'Day View', and 'Week View'. The main content is divided into two sections: 'Attendance marks (Attendance Year 2016/2017)' and 'Analysis of session marks 01/09/2016 - 20/03/2017'. The attendance table shows a grid of marks for each day of the week from 01/09/2016 to 20/03/2017. The analysis section features a pie chart showing the distribution of session marks: Present (95.4%), Authorised (1.7%), Unauthorised (2.5%), and Missing (0.4%). Below the pie chart is a table of session codes and their counts. At the bottom, there is a table for 'Attendance by session 01/09/2016 - 20/03/2017' showing AM and PM percentages for 'All', 'Monday', and 'Tuesday'.

By default, the **Student Marks** page displays the **Week View** for **Sessions** from the beginning of the year to yesterday.

These settings can be changed as described in the following steps.

3. The **Attendance marks** can be displayed in day or week view. Under **Sessions and Lessons**, select the **Day View** or **Week View** radio button as required. The view automatically changes when the radio button is selected. The following information is displayed for the selected student:
 - Their name and registration group (located at the top left-hand side of the **Student Marks** page).
 - **Attendance marks**, i.e. session and lesson marks, for the whole of the year containing the **End Date**.

*NOTES: The **End Date** refers to the end of the analysis period for the two analysis panels.*

*The sessions and lessons **Attendance marks** panel has no individual column headings. This is to cater for the situation where a school changes its timetable model during the course of the year. For example, at Christmas three periods in the morning may change to four periods. So up to Christmas, period 4 takes place after PM Reg, then in the New Year, period 4 takes place before PM Reg.*

However, the AM Registration and PM Registration cells are coloured plum, so that the periods are easier to recognise.

- Pie chart of lesson marks by category, i.e. **Present**, **Authorised**, **Unauthorised** and **Missing** from the beginning of the year to the **End Date**. This chart is based on the analysis of lesson marks.
- **Analysis of marks** for lessons from the beginning of the year to the **End Date**.

*NOTE: Missing marks are not counted in any totals and therefore, if there are any missing marks, the totals for **Present**, **Authorised Absence** and **Unauthorised Absence** will not total to give the **Possible Attendances**.*

- **Code totals**, i.e. totals of lessons for each lesson code from the beginning of the year to the **End Date**.

NOTE: Session marks are not included in this analysis.

05| Displaying Marks

Example of the **Sessions and Lessons: Day View**

Student Marks: Sean Abbey - 9B

Print

Views
End Date: 20/03/2017 Refresh

Sessions: Week View Month View Day View Week View

Sessions and Lessons

Attendance marks (Attendance Year 2016/2017)

Day	Date	AM	1	2	3	4	PM	5
Mon	05/09/2016	/	/	/	/	/	/	/
Tue	06/09/2016	/	/	/	/	/	/	/
Wed	07/09/2016	/	/	/	/	/	/	/
Thu	08/09/2016	/	/	/	/	/	/	/
Fri	09/09/2016	M	M	M	M	M	M	M
Mon	12/09/2016	/	/	/	/	/	/	/
Tue	13/09/2016	/	/	/	/	/	/	/
Wed	14/09/2016	/	/	/	/	/	/	/
Thu	15/09/2016	/	/	/	/	/	/	/
Fri	16/09/2016	M	M	M	M	M	M	M
Mon	19/09/2016	/	/	/	/	/	/	/
Tue	20/09/2016	/	/	/	/	/	/	/
Wed	21/09/2016	/	/	/	/	/	/	/
Thu	22/09/2016	/	/	/	/	/	/	O
Fri	23/09/2016	/	/	/	/	/	/	/
Mon	26/09/2016	/	/	/	/	/	/	/
Tue	27/09/2016	/	/	/	/	/	/	/
Wed	28/09/2016	/	/	/	/	/	/	/
Thu	29/09/2016	/	/	/	/	/	/	/
Fri	30/09/2016	/	/	/	/	/	/	/
Mon	03/10/2016	/	/	/	/	/	/	/
Tue	04/10/2016	/	/	/	/	/	/	/
Wed	05/10/2016	/	/	/	/	/	/	/
Thu	06/10/2016	/	/	/	/	/	/	/
Fri	07/10/2016	M	M	M	M	M	M	M
Mon	10/10/2016	/	/	/	/	/	/	/
Tue	11/10/2016	/	/	/	/	/	/	/

Analysis of lesson marks 01/09/2016 - 20/03/2017

Description	Lessons	%
Present	576	96.8
Authorised Absence	11	1.8
Unauthorised Absence	8	1.4
Possible Attendances	595	
Including		
Approved Educational Activity	0	0.0
Late before reg closed	0	0.0

Lesson code totals 01/09/2016 - 20/03/2017

Code	Description	Lessons	%
/	Present (AM)	576	96.8
I	Illness	1	0.2
M	Medical/Dental appointments	10	1.7
O	Unauthorised Abs	3	0.5
U	Late (after registers closed)	5	0.8

The sessions and lessons **Day View** shows the days when the school is open for registration only.

Wed	23/01/2017	/	/	/	/	/	/	/
Thu	26/01/2017	/	/	/	/	/	/	/
Fri	27/01/2017	/	/	/	/	/	/	/
Mon	30/01/2017	/	/	/	/	/	/	/
Tue	31/01/2017	/	/	/	/	/	/	/
Wed	01/02/2017	/	/	/	/	/	/	/
Thu	02/02/2017	/	/	/	/	/	/	/
Fri	03/02/2017	/	/	/	/	/	/	/
Mon	06/02/2017	/	/	/	/	/	/	/
Tue	07/02/2017	/	/	/	/	/	/	/
Wed	08/02/2017	/	/	/	/	/	/	/
Thu	09/02/2017	/	/	/	/	/	/	/
Fri	10/02/2017	/	/	/	/	/	/	/
Mon	20/02/2017	/	/	/	/	/	/	/
Tue	21/02/2017	/	/	/	/	/	/	/
Wed	22/02/2017	/	/	/	/	/	/	/

- 1 A thick horizontal line represents a weekend (i.e. two days).
- 2 Thick double lines represent a break of more than two days, e.g. weekends that have staff training days attached, school holidays, half-terms, etc.

NOTE: Days representing other one or two day breaks, such as midweek staff training day(s), are displayed as a line of light grey cells.

Example of the **Sessions and Lessons: Week View**

Views
End Date: 20/03/2017 Refresh
Sessions: Week View Month View
Sessions and Lessons: Day View Week View

Analysis of lesson marks 01/09/2016 - 20/03/2017

Description	Lessons	%
Present	576	96.8
Authorised Absence	11	1.9
Unauthorised Absence	8	1.3
Possible Attendances	595	
Including		
Approved Educational Activity	0	0.0
Late before reg closed	0	0.0

Lesson code totals 01/09/2016 - 20/03/2017

Code	Description	Lessons	%
/	Present (AM)	576	96.8
I	Illness	1	0.2
M	Medical/Dental appointments	10	1.7
O	Unauthorised Abs	3	0.5
U	Late (after registers closed)	5	0.8

Attendance marks (Attendance Year 2016/2017)

Week Beginning	Monday					Tuesday					Wednesday					Thursday					Friday						
	AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5	AM	1	2	3	4	PM
05/09/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12/09/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19/09/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
26/09/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
03/10/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10/10/2016	I	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17/10/2016	M	M	M	M	M	M	M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24/10/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
31/10/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
07/11/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14/11/2016	M	M	M	M	M	M	M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

1 2

1 These blank cells indicate that the school is closed for the week end.

2 Hovering over a cell displays date and registration information together with comments and minutes late, if recorded.

Both **Day View** and **Week View** provide information relating to a particular session/lesson. To view this information, hover over the appropriate cell in the **Attendance marks** panel. The date, session, registration tutor's name and registration group associated with that session are displayed, together with minutes late, comments and conflicting lesson marks, where applicable.

NOTES: Cells with a cyan coloured background indicate that minutes late have been recorded.

A red triangle displayed in the top right-hand of the cell indicates that a comment has been added.

Where a student has been given marks for more than one lesson in a particular period, so that there are unresolved conflicting lesson marks, the cell for that period shows a '+' symbol.

05| **Displaying Marks**

The **End Date** for analysis defaults to yesterday’s date but can be changed if required. Enter the required date in the End Date field or select from the Calendar. This **End Date** refers to the end of the analysis for the two analysis panels, i.e. **Analysis of marks** and **Code totals**.

 *Calendar button*

4. If the date has been changed, click the **Refresh** button.

The **Analysis of marks, Code totals** and, if the new date is in a different academic year, the display of **Attendance marks** is refreshed.

Click the required code in the **Code totals** panel to automatically highlight the selected code throughout the **Attendance marks** display.

This functionality is provided to enable you to see when and how often certain codes appear in the **Attendance marks** display. This can be useful for determining trends, e.g. ill on Monday, always absent at the same time as another student.

Lesson code totals 01/09/2016 - 20/03/2017

Code	Description	Lessons	%
/	Present (AM)	576	96.8
I	Illness	1	0.2
M	Medical/Dental appointments	10	1.7
O	Unauthorised Abs	3	0.5
U	Late (after registers closed)	5	0.8

Attendance marks (Attendance Year 2016/2017)

Week Beginning	Monday					Tuesday					Wednesday					Thursday					Friday							
	AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	
29/08/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
05/09/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
12/09/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
19/09/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
26/09/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
03/10/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
10/10/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
17/10/2016	M	M	M	M	M	M	M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
24/10/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
31/10/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
07/11/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
14/11/2016	M	M	M	M	M	M	M	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
21/11/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/
28/11/2016	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/

*NOTE: only codes which appear in the student’s attendance marks for the specified date range are displayed in the **Code totals** panel. For example, if the student has not attended any medical or dental appointments during the date range displayed, code **M** will not be displayed in the **Code totals** panel.*

5. To run a report based on the information displayed on the screen, click the **Print** button to display the **Run a Screen Based Report** dialog.

Ensure that the settings are as required then click the **OK** button.

The printed data has a very similar format to the screen display. The **Attendance marks** section may span across several pages depending on the date range.

Any comments that have been entered for the selected student (during the selected date range) are shown at the end of the report.

Lesson Comments (Attendance Year 2016/2017)			
Period	Class	Teacher	Comment
12/10/2016 p7	10y/Sc3 TN	Mr T. Ng	Micheal lost his PE kit on the way to school
17/10/2016 p4	10y/En3	Miss A. Parker	Micheal forgot his homework again
13/03/2017 p6	10A/Dc1	Mrs E. Waters	Micheal is starting to show real promise in Maths
20/03/2017 p6	10A/Dc1	Mrs E. Waters	Worked very hard during this lesson

Session Comments (Attendance Year 2016/2017)		
Session	Teacher	Comment
09/10/2016 AM	Mrs A. Abell	School Bus broke down
04/03/2017 AM	Mrs A. Abell	School bus was late because of traffic diversion
11/03/2017 AM	Mrs A. Abell	Micheal left his homework on the school bus

6. The **Previous** and **Next** buttons can be used to scroll through the students in the current browser list, without returning to the **Find Student** browser. The current browse list is dependent on the filter criteria used to find the original student. For example, if you wish to view all students in a specific registration group, select as appropriate from the **Find Student** browser **Reg Group** drop-down list and then click the **Search** button. This returns a list of all students in that registration group. The attendance data for each student in that list can then be viewed without returning to the **Find Student** browser.

To confirm which student will be selected, hover over the **Previous** or **Next** button as appropriate.

To select a student who does not appear in the current browser list, click the **Browse** button to return to the **Find Student** browser, where different filter options can be selected.

*NOTE: The currently specified **End Date** and view, e.g. **Session and Lesson, Day View**, remain the same but can be changed, if required.*

7. If you wish to change the view to display session marks only, select the **Week View** or **Month View** radio button under **Sessions**.



More Information:

Entering Comments Relating to a Student on page 44
Recording Minutes Late on page 62

Managing the Attendance Summary on the Home Page

A summary of student attendance can be displayed in the **Attendance Summary** panel on the **SIMS Home Page**, enabling various aspects of attendance to be monitored. Multiple instances of the **Attendance Summary** panel can be displayed and configured to suit your needs, e.g. one to display data for the whole school today and another to display selected year group(s) for the year to date. For statistical purposes, one or more groups can be displayed in each **Attendance Summary** panel.

05| Displaying Marks

The SIMS **Home Page** default setting provides one **Attendance Summary** panel.

The screenshot shows the SIMS Home Page dashboard with the following panels:

- School Bulletins:** A table with columns: Title, Bulletin Date, Attachments. Row: CPD programme for Spring 2019, 11/03/2019, 1.
- School Diary:** A table with columns: Date, Description, Category. Row: 20/07/2019 - 01/09/2019, Summer Holiday, Holiday.
- My Reminders:** A table with columns: Read, Sent, Subject. Row: [checked], 08/03/2017 00:00, Follow up Incident - Persistent Lateness to School.
- Favourites:** A list of items: Marksheet Entry, Template, Import From Spreadsheet, Import, Individual Report. Includes page navigation (1, 2, 3, 4) and a menu (Reports, Students, Marksheets).
- My Messages:** A table with columns: Read, Sent, Subject. Rows: [checked] 20/10/2017 23:53 28/09/2017 Outstanding Work; [checked] 28/09/2017 11:58 Rudeness; [checked] 08/03/2017 16:54 Persistent Lateness to School.
- Attendance Summary for 11D:** A horizontal bar chart showing attendance percentages for 11D. The x-axis ranges from 0% to 100%. The bar is composed of Present + AEA (green, ~40%), Authorised Absence (red, ~5%), Unauthorised Absence (yellow, ~5%), and Missing Marks (grey, ~50%).

The **Attendance Summary** panel provides the option to **Toggle** between the **Attendance Summary** and the **Today's Unauthorised Absences** view.

The left screenshot shows the **Attendance Summary** panel for 'Whole School' with a horizontal bar chart showing attendance percentages. The right screenshot shows the **Today's Unauthorised Absences** panel with a table of student absences.

Surname	Forename	Reg	Session / Lesson	Code
Aaron	Chris	3CB	PM	N
Aaron	Chris	3CB	AM	N
Aaron	Liz	3CB	AM	N
Aaron	Liz	3CB	PM	N
Adasheji	Mohammed	3CB	PM	N
Adasheji	Mohammed	3CB	AM	N
Americana	Karl	5DT	AM	N

This is achieved by clicking the **Options** button (located at the top right-hand side of the panel) then selecting **Toggle** from the pop-up menu.

 *Options button*

The information displayed can be viewed in a variety of orders. Right-click anywhere in the **Today's Unauthorised Absences** panel then select the required option to display the content in the selected order. Revert to the original display by right-clicking anywhere in the panel then selecting **Hide Groups** from the pop-up menu.

The screenshot shows the **Today's Unauthorised Absences** panel with a context menu open over the table. The menu options are: Hide Groups, Surname, Forename (checked), Reg, Session / Lesson, and Code.

Surname	Forename	Reg	Session / Lesson	Code
Forename: Anastasia				
Zazwisko	Anastasia	OAK	AM	N
Zazwisko	Anastasia	OAK	PM	N
Forename: Cristina				
Vincelli	Cristina	6KH	A	
Vincelli	Cristina	6KH	P	

Additional information regarding the selected student can be accessed by double-clicking their name in the data table to display their page on the **Student Teacher View**. These options are also available in the maximised view (please see *Increasing the Attendance Summary Display* on page 113).

To revert to the **Attendance Summary** panel (bar chart view), click the **Options** button then select **Toggle** from the pop-up menu.

IMPORTANT NOTE: If a mark is entered in Take Register for a future session or lesson, this is included in the figures in the **Attendance Summary** panel.



Additional Resources:

Configuring and Using the SIMS Home Page mini guide

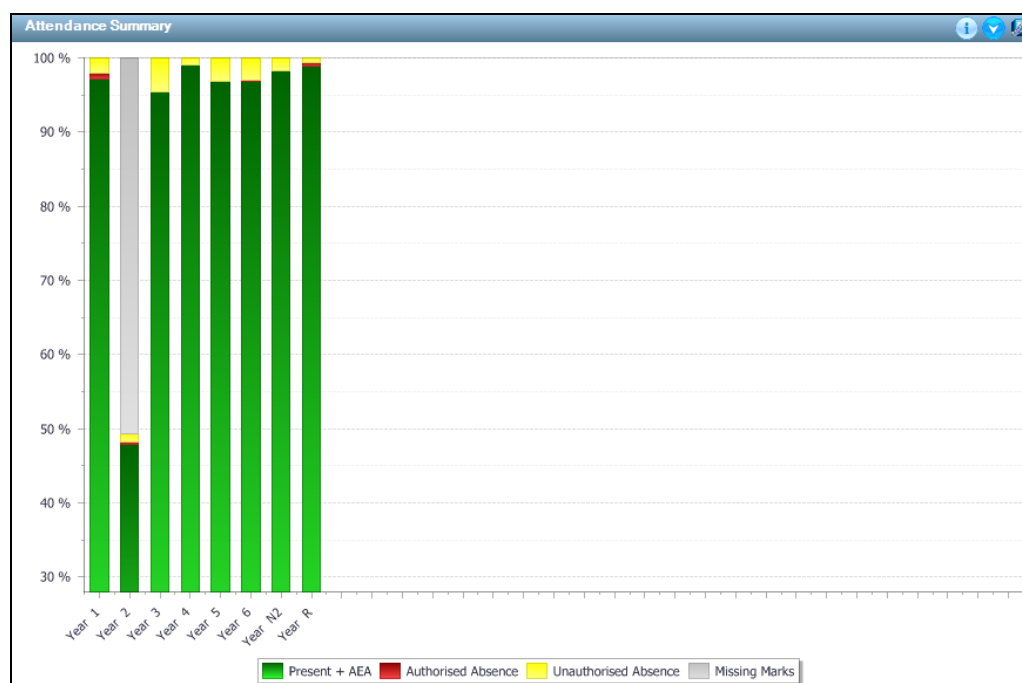
Increasing the Attendance Summary Display

The method for maximising and minimising both the **Attendance Summary** panel and the **Today's Unauthorised Absences** panel is the same.

1. Click the **Maximise** button in the top right-hand corner of the **Attendance Summary** panel for which you wish to enlarge the display.



Maximise button



2. Hover over a coloured segment of the bar chart to display the **Present + AEA, Authorised Absence, Unauthorised Absence** and **Missing Marks** data (shown as numbers and percentages) for the selected criteria.

05| Displaying Marks

- To toggle between the **Attendance Summary** and the **Today's Unauthorised Absences**, click the **Options** button (located at the top right-hand side of the page) then select **Toggle** from the drop-down list.



Options button

Surname	Forename	Reg	Session / Lesson	Code
Aaron	Chris	3CB	PM	N
Aaron	Chris	3CB	AM	N
Aaron	Liz	3CB	AM	N
Aaron	Liz	3CB	PM	N
Adasheji	Mohammed	3CB	PM	N
Adasheji	Mohammed	3CB	AM	N
Americana	Kari	5DT	AM	N
Americana	Kari	5DT	PM	N
Amoso	Silv	6KH	PM	N
Amoso	Silv	6KH	AM	N
Amoso	Stephanie	6KH	PM	N
Amoso	Stephanie	6KH	AM	N
Atkinson	Ben	6KH	PM	N
Atkinson	Ben	6KH	AM	N
Avatar	Ahman	3CB	AM	N
Avatar	Ahman	3CB	PM	N
Ballinger	Eden	5BB	PM	N
Ballinger	Eden	5BB	AM	N
Brown	Jeremy	6KH	PM	N
Brown	Jeremy	6KH	AM	N
Carlin	Tayla	6KH	AM	N
Carlin	Tayla	6KH	PM	N
DiMonaco	Silvana	OAK	PM	N
DiMonaco	Silvana	OAK	AM	N
Douglas	David	6KH	PM	N
Douglas	David	6KH	AM	N
Fell	Mia	3CB	PM	N
Fell	Mia	3CB	AM	N
Francis	Adam	2GH	AM	N
Francis	Adam	2GH	PM	N
Francis	Adam	5DP	PM	N

- To minimise the **Attendance Summary/Today's Unauthorised Absences** panel and return to the SIMS **Home Page**, click the **Minimise** button in the top right-hand corner of the page.



Minimise button

Printing the Attendance Summary Data

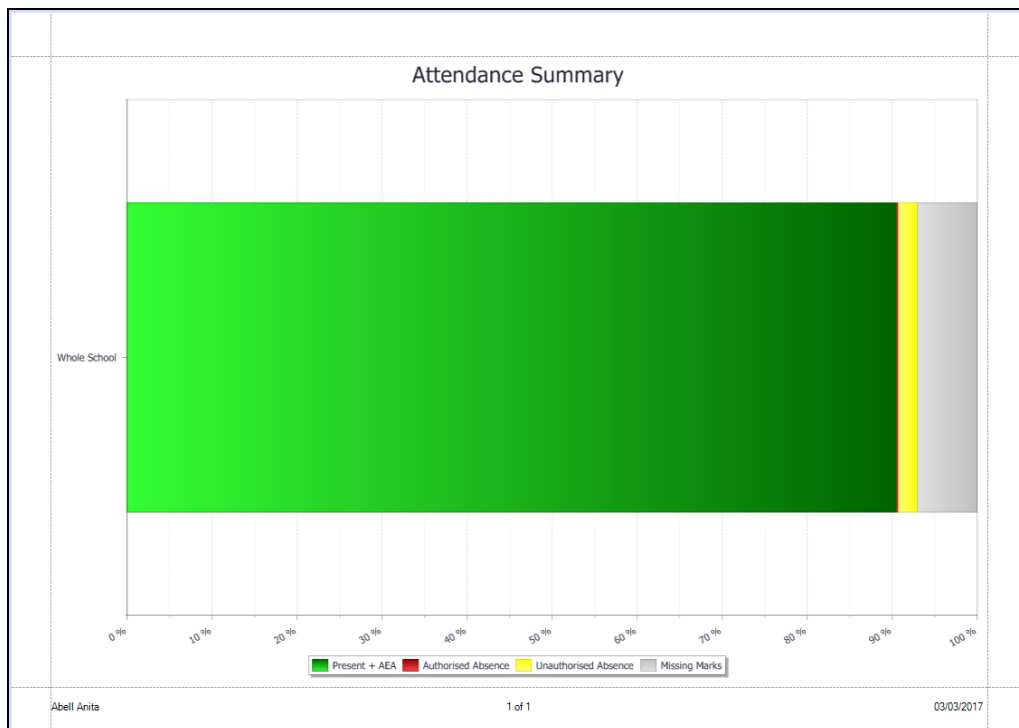
Two printed outputs are available from this widget. With the **Attendance Summary** displayed, the bar chart is printed. With **Today's Unauthorised Absences** displayed, the data is printed in surname then forename order, regardless of the display order on-screen.

Click the **Options** button then select **Print** from the pop-up menu to display the diary in your web browser, from where it can be printed.



Options button

Attendance Summary bar chart output:



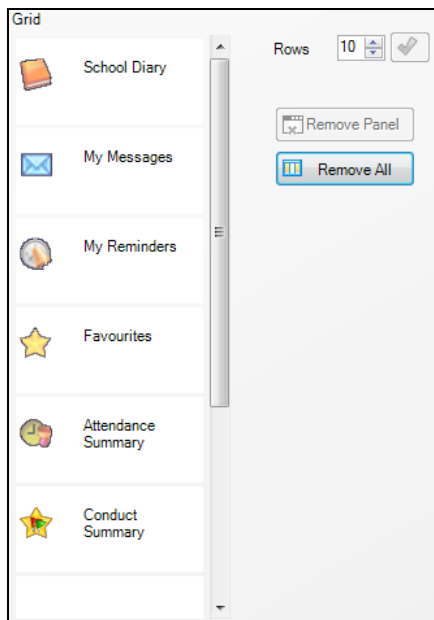
Today's Unauthorised Absences output:

Attendance Summary				
Surname	Forename	Reg. Group	Session / Lesson	Code
Aaron	Chris	3CB	PM	N
Aaron	Chris	3CB	AM	N
Aaron	Liz	3CB	AM	N
Aaron	Liz	3CB	PM	N
Adasheji	Mohammed	3CB	PM	N
Adasheji	Mohammed	3CB	AM	N
Americana	Kari	5DT	AM	N
Americana	Kari	5DT	PM	N
Amoso	Silv	6KH	PM	N
Amoso	Silv	6KH	AM	N
Amoso	Stephanie	6KH	PM	N
Amoso	Stephanie	6KH	AM	N
Atkinson	Ben	6KH	PM	N
Atkinson	Ben	6KH	AM	N
Avatar	Ahman	3CB	AM	N
Avatar	Ahman	3CB	PM	N
Ballinger	Eden	5BB	PM	N
Ballinger	Eden	5BB	AM	N
Brown	Jeremy	6KH	PM	N
Brown	Jeremy	6KH	AM	N
Carlin	Tayla	6KH	AM	N
Carlin	Tayla	6KH	PM	N
DiMonaco	Silvana	OAK	PM	N
DiMonaco	Silvana	OAK	AM	N
Douglas	David	6KH	PM	N
Douglas	David	6KH	AM	N
Fell	Mia	3CB	PM	N
Fell	Mia	3CB	AM	N
Francis	Adam	2GH	AM	N
Francis	Adam	2GH	PM	N

Changing the Order of Panels on the SIMS Home Page

The panels on the SIMS **Home Page** can be re-arranged as required, enabling you to position them in a specific order, e.g. you may wish to display all **Attendance Summary** panels on the left-hand side of the screen.

1. Select **Focus | Home Page** then click the **Configure** button on the SIMS **Home Page** toolbar to display the **Configure Home Page** dialog.
2. To allow enough 'space' to reposition the panels, add several cells to the **Grid** by adjusting the **Number of Additional Panels** then clicking the **Configure layout** button.



3. Click and drag the required panel(s) to the new location(s) on the **Grid**.
4. Click the **OK** button to return to the SIMS **Home Page**, where the new layout is displayed.



Additional Resources:

Configuring and Using the SIMS Home Page mini guide

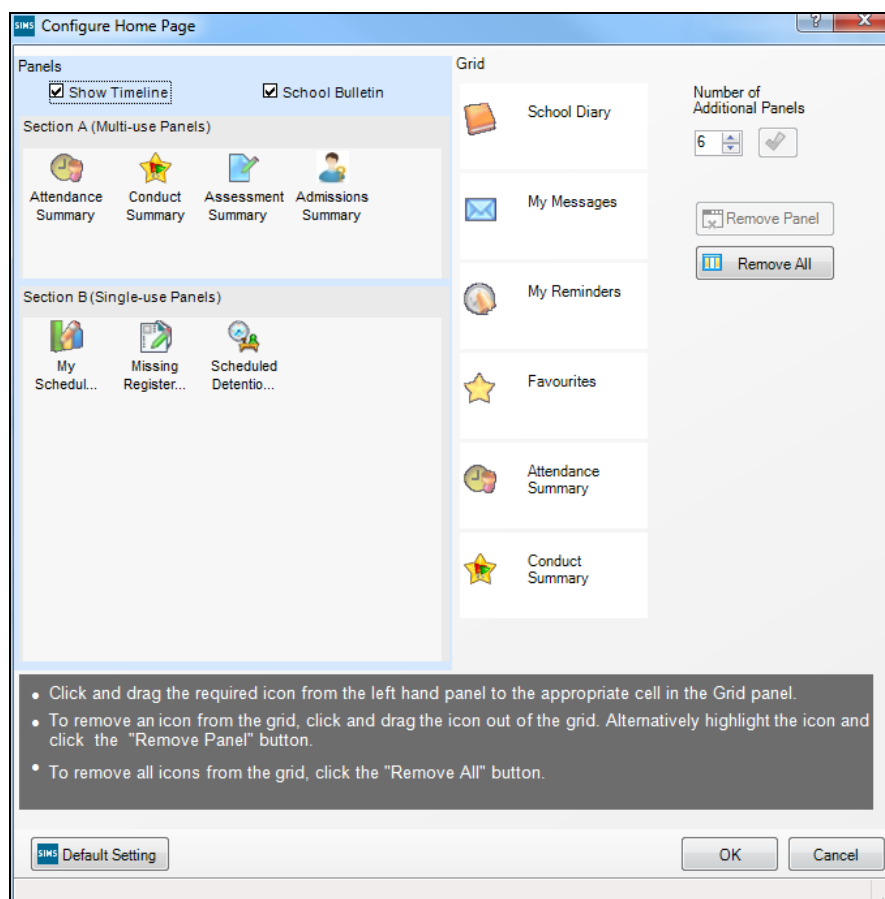
Adding and Removing Panels from the SIMS Home Page

WARNING: Prior to adding panels to the SIMS **Home Page**, please consider the performance issues that this might cause. Some of the panels that can be displayed on the SIMS **Home Page** might be set to refresh regularly. If the SIMS **Home Page** for many concurrent users contains a large number of panels, this could lead to a reduction in the performance level of your SIMS system.

There are two types of panel that can be displayed on the SIMS **Home Page**, **Multi-use** panels and **Single-use** panels.

One or more instances of a **Multi-use** panel can be displayed on the Home Page. The **Attendance Summary** panel is included in this category, enabling customised attendance data to be displayed in separate panels.

1. Select **Focus | Home Page**, then click the **Configure** button on the Home Page toolbar to display the **Configure Home Page** dialog.



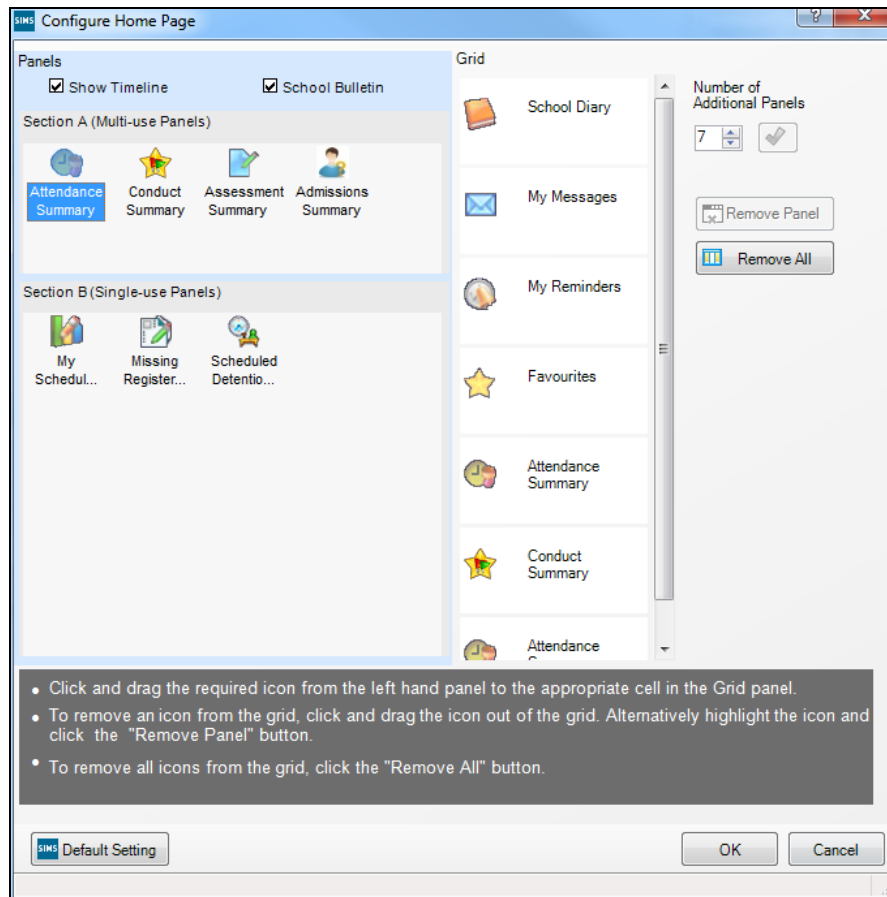
2. To add one or more **Attendance Summary** panels, increase the number of cells in the grid by specifying the **Number of Additional Panels** then clicking the **Configure layout** button to affect the change.



Configure layout button

05| Displaying Marks

3. Select the panel by dragging and dropping the **Attendance Summary** icon from **Section A (Multi-use Panels)** to the newly created empty cell.



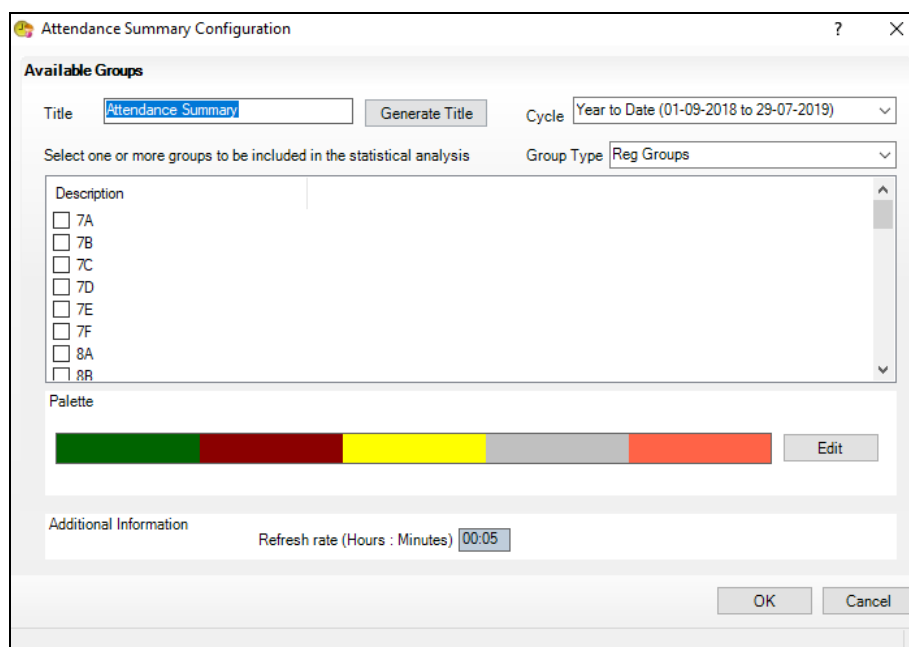
4. To remove an **Attendance Summary** panel from the SIMS **Home Page**, click and drag the panel icon you wish to remove out of the **Grid**.
Alternatively, highlight the cell containing the panel icon then click the **Remove Panel** button. A confirmation message is displayed. Click the **OK** button to remove the selected panel.
An empty cell remains, enabling you to add a different panel, if required.
5. To remove an empty cell from the **Grid**, reduce the **Number of Additional Panels** to that needed to accommodate the required panels.
6. Click the **OK** button to return to the SIMS **Home Page**, where the new layout is displayed.

NOTE: Panels displaying a message informing you that **There is no data to show** must be configured to enable data to be displayed (please see Configuring the Attendance Summary Panel on page 119).

Configuring the Attendance Summary Panel

The method for configuring each **Attendance Summary** panel is identical, regardless of the data displayed.

1. Select **Focus | Home Page** to display the **SIMS Home Page**.
2. Click the **Options** button at the top right-hand side of the **Attendance Summary** panel (or **Today's Unauthorised Absences** panel), then select **Configure** from the drop-down list to display the **Attendance Summary Configuration** dialog.

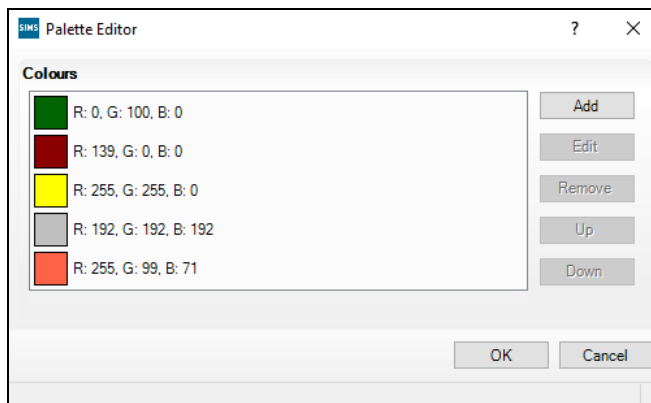



3. Select the period over which you wish to display the attendance information in the **Attendance Summary** panel (the **Today's Unauthorised Absences** panel always displays only today's details). Select the required **Cycle** option from the drop-down list:
 - **Year to Date**
 - **Previous Term**
 - **Previous Month**
 - **Previous Fortnight**
 - **Previous Week**
 - **Week to Date**
 - **Today**
 - **Previous Day.**

*NOTE: The **Cycle** applies only to data from the current academic year. Data from previous years cannot be viewed in the **Attendance Summary** panel.*

05| Displaying Marks

4. Select the required **Group Type** from the drop-down list. The **Group Type** determines the range of data displayed in the **Attendance Summary** panel, the options are:
 - **Reg Groups**
 - **Year Groups**
 - **Houses** (available to secondary schools only)
 - **User Defined Groups**
 - **Whole School.**
5. Select the required **Description** check box(es) to specify the group(s) you want to include in the attendance summary.
6. A default **Title** for the panel is displayed but can be edited, if required. Alternatively, click the **Generate Title** button to create a panel title based on the selected group(s), e.g. **Attendance Summary for Year 4**.
7. The colour scheme for the bar chart can be edited by clicking the **Edit** button in the **Palette** panel to display the **Palette Editor** dialog.



8. Click the **Add** button to add a colour to the palette.
9. Highlight a colour to **Edit**, **Remove** or reposition it within the palette.
10. Click the **OK** button to return to the **Attendance Summary Configuration** dialog.
11. Enter the **Refresh rate (Hours:Minutes)** or use the **Up** and **Down** arrow buttons to select the required value. This functionality is available only if widget refresh rate configuration has been enabled by the System Manager.
12. Click the **OK** button to return to the **SIMS Home Page**, where the updated panel configuration is displayed.



Additional Resources:

Configuring and Using the SIMS Home Page mini guide



More Information:

Adding and Removing Panels from the SIMS Home Page on page 116

06 | Housekeeping Routines

Resolving Conflicting Lesson Marks	121
Viewing Extra Names Added to Registers	126
Editing the Reason for Change of Mark	129
Archiving Attendance Marks	130

Resolving Conflicting Lesson Marks

There are occasions when an entered mark conflicts with an existing mark. The Resolve Conflicting Lesson Marks routine enables you to view the two marks and determine which mark is correct.

NOTE: If a student has a present (/ or \) and absent (N) mark for two separate lessons in the same period, the present mark takes priority. There is no conflict in that both marks are true, i.e. the student attended one lesson and didn't attend the other. Therefore, both marks are allowed to co-exist and are not displayed in the conflicting lesson marks routine. For example: A student has been moved from one set to another, e.g. Maths set 1 to Maths set 2, but the move has not been recorded in the database yet. The student is recorded as absent (N) from the old class and the teacher of the new class adds the student to the register for that lesson then marks the student as present.

Examples of why conflicting marks occur:

- A student is marked in advance as being on a school outing but misses the bus and is therefore temporarily added on other registers for the duration of the outing.
- A timetable clash exists where an individual lesson, e.g. music, occurs for part of a longer subject lesson and the school wants the student marked present in both.
- A timetable clash exists which means that the student is included on two lessons registers even though they are only expected to attend one of the lessons. If the student is marked as present on both lessons registers, a conflicting mark occurs.

How do I Recognise where Conflicting Marks Exist?

If multiple (and different) marks are recorded for lessons at a period, e.g. where a student is absent from the expected lesson but is known to be attending a different lesson the following now applies:

- If the period is linked to a session, the best quality mark is copied into the session.
Best quality means that a present mark (/ or \) is used in preference to an absence code, and a reason for absence code is used in preference to an N (no reason yet provided for absence).

06| Housekeeping Routines

- On the **Edit Lesson Marks** page, the best quality mark is displayed.
- On both the **Take Register** and **Edit lesson Marks** pages, details of the other marks can be seen as a hover hint when the mouse is moved over the cell.
- On both the **Take Register** and **Edit lesson Marks** pages, the cell is coloured to indicate the existence of other marks.
 - The dark pink cell colour is used when the marks recorded are:
 - A Present code and an Absence Reason (i.e. not **N**)
 - Two different Absence Reasons (not **N**).
 - The pale pink (better quality mark exists elsewhere) or pale yellow (best quality mark) cell colours are used if the marks are:
 - A Present code and **N**
 - An Absence code and **N**.

If two or more present marks for different classes are recorded, the applicable cells display a pale yellow background, not a pink one. This is because it doesn't raise questions over whether the student was in school or not. It is possible for a student to (apparently) attend two lessons at the same time, e.g. if the two lessons take place in the same room.

If there are two marks entered for a student at a period, and this period is linked to the session, then if you add, change or delete either of these marks, the session mark is recalculated from the remaining lesson marks.

In the following example, Stephanie Hampton is absent from her normal class (12A/Bi1) and therefore the **N** mark has been entered. The background colour of the cell is pale pink, indicating that a better quality mark has been recorded elsewhere.

Hovering over the pale pink cell displays details including those relating to the other mark, i.e. ("/" in 12x/Ma3 with Miss F Burton) indicating that the student is present in class 12x/Ma3.

Name	Reg	AM	Tue:1	Tue:2	Tue:3	Tue:4	PM	Tue:5
Andreassen, Nick	12D	/	/	/	/	/	-	-
Banfield, Paul	12E	/	/	/	/	/	-	-
Bantam, Siobhan	12F	/	/	/	/	/	-	-
Birkisson, Toby	12D	/	/	/	/	/	-	-
Flewellen, Ben	12E	/	/	/	/	/	-	-
Gamble, Fran	12F	/	/	/	/	/	-	-
Guntley, Mike	12E	/	/	/	/	/	-	-
Hampton, Stephanie	12D	/	/	/	/	N	-	-
Kaur, Samreen	12D	/	/	/	/	/	-	-
Kearney, Kevin	12E	/	/	/	/	/	-	-
Lack, Scott	12E	/	/	/	/	/	-	-
Lewis, Frank	12F	/	/	/	/	/	-	-
Louise, Quinn	12F	/	/	/	/	/	-	-
Macdonald, Alex	12E	/	/	/	/	/	-	-

On the register for class 12x/Ma3, the present mark is displayed with a pale yellow background, indicating that another mark has been recorded elsewhere but that the mark recorded on this register is the best mark.

Hovering over the pale yellow cell displays details including those relating to the other mark, i.e. ("N" in 12A/Bi1 with Miss A Abell).

Take Register 12x/Ma3 Miss. F Burton 21/01/2017

Save Undo Print Refresh Codes Overwrite Extra Name Class Photo Mir

Current View History Today Future Present 0

Name	Reg	AM	Tue:1	Tue:2	Tue:3	Tue:4	PM	Tue:5
Ackroyd, Marcus	12B	/	/	/	/	/	-	-
Albanie, David	12A	/	/	/	/	/	-	-
Ambrose, Chaz	12B	/	/	/	/	/	-	-
Anderson, Harvey	12B	/	/	/	/	/	-	-
Benter, Francesca	12A	/	/	/	/	/	-	-
Blackmore, Tyson	12C	/	/	/	/	/	-	-
Cruikshank, Barnaby	12A	/	/	/	/	/	-	-
Daniels, Sandra	12B	/	/	/	/	/	-	-
Dunn, Courtney	12B	/	/	/	/	/	-	-
Hampton, Stephanie	12D	/	/	/	/	/	-	-
Hobbs, Samantha	12B	/	/	/	/	/	-	-
Jacks, Diana	12B	/	/	/	/	/	-	-
Kaur, Samreen	12D	/	/	/	/	/	Miss F Burton 12x/Ma3 ('N' in 12A/Bi1 with Mrs A Abell)	
Kingston, Sarah	12C	/	/	/	/	/	-	-
Manish, Gadhia	12C	/	/	/	/	/	-	-
Mawhinney, Hannah	12C	/	/	/	/	/	-	-
Meally, Michelle	12A	/	/	/	/	/	-	-

When **Focus | Lesson Monitor | Edit Marks** is selected, SIMS displays the best quality mark automatically. In this example, the present mark is displayed with a pale yellow background.

Hovering over the pale yellow cell displays details relating to the two conflicting marks. The worst quality mark is shown in brackets.

Edit Lesson Marks - W/b 16/01/2017 - 11B

Save Undo Print Refresh Codes Preserve Minutes Late Comments Vertical Links

Previous Week Next Week Select All Show only students with Unexplained Absences today

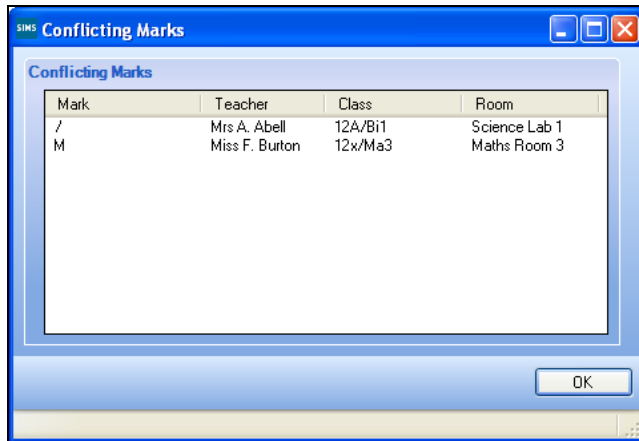
Name	Reg	Mon 16/01/2017					Tue 17/01/2017					Wed 18/01/2017												
		AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5	AM	1	2	3	4	PM	5	AM	
Addison, Millie	12D	/	/	/	/	/	\	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-
Andreassen, Nick	12D	/	/	/	/	/	\	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-
Birkisson, Toby	12D	/	/	/	/	/	/	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-
Brown, Jenny	12D	/	/	/	/	/	/	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-
Egger, John	12D	/	/	/	/	/	/	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-
Faloon, Aaron	12D	/	/	/	/	/	/	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-
Fletcher, Tristan	12D	/	/	/	/	/	/	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-
Hampton, Stephanie	12D	/	/	/	/	/	/	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-
Honeywell, Freddie	12D	/	/	/	/	/	/	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-
Hutchinson, Roger	12D	/	/	/	/	/	/	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-
Kaur, Samreen	12D	/	/	/	/	/	/	/	/	/	/	/	"P" in 12x/Ma3 with Miss F. Burton ("N" in 12A/Bi1 with Mrs A. Abell)											
Kimptage, Olivia	12D	/	/	/	/	/	/	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-
Mason, David	12D	/	/	/	/	/	/	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-
McKinnon, Ali	12D	/	/	/	/	/	/	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-
Peacock, Chris	12D	/	/	/	/	/	/	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-
Peterson, Ben	12D	/	/	/	/	/	/	/	/	/	/	/	-	-	-	-	-	-	-	-	-	-	-	-

The previous example also shows a conflict between a present code and a reason for absence code.

Samreen Kaur has been recorded in 12x/Ma3 as absent from school due to a medical appointment. However, a present mark has been recorded in 12A/Bi1. As this is a more serious conflict, the two reasons for absence are both displayed with a dark pink background. The present mark is the best quality mark and is therefore displayed on the **Edit Lesson Marks** page.

When using the Edit Marks routine (**Focus | Lesson Monitor | Edit Marks**), conflicting marks can be viewed by hovering over the applicable cell.

Alternatively, right-click the cell then select **Display Conflicting Marks** from the drop-down list to display the **Conflicting Marks** dialog, where the associated **Room** is also shown.

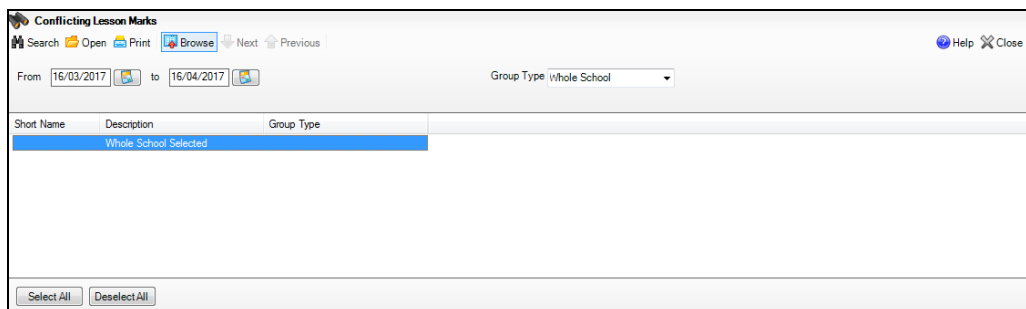


The **Conflicting Marks** dialog can be displayed wherever there are multiple marks (including the present (/ or \) and absent (N) mark combination that is not a genuine conflict, as both marks are true).

Conflicting marks can be resolved via **Routines | Lesson Monitor | Resolve Conflicting Lesson Marks**.

Searching for Conflicting Lesson Marks

1. Select **Routines | Lesson Monitor | Resolve Conflicting Lesson Marks** to display the **Conflicting Lesson Marks** browser.



2. A default date range of 'from one month ago to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.



3. If **Whole School** (displayed by default) meets your requirements for finding conflicting marks, selection of a **Group Type** is not required. Please continue with step 5.

- If a different **Group Type** is required, select the group from the drop-down list, then click the **Search** button to refresh the display.
- Select the group or groups in which to search for conflicting mark. Click to highlight a single group.

To select more than one group, click the first group and then use the **Shift** or **Ctrl** key in conjunction with the mouse button to highlight the other groups. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

- Click the **Open** button to display the **Conflicting Lesson Marks** page.

Conflicting Lesson Marks (16/03/2017 - 16/04/2017)							
Name	Req	Date	Class	Period	Teacher	Mark	Retain
Ablett, Michael	10E	22/03/2017	8x/Ar1	1	Miss K. Burrows	/	<input checked="" type="checkbox"/>
			10y/Ma1	1	Mrs D. Mumford	/	<input checked="" type="checkbox"/>

All students who have conflicting marks in the selected group(s) that occur during the specified date range are displayed. The details of each conflicting mark, i.e. the **Reg** group, **Date**, **Class**, **Period**, **Teacher** and the attendance **Mark** are also displayed.

To add a student identification column, right-click a student identification column heading then select the required column name from the pop-up menu. More than one additional column can be added but they must be selected one at a time (please see *Displaying Additional Student Identification Columns* on page 41).

Determining the Correct Lesson Marks

- To run a report based on the information displayed on the **Conflicting Lesson Marks** page, click the **Print** button. This option can be run at any time during the routine.
- Indicate which lesson mark should be deleted by deselecting the incorrect mark in the **Retain** column, leaving the correct mark selected. All check boxes are selected by default.

Conflicting Lesson Marks (16/03/2017 - 16/04/2017)							
Name	Req	Date	Class	Period	Teacher	Mark	Retain
Ablett, Michael	10E	22/03/2017	8x/Ar1	1	Miss K. Burrows	/	<input checked="" type="checkbox"/>
			10y/Ma1	1	Mrs D. Mumford	/	<input type="checkbox"/>

*NOTE: Where comments have been added, the top right-hand corner of the **Mark** cell is red. Cells with the colour cyan background indicate that minutes late have been recorded. This information should be viewed before determining which mark is correct (please see Entering Comments Relating to a Student on page 44).*

3. To view the list of codes, click the **Codes** button. This is a read-only list provided for reference only.
4. Click the **Save** button to delete the incorrect mark and remove it from the list.

Any conflicting marks not resolved are displayed again the next time the Resolve Conflicting Lesson Marks routine is displayed.

Viewing Extra Names Added to Registers

Adding names to a register is a temporary measure, enabling an additional student’s attendance to be recorded for a particular lesson or session.

This routine enables users with appropriate permissions, for example office staff, to view a list of extra names that have been added to registers between a specified date range.

This information can be used to update class and registration group lists, which will assist registration tutor/teachers when taking the register.

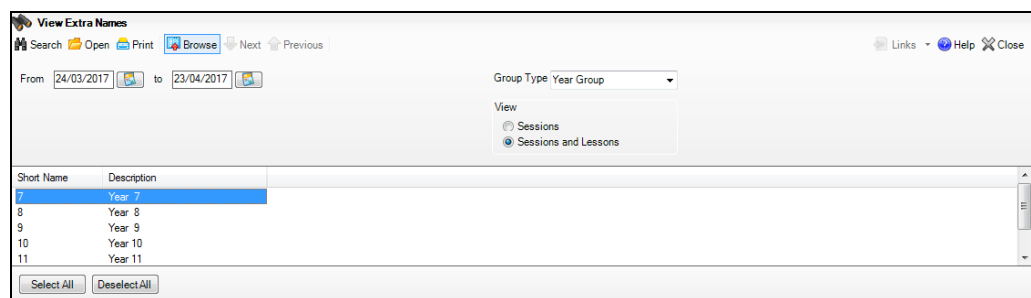


More Information:

Adding Extra Names to a Register on page 43

Searching for Extra Names Added to Registers

1. Select **Routines | Lesson Monitor | View Extra Names** to display the **View Extra Names** browser.



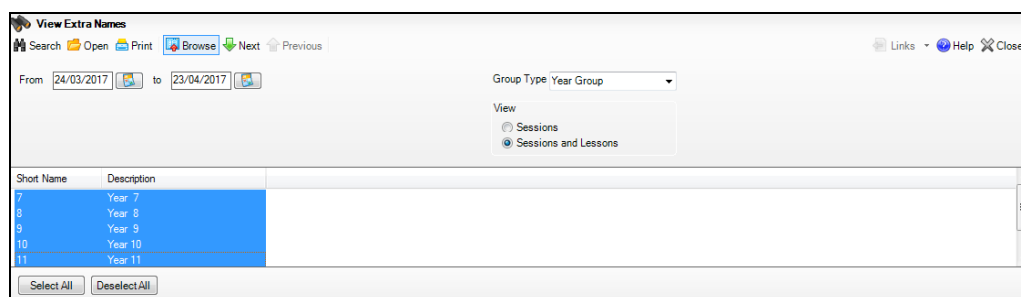
2. A default date range of 'from one month ago to yesterday' is displayed. If a different date range is required enter the appropriate dates in the **From** and **to** fields or select the dates by clicking the associated **Calendar** buttons.



Calendar button

3. **Year Group** is displayed by default. If a different **Group Type** is required, select the group from the drop-down list then click the **Search** button to refresh the display.

4. Specify the **View** by selecting either the **Sessions** or **Sessions and Lessons** radio button:
 - **Sessions** – to check for extra names on session registers only.
 - **Sessions and Lessons** – to check for extra names on session and lesson registers. (Selected by default.)
5. Select the group or groups in which to search for extra names.
 To select a single group, click the required group to highlight it.
 To select more than one group, hold down the **Ctrl** key and click the required groups to highlight them.



The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

6. Click the **Open** button to display the **View Extra names** page.

The screenshot shows the 'View Extra names' page. At the top, there are utility buttons (Delete, Print) and (Links, Help, Unpin, Close). Below this is a table with the following data:

Name	Reg	Added to	Date	Session / Lesson	Teacher
<input type="checkbox"/> Adam, Briony	9C	11y/Sc2 LC	12/04/2017	p5	Mrs L. Chase
<input type="checkbox"/> Christopher, Aquilera	9E	7A	13/04/2017	AM	Mrs A. Abell
<input type="checkbox"/> Cruise, Penelope	9A	10T/Ar1	22/04/2017	p2	Miss K. Burrows
<input type="checkbox"/> Marvell, Andrew	9F	11y/Sc2 LC	13/04/2017	p5	Mrs L. Chase

A list of all students added to registers as extra names who match the criteria specified are displayed. The student's **Reg** group, the group the student has been **Added to**, the **Date** on which they were added, the **Session/Lesson** when they were added and the name of the **Teacher**/registration tutor are also displayed.

7. To run a report based on the information displayed on the **View Extra names** page, click the **Print** button. This routine can be run at any time during the routine.

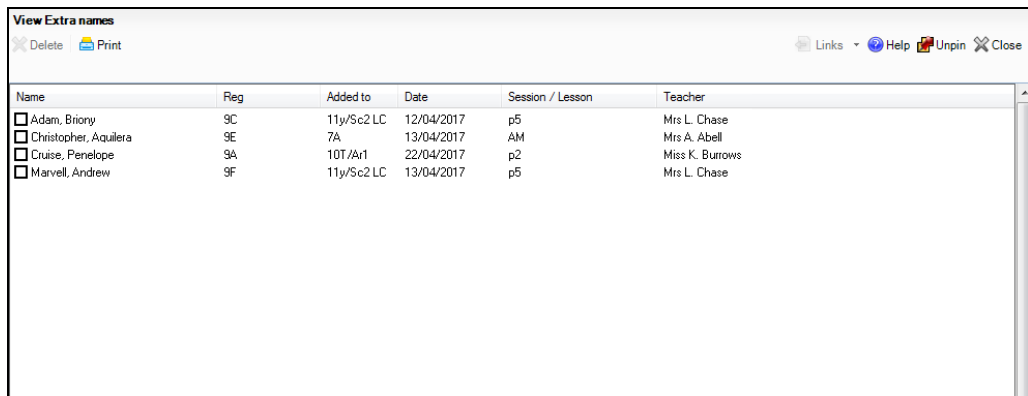
Dealing with Extra Names Added to Registers

The View Extra Names routine allows you to view extra name that have been added to registers but now need to be permanently added to a registration group/class.

Listed are the names of the students, their registration group (if any), the registration group they were added to, the date they were added, the session/lesson they were added to and the teacher's name.

After the student has been permanently added to a registration group/class, their name should be removed from the **View Extra Names** list, to ensure that the process is not carried out again.

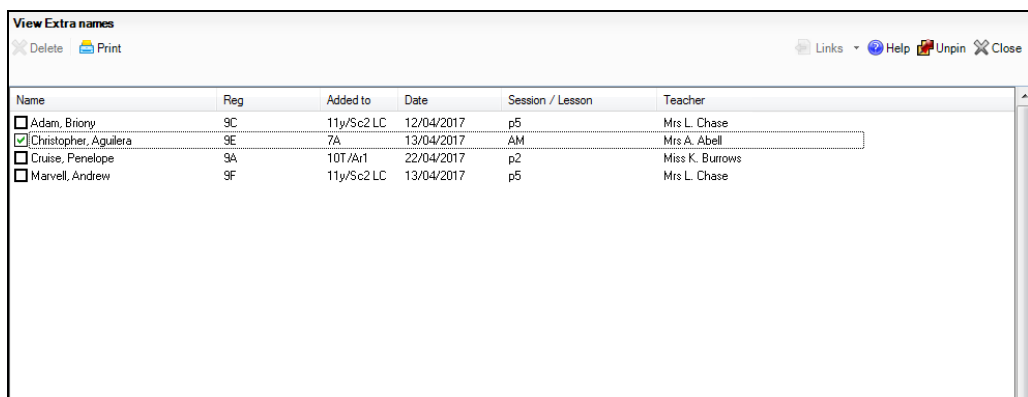
1. Select **Routines | Lesson Monitor | View Extra Names** to display the **View Extra Names** browser.
2. Select the required criteria, i.e. date range, group type, etc. (please see *Searching for Extra Names Added to Registers* on page 126).
3. Click the **Open** button to display the View Extra Names page.



The screenshot shows the 'View Extra names' window with a table of student records. The table has columns for Name, Reg, Added to, Date, Session / Lesson, and Teacher. There are four rows of data, each with a checkbox in the Name column.

Name	Reg	Added to	Date	Session / Lesson	Teacher
<input type="checkbox"/> Adam, Briony	9C	11y/Sc2 LC	12/04/2017	p5	Mrs L. Chase
<input type="checkbox"/> Christopher, Aquilera	9E	7A	13/04/2017	AM	Mrs A. Abell
<input type="checkbox"/> Cruise, Penelope	9A	10T./Ar1	22/04/2017	p2	Miss K. Burrows
<input type="checkbox"/> Marvell, Andrew	9F	11y/Sc2 LC	13/04/2017	p5	Mrs L. Chase

4. Add the student to the relevant registration group/class via **Focus | School | Academic Structure**. For more information, please refer to the *Academic Management* handbook.
5. Select the check box adjacent to the student's name.
6. Click the **Delete** button. The record is immediately and permanently removed from the list.



The screenshot shows the 'View Extra names' window with the same table as above. The checkbox next to 'Christopher, Aquilera' is now checked, indicating it has been selected for deletion.

Name	Reg	Added to	Date	Session / Lesson	Teacher
<input type="checkbox"/> Adam, Briony	9C	11y/Sc2 LC	12/04/2017	p5	Mrs L. Chase
<input checked="" type="checkbox"/> Christopher, Aquilera	9E	7A	13/04/2017	AM	Mrs A. Abell
<input type="checkbox"/> Cruise, Penelope	9A	10T./Ar1	22/04/2017	p2	Miss K. Burrows
<input type="checkbox"/> Marvell, Andrew	9F	11y/Sc2 LC	13/04/2017	p5	Mrs L. Chase

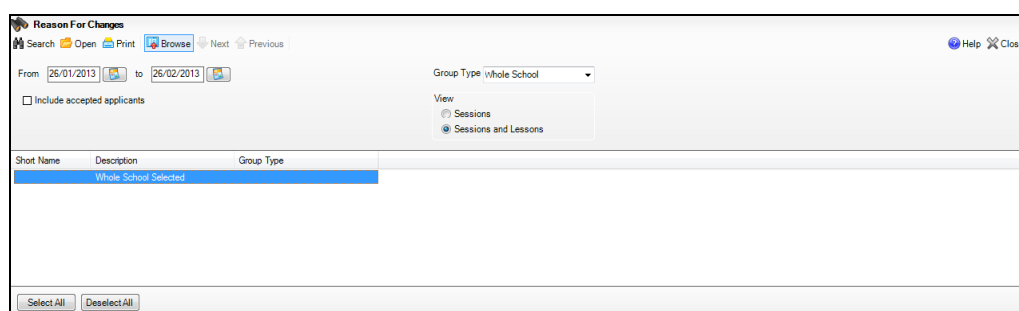
Any extra names that are not deleted are displayed the next time that the View Extra Names routine is selected.

Editing the Reason for Change of Mark

A default reason for change of mark must be defined as part of the set up process (**Tools | Setups | Attendance Setup**). However, if the default reason for change of mark is not appropriate for all marks that have been changed, individual reasons for change can be edited.

Searching for Changed Marks

1. Select **Routines | Lesson Monitor | Edit Reason for Change** to display the **Reason For Changes** browser.



2. A default date range of 'from one month ago to yesterday' is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or select the dates by clicking the associated **Calendar** buttons.



Calendar button

3. By default, the **Group Type** is displayed as **Whole School**. If a different **Group Type** is required, select the group from the drop-down list then click the **Search** button to refresh the display.
4. Specify the **View** by selecting either the **Sessions** or **Sessions and Lessons** radio button:
 - **Sessions** – to edit reasons for change of session marks only.
 - **Sessions and Lessons** – to edit reasons for change of session and lesson marks (selected by default.)
5. If you wish to **Include accepted applicants**, select the check box then click the **Search** button to refresh the display.
6. Double-click the required group or highlight the group and click the **Open** button to display the **Reason For Changes** page.

To select more than one group, hold down the **Ctrl** key and click the required groups to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

Editing the Reason for Change

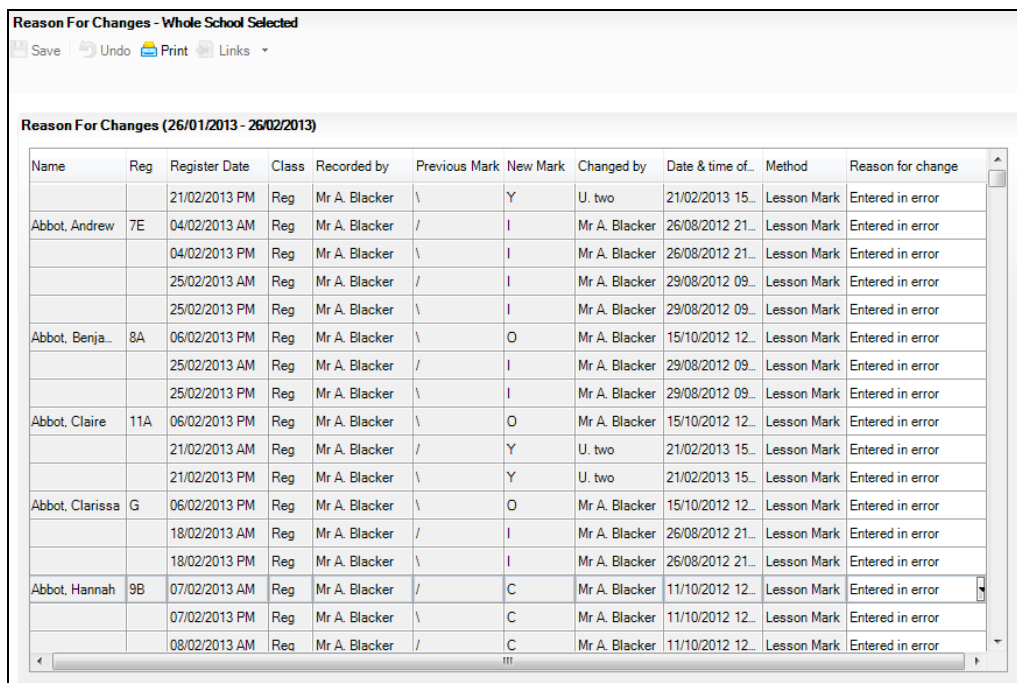
The **Reasons For Change** page displays the previous mark and the name of the person who recorded it, along with the name of the person who changed it and the new mark. The default reason for change (as defined via **Tools | Setups | Attendance Setup**) is displayed on the right-hand side of the grid.

06 | Housekeeping Routines

The student's name, registration group, register date, class, the date and time of the change and method of entry (e.g. **Lesson Mark**) are also displayed.

Only the **Reason For Change** column is editable.

1. In the **Reason For Change** column, click the required cell then select the applicable reason for the change from the drop-down list.



Name	Reg	Register Date	Class	Recorded by	Previous Mark	New Mark	Changed by	Date & time of...	Method	Reason for change
		21/02/2013 PM	Reg	Mr A. Blacker	\	Y	U. two	21/02/2013 15...	Lesson Mark	Entered in error
Abbot, Andrew	7E	04/02/2013 AM	Reg	Mr A. Blacker	/	I	Mr A. Blacker	26/08/2012 21...	Lesson Mark	Entered in error
		04/02/2013 PM	Reg	Mr A. Blacker	\	I	Mr A. Blacker	26/08/2012 21...	Lesson Mark	Entered in error
		25/02/2013 AM	Reg	Mr A. Blacker	/	I	Mr A. Blacker	29/08/2012 09...	Lesson Mark	Entered in error
		25/02/2013 PM	Reg	Mr A. Blacker	\	I	Mr A. Blacker	29/08/2012 09...	Lesson Mark	Entered in error
Abbot, Benja...	8A	06/02/2013 PM	Reg	Mr A. Blacker	\	O	Mr A. Blacker	15/10/2012 12...	Lesson Mark	Entered in error
		25/02/2013 AM	Reg	Mr A. Blacker	/	I	Mr A. Blacker	29/08/2012 09...	Lesson Mark	Entered in error
		25/02/2013 PM	Reg	Mr A. Blacker	\	I	Mr A. Blacker	29/08/2012 09...	Lesson Mark	Entered in error
Abbot, Claire	11A	06/02/2013 PM	Reg	Mr A. Blacker	\	O	Mr A. Blacker	15/10/2012 12...	Lesson Mark	Entered in error
		21/02/2013 AM	Reg	Mr A. Blacker	/	Y	U. two	21/02/2013 15...	Lesson Mark	Entered in error
		21/02/2013 PM	Reg	Mr A. Blacker	\	Y	U. two	21/02/2013 15...	Lesson Mark	Entered in error
Abbot, Clarissa	G	06/02/2013 PM	Reg	Mr A. Blacker	\	O	Mr A. Blacker	15/10/2012 12...	Lesson Mark	Entered in error
		18/02/2013 AM	Reg	Mr A. Blacker	/	I	Mr A. Blacker	26/08/2012 21...	Lesson Mark	Entered in error
		18/02/2013 PM	Reg	Mr A. Blacker	\	I	Mr A. Blacker	26/08/2012 21...	Lesson Mark	Entered in error
Abbot, Hannah	9B	07/02/2013 AM	Reg	Mr A. Blacker	/	C	Mr A. Blacker	11/10/2012 12...	Lesson Mark	Entered in error
		07/02/2013 PM	Reg	Mr A. Blacker	\	C	Mr A. Blacker	11/10/2012 12...	Lesson Mark	Entered in error
		08/02/2013 AM	Reg	Mr A. Blacker	/	C	Mr A. Blacker	11/10/2012 12...	Lesson Mark	Entered in error

2. Click the **Save** button.
3. If you wish to save the details displayed on the screen, click the **Print** button to display the **Run a Screen Based Report** dialog. The information is displayed in your web browser, from where the report can be printed, if required.



Additional Resources:

History of Changes Report in the *Producing Lesson Monitor Reports* handbook



More Information:

Setting up a Default Reason for Change of Mark on page 10

Archiving Attendance Marks

To improve the performance of SIMS when viewing and editing attendance marks, session marks can now be archived. All marks, with the exception of those recorded in the current academic year and the preceding academic year, can be archived.

When the data has been archived, it is no longer available for editing. However, reports can still be run on the archived data.

The process is performed using a scheduled task, which should to be set up by your System Manager.

If the archiving process is disrupted when the scheduled task is run, e.g. by a power cut, any attendance year that has been partially archived will be restored. The scheduled task archive log can be used to check which attendance years have been archived (please see *Viewing the Archive History Log* on page 141).

IMPORTANT NOTES:

A full database backup must be made before performing the archive process.

The archiving process could take a considerable amount of time, depending on the number of years involved. Exclusive access to the database is also required. Therefore, it is recommended that the task is scheduled for a suitable date and time of day, e.g. when the school office is closed. During the night is an obvious choice.

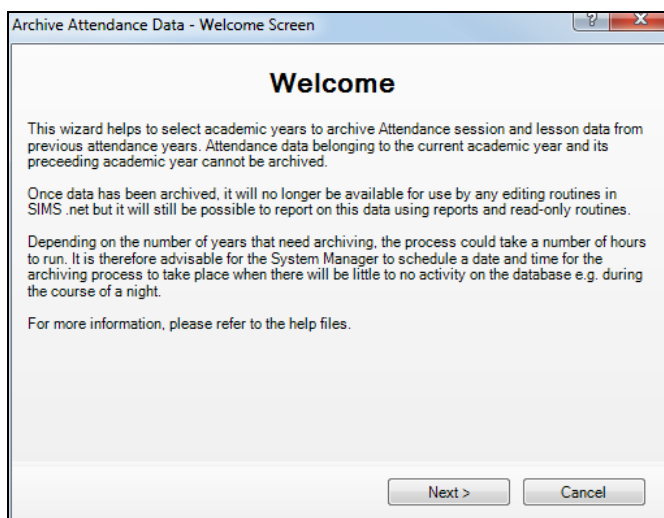
Depending on the quantity of data being archived, there is a possibility that the process could take a significant amount of disk space. The disk space requirement varies according to the number of students, the number of marks and the time period being archived. For example, if a school is archiving one attendance year, for 1,000 student and 50,000 marks per year, the disk space requirement is approximately 15MB.

Selecting the Required Academic Years for Archiving

The **Archive Attendance Data** wizard is used to specify the attendance years to be archived when the dedicated scheduled task is run.

This process can be cancelled at any time by clicking the **Cancel** button.

1. Select **Tools | Housekeeping | Archive Attendance Marks | Archive** to display the **Archive Attendance Data** wizard (**Welcome** page).



2. Click the **Next** button to display the **Years to Archive** page.



A list of Attendance Years for which marks can be archived is displayed in the left hand-side of the **Years to Archive** chooser.

3. Select the Attendance Year(s) to be archived. In the **Years to keep** panel, highlight the most recent attendance year that you wish to archive.

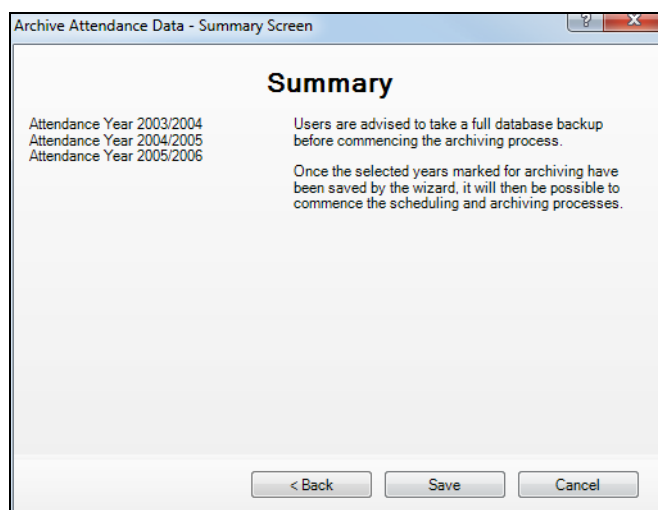


4. Click the **Add** button to move the highlighted attendance year and all previous attendance years to the **Years to archive** panel.



NOTE: It is not possible to archive non-consecutive years in one step. The archive process, i.e. selecting the Attendance Years and setting up a scheduled task, must be performed for each separate set of consecutive years.

5. Ensure that the years you want to keep are still displayed in the **Years to keep** panel. Use the **Add** and **Remove** buttons to reselect the relevant years, if required.
6. Click the **Next** button to display the **Summary** page.



The Attendance Year(s) to be archived are displayed on the left-hand side.

7. Click the **Save** button to complete the selection process.

The attendance marks for the selected Attendance Year(s) are archived only when the scheduled task is run. An Archive Attendance Marks scheduled task should now be set up via Windows® **Control Panel**.

Setting up a Scheduled Task to Archive Attendance Marks

The time and date that are specified for the scheduled task should be chosen with care. This is because exclusive access to the database is required to run this routine, which could take a considerable amount of time, depending on the amount of data to be archived. The scheduled task should also be planned so that it does not coincide with any other SIMS scheduled task that might be set up, e.g. backups, B2B transfers, etc.

Although it is usual to set up a scheduled task on the SIMS Server, it is also possible to set up a scheduled task on a machine other than the server that is hosting the SIMS database. This can be achieved provided that the `ArchiveAttMarks.exe` is located on the machine where the scheduled task is to be created and that the person setting up the scheduled task is a local administrator.

Accessing the Task Scheduler

The following steps describe how to access the Task Scheduler in Windows® 7, 8, 8.1 and 10.

The process might vary for other versions of Windows.

1. Ensure that you have logged into Windows as an administrator.
2. The method of accessing Task Scheduler depends on the version of Windows that you are using.

Windows 7:

- a. Select **Start** to display the **Start** menu.
- b. Select **All Programs | Accessories | System Tools | Task Scheduler**.

Windows 8 or 8.1:

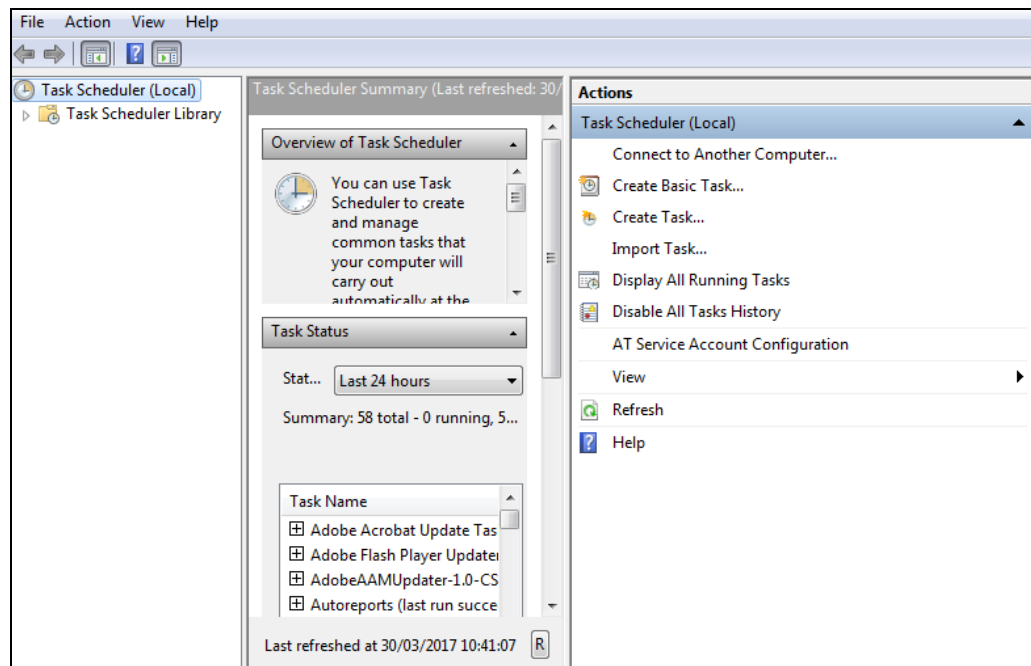
- a. Press the **Windows key+X** and select **Control Panel**.
- b. Select **System and Security | Administrative Tools | Task Scheduler**.

Windows 10:

- a. Select **Start** to display the **Start** menu.
 - b. Carry out a search for `schedule` in the search bar.
 - c. Select the **Schedule tasks** result.
3. If administrator rights have been set up, you may also be required to enter a **Password**.

Archiving Attendance Marks - Windows 7, 8, 8.1 and 10

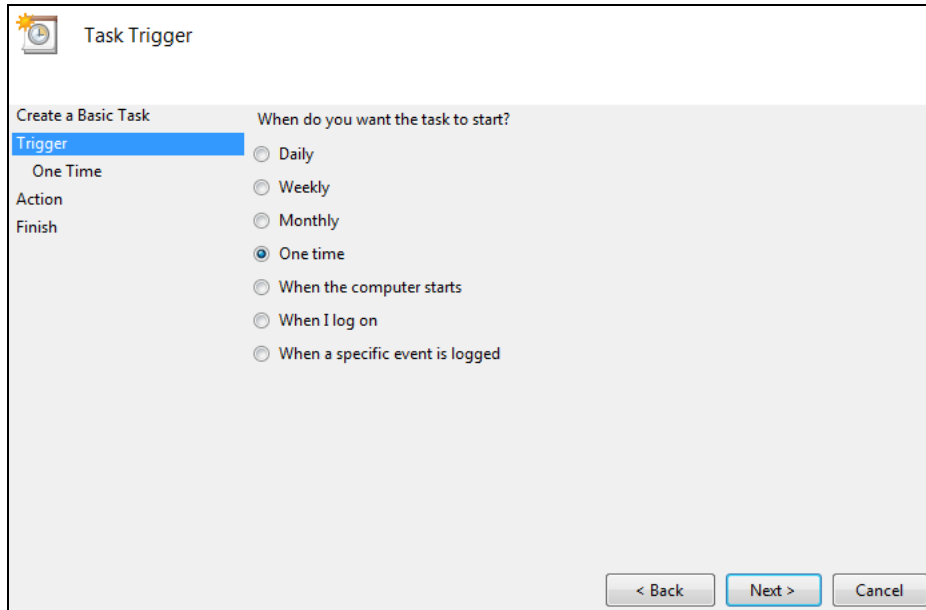
1. In Windows Task Scheduler, click **Create Basic Task** in the **Actions** panel.



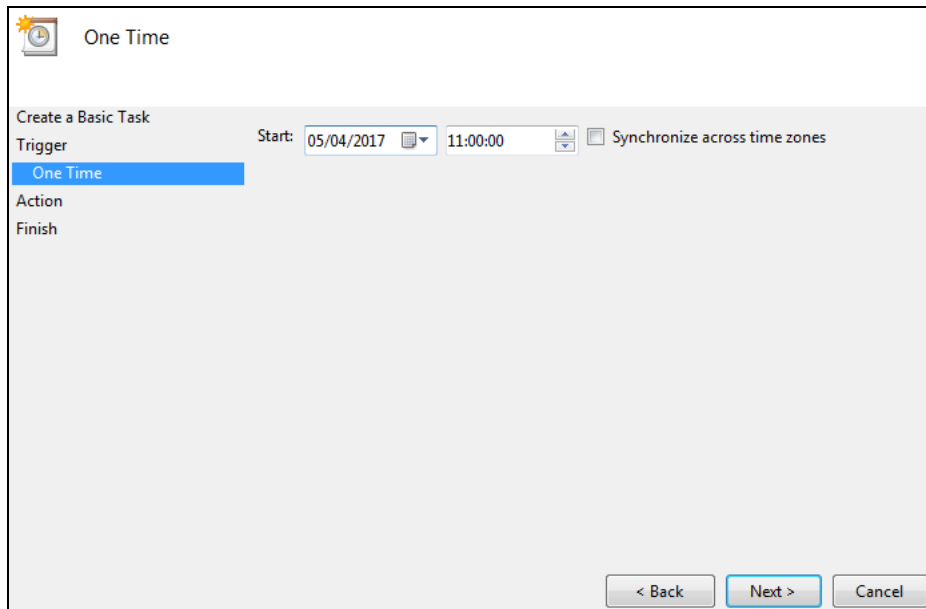
The **Create Basic Task** wizard is displayed.

2. Enter an easily identifiable **Name**, e.g. `ArchiveAttMarks`, and a **Description** (optional) for the scheduled task.

3. Click the **Next** button to display the **Task Trigger** page.



4. Select the **One time** radio button to indicate when the task should be run.
5. Click the **Next** button to display the **One Time** page.



6. Specify the date and time at which you want the scheduled task to **Start**.
7. Click the **Next** button to display the **Action** page.

Action

Create a Basic Task

Trigger: One Time

What action do you want the task to perform?

Start a program

Send an e-mail

Display a message

< Back Next > Cancel

8. Ensure that the **Start a program** radio button is selected.
9. Click the **Next** button to display the **Start a Program** page.
10. Click the **Browse** button and navigate to C:\Program Files\Microsoft SQL Server\MSSQL10.SIMS2012\MSSQL\Binn (where C: indicates your local drive).

*NOTE: The file location may vary depending on the version of Microsoft SQL Server installed. However, the required file is always located in the *Binn* folder.*

Start a Program

Create a Basic Task

Trigger: One Time

Program/script: "C:\Program Files\Microsoft SQL Server\MSSQL11.SIMS2012\MSSQL\B" Browse...

Action: Start a Program

Add arguments (optional):

Finish: Start in (optional):

< Back Next > Cancel

For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.

11. Highlight `ArchiveAttMarks.exe` then click the **Open** button to return to the **Start a program** page.

Enter the following archiving parameters in the **Add arguments (optional)** field.

- If you are accessing SIMS using a User Name and Password:
`/S<<SIMS SQL server\instance name>>/D<<SIMS database name>>/U<<SQL server user name>>/P<<SQL server password>>/V`
- If you are accessing SIMS using Windows® Authentication (e.g. a Trusted User):
`/S<<SIMS SQL server\instance name>>/D<<SIMS database name>>/V<>/T`

IMPORTANT NOTES:

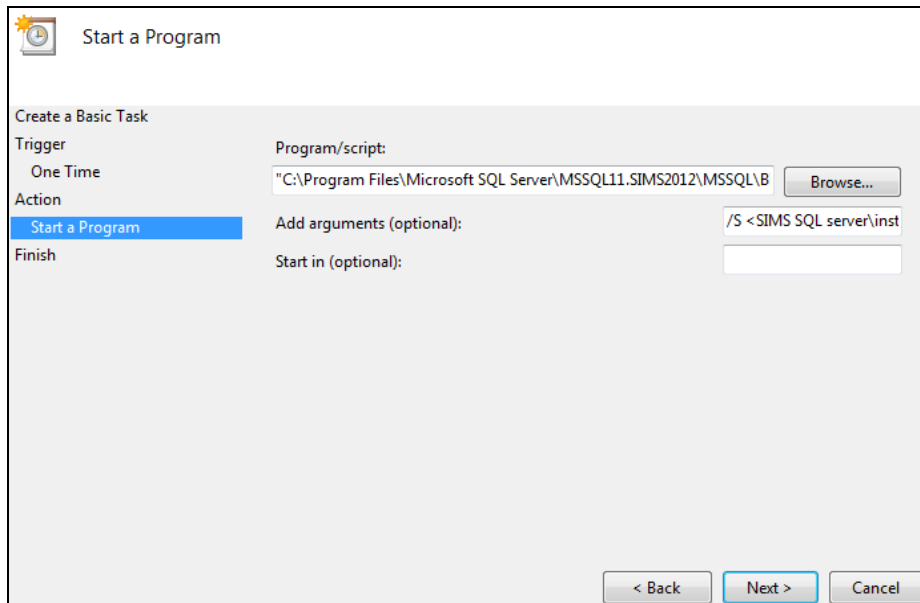
It is essential that spaces are included, as indicated by the '<>' symbol in the previous examples.

The chevrons (<>) must not be entered. They are used only to encapsulate a description of the information you need to record.

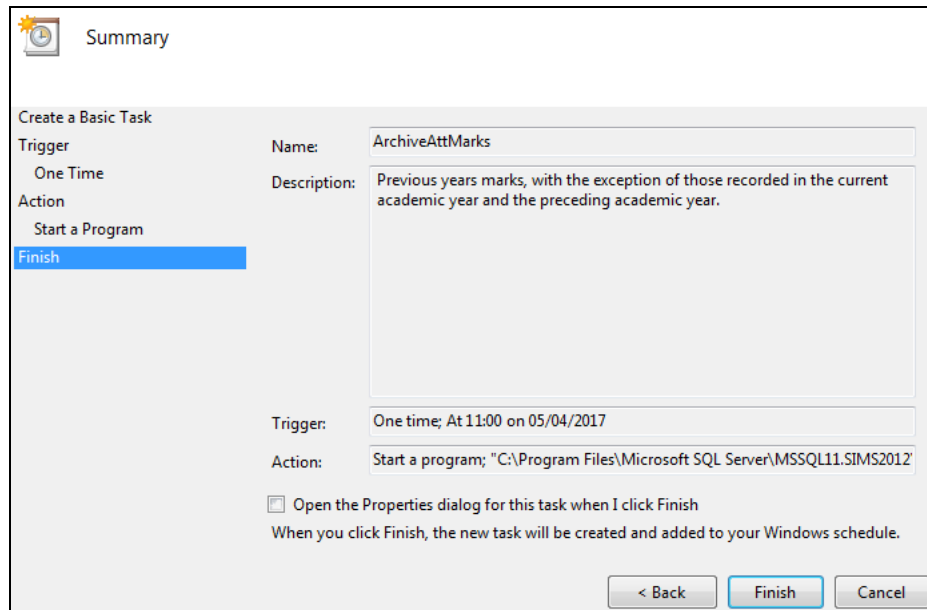
Archiving parameters are case sensitive.

/V = Display errors on command line. This is optional.

/T = Use Windows Authentication (applicable to Trusted Users only).



- Click the **Next** button to display the **Summary** page.



- Click the **Finish** button to return to the Task Scheduler.
- Select the **Task Scheduler Library** folder in the left-hand panel. The new task is displayed in the list of scheduled tasks.

Name	Status	Triggers	Next Run Time
Adobe Acrobat Update T...	Queued	Multiple triggers defined	05/04/2017 10:00:00
Adobe Flash Player Upda...	Ready	At 00:24 every day - After trigger...	04/04/2017 12:24:00
AdobeAAMUpdater-1.0-...	Ready	At 02:00 every day	05/04/2017 02:00:00
ArchiveAttMarks	Ready	At 11:00 on 05/04/2017	05/04/2017 11:00:00
Autoreports	Ready	At 10:01 every day	05/04/2017 10:01:22

Checking the Scheduled Task Details - Windows 7, 8, 8.1 and 10

- On the **Task Scheduler** page, locate the **ArchiveAttMarks** task in the **Active Tasks** panel (located at the bottom of the page).
- Double-click the **ArchiveAttMarks** task to view the **Task Scheduler Library**.
- In the top panel, ensure that the **ArchiveAttMarks** task is highlighted. The task details are displayed in the bottom panel.
- Double-click the **ArchiveAttMarks** task name (located in the top panel) to display the **ArchiveAttMarks Properties** dialog, where the task settings can be viewed/edited.
- Click the **OK** button to save any changes and return to the **Task Scheduler** page.



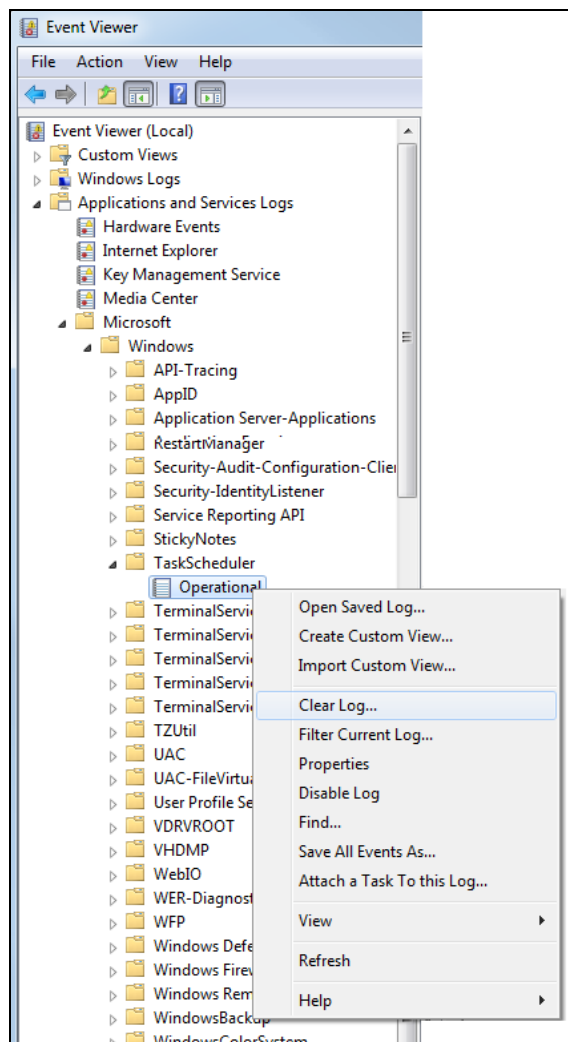
More Information:

Accessing the Task Scheduler on page 134

Clearing the Scheduled Task Event Log - Windows 7, 8, 8.1 and 10

The task scheduler stores the tracked events for each task in the Microsoft® Windows® 7 task scheduler event log. If the scheduled task fails to run it could be that the event log is full. If this is the case, all event log entries must be cleared before attempting to run the scheduled task again.

1. Click the Windows **Start** button to display the **Start menu**.
2. Enter `Eventvwr.msc` in the search field then press **Enter** to display the **Event Viewer**.
3. In the left-hand panel, navigate to **Event Viewer (Local) | Applications and Services Logs | Microsoft | Windows | Task Scheduler | Operational**.
4. Right-click **Operational** then select **Clear log**.



The **Event Viewer** dialog is displayed. You can save the contents of the event log before clearing it, if required.

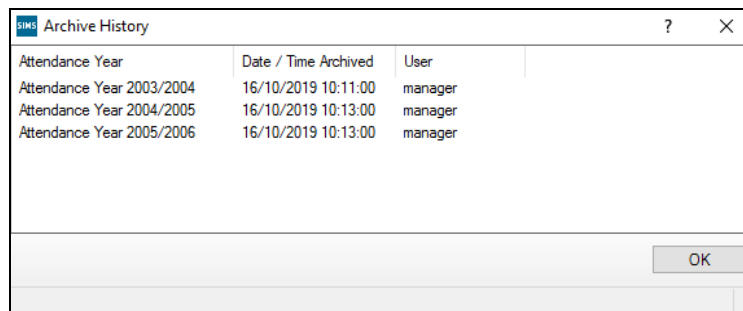
5. Click the **Save and Clear**, **Clear** or **Cancel** button, as required.
6. Close the event log and then restart the archiving process, if required.

Viewing the Archive History Log

The SIMS **Archive History** log can be used to view a list of archived attendance years. The log lists the **Attendance Year(s)** archived, the **Date/Time Archived** and the name of the **User** who set up the scheduled task.

1. In SIMS, select **Tools | Housekeeping | Achieve Attendance Marks | View Achieve History** to display the **Archive History** dialog.

Displayed are the Attendance Year(s) that have been archived, the date and time that the marks were archived, and the **User** (system manager) who performed the archive process.



Attendance Year	Date / Time Archived	User
Attendance Year 2003/2004	16/10/2019 10:11:00	manager
Attendance Year 2004/2005	16/10/2019 10:13:00	manager
Attendance Year 2005/2006	16/10/2019 10:13:00	manager

The screenshot shows a dialog box titled "SIMS Archive History" with a table containing three rows of data. Each row lists an attendance year, the date and time it was archived, and the user who performed the action. An "OK" button is visible at the bottom right of the dialog.

2. Click the **OK** button.

07 | Producing Standard Attendance Letters

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Introduction to the Attendance Letters Routine

There is often the need to produce standard documents associated with attendance, such as letters requesting an explanation for absence or certificates rewarded for good attendance. In SIMS, these documents are referred to as Attendance Letters.

The Letters routine enables this type of document to be created, edited and printed. Any letter templates that have been defined by your LA can be imported into SIMS using the import routine.

The Letters Created report can be generated to provides a list of the letter recipient and the associated letter details, e.g. the date created.

Defining a New Letter Template

Letter templates are usually defined and managed by the Attendance Manager.

When a letter is defined, you are in fact creating the template for that letter. You can define as many letter templates as required and these letter templates can be subsequently edited and deleted.

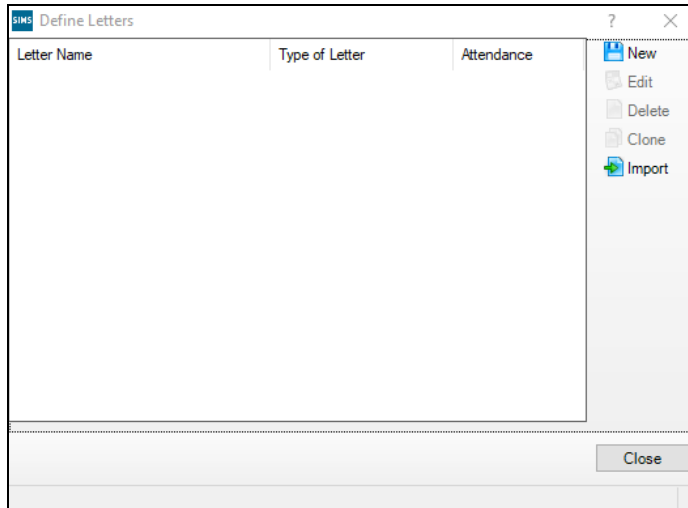
Each template must have a unique name and must be associated with one of the following predefined Letter Types:

- **Chosen Code**
Letters stating the number of recorded marks for a specified code.
- **Lates**
Letters concerning a student who is frequently late.
- **Percentage Attendance**
Letters giving a percentage level of attendance.
- **Unexplained Absence**
Letters for requesting reasons for unexplained absences.
- **Continuous Absence** (applicable to sessions only)
Letters asking for an explanation of why a student is still absent.

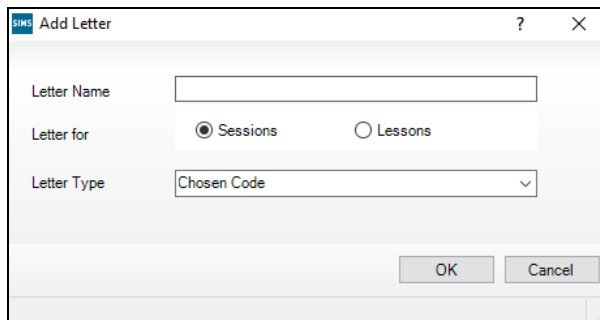
07| Producing Standard Attendance Letters

The letter type selected determines which print options are available when the attendance Letters are printed (please see *Printing Attendance Letters* on page 152).

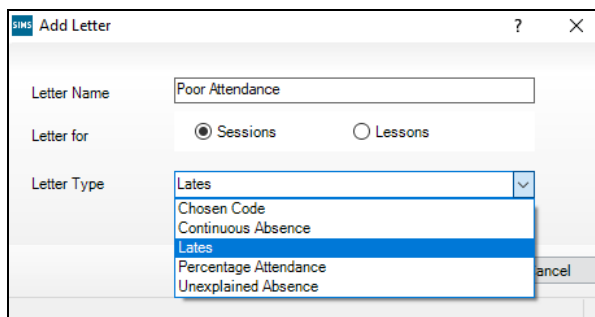
1. Select **Tools | Setups | Attendance Setup | Letter Definition** to display the **Define Letters** dialog.



2. Click the **New** button to display the **Add Letter** dialog.



3. Enter the **Letter Name**. If it is not unique you will be prompted to enter an alternative name.
4. Indicate whether the letter relates to **Sessions** or **Lessons** by selecting the appropriate radio button.
5. Select the appropriate **Letter Type** from the drop-down list.



6. Click the **OK** button to launch Microsoft® Word and display a blank document.
7. Enter the required text and insert the required SIMS database merge fields by selecting from the drop-down list accessed via the Word toolbar.

SIMS Database Fields	
date_of_printing	his_her
addressee	His_Her
address_block	son_daughter
salutation	periods_of_absence
Chosen_forename	total_unexplained_absence
Chosen_surname	total_unexplained_sessions
forename	total_lates_before
surname	total_lates_after
full_name	total_lates_both
Chosen_name	dates_of_lates_before
date_of_birth	dates_of_lates_after
admission_number	dates_of_lates_both
Year	total_of_specified_codes
Reg	dates_of_specified_codes
Year_reg	total_possible
head_of_year	percentage_attendance
Tutor	total_continuous_absence
House	continuously_absent_since
he_she	total_authorized_absences
He_She	percentage_authorized_absences
Him_her	percentage_unauthorized_absences

The Welsh equivalent of some database fields is provided for use by schools that normally correspond with the parent/guardian in Welsh. To use this option, ensure that the **Use Welsh** check box has been selected via **Tools | Setups | Attendance Setup | Module Setup**.

07| Producing Standard Attendance Letters

Welsh Database Fields
ef_hi
Ef_Hi
mab_merch
absencesW
Dyddiadau_absenoldeb_heb_eglurhad
Dyddiadaun_hwyr_cyn_cofrestru
Dyddiadaun_hwyrach_na_chofrestru
Dyddiadaun_hwyr_cyn_neun_hwyrach
Dyddiadaur_codau_a_ddewiswyd

NOTE: Standard Word fields are also available via the toolbar.

8. Ensure the cursor is in the required location, highlight the required merge field, then click the **Insert** button to insert it into the document. The merge fields are displayed in sets of angled brackets, e.g. <<address_block>>.

The following is an example of a letter template associated with the letter type **Lates**.

<<address_block>>

Dear <<salutation>>

Your <<son_daughter>> was late on numerous occasions during the month of June.

A total of <<total_lates_both>> instances were recorded.

We would appreciate if you could contact <<chosen_name>>'s teacher, <<tutor>>, as soon as possible to discuss this matter.

Thank you for your co-operation.

Yours sincerely

G Goode
Deputy Head

Teacher: <<tutor>>
Name: <<forename>> <<surname>>
Admission Number: <<admission_no>>
Year/Registration Group: <<year_reg>>

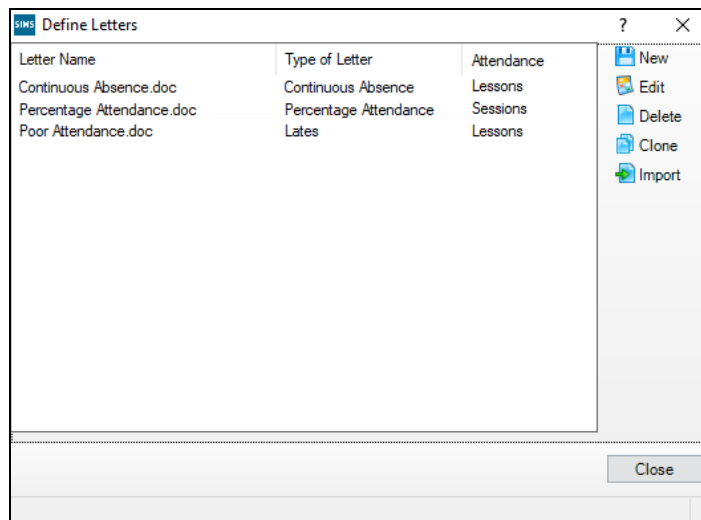
Late arrival was recorded between <<periods_of_absence>>

Signature:

<<salutation>>

Date:

9. When complete, select **File | Save** to save the template in C:\SIMS\Attend\Templates (where C: denotes your local drive).
For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or local Support.
10. Close the Word document.
11. The new template is displayed in the **Define Letters** dialog (**Tools | Setups | Attendance Setup | Letter Definition**), together with any other defined letters.



Editing Letter Templates

The content of a letter template can be edited at any time.

*NOTE: The **Type of Letter** cannot be changed. To use the same letter content for a different letter type, the cloning routine should be used.*

1. Select **Tools | Setups | Attendance Setup | Letter Definition** to display the **Define Letters** dialog.
2. Highlight the letter to be edited, then click the **Edit** button to display the selected letter in Word.
3. Edit the details of the letter, then save the edited letter template and exit Word.

Deleting Letter Templates

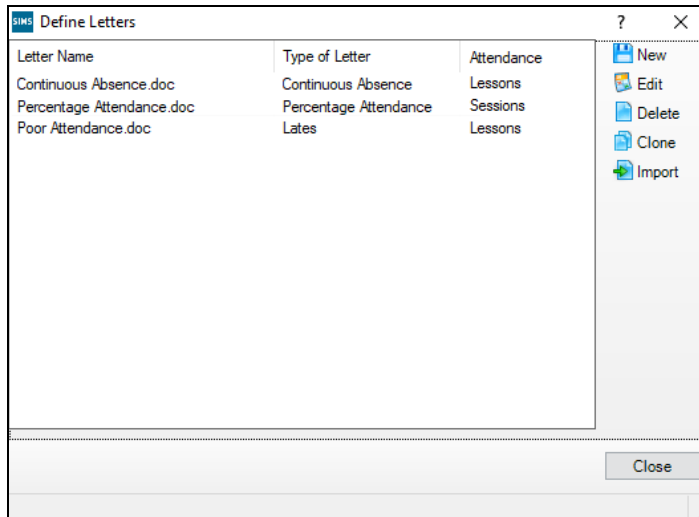
1. Select **Tools | Setups | Attendance Setup | Letter Definition** to display the **Define Letters** dialog.
2. Highlight the letter to be deleted. One letter only can be deleted at a time.
3. Click the **Delete** button to display a warning message:
Are you sure you want to delete <letter name>?
4. Click the **Yes** button, if you want to complete the deletion process.

Cloning a Letter Template

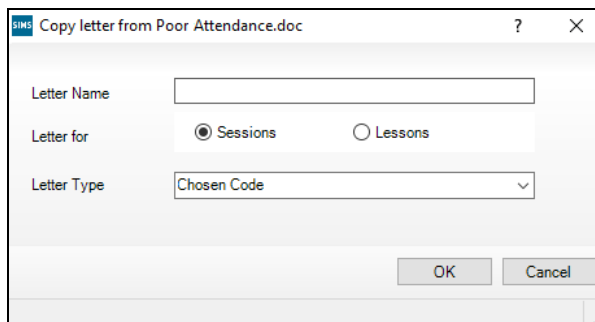
Where an existing letter template is similar to the one you want to produce, the original letter template can be cloned. It is essential that a unique name is entered for the new letter template.

When cloned, the type of letter and the content of the letter template can then be edited.

1. Select **Tools | Setups | Attendance Setup | Letter Definition** to display the **Define Letters** dialog.



2. Highlight the letter template to be cloned, then click the **Clone** button to display the **Copy letter from** dialog.



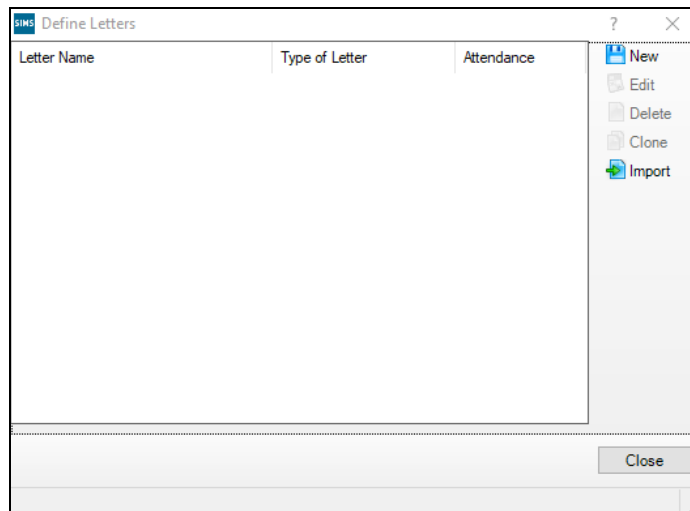
3. Enter a new **Letter Name**. If it is not unique, you will be prompted to enter an alternative name.
4. Select the **Letter Type** from the drop-down list.
5. Indicate whether the letter relates to **Sessions** or **Lessons** by selecting the applicable radio button.
6. Click the **OK** button to open the cloned letter template in Microsoft® Word.
7. Edit the template content as required.
8. Save the new letter template, then exit Microsoft Word.

Importing Letter Templates

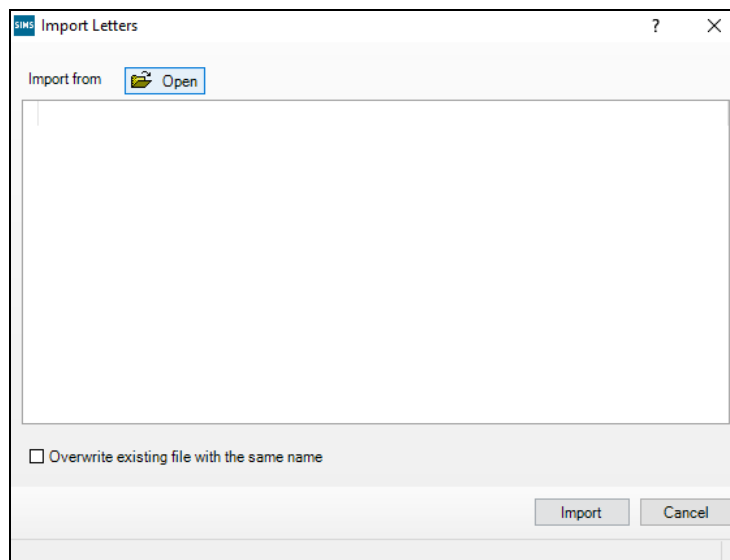
The following routine can be used to import letter templates that have been defined by your LA. Using predefined letter templates helps to ensure consistency with the way in which attendance is managed.

The details of the letter template that has been selected for import, i.e. letter name and type of letter, can be amended in order for a new letter template to be defined. This is particularly useful if the new letter template is to have a similar content to the one selected. This cloning procedure is performed as part of the import process.

1. Select **Tools | Setups | Attendance Setup | Letter Definition** to display the **Define Letters** dialog.



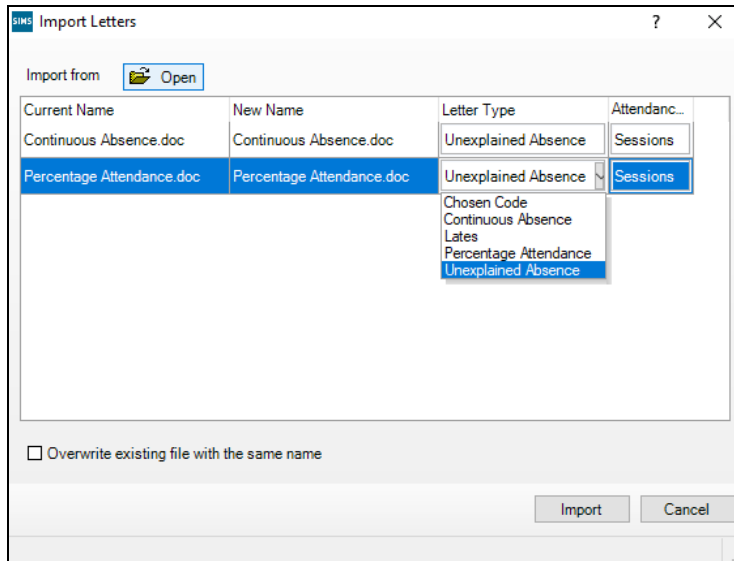
2. Click the **Import** button to display the **Import Letters** dialog.



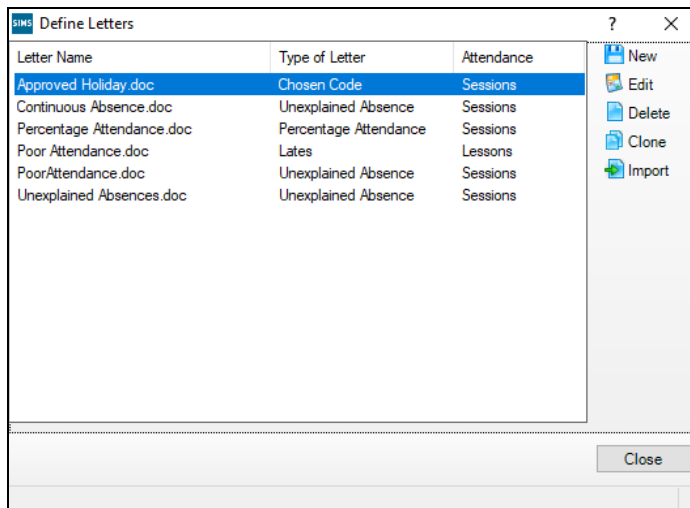
3. Click the **Open** button to display the **Select letter template/s to import** dialog.
4. Navigate to the location of the letter templates to be imported.

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5. Highlight the required file(s), then click the **Open** button to return to the **Import Letters** dialog, where the selected letter template(s) are displayed.



6. The file name and/or letter type of a selected file can be edited to create a cloned letter template, if required.
 - a. To edit the letter template file name, click the **New Name** cell, then edit the existing name. A check is performed to ensure that the new file name does not already exist.
 To overwrite an existing file with the imported file of the same name, select the **Overwrite existing file with the same name** check box (located at the bottom-left of the dialog).
 - b. To change the **Letter Type**, click the cell, then select the appropriate type from the drop-down list.
7. Click the **Import** button to import the selected file and return to the **Define Letters** dialog. The imported files are automatically saved in C:\SIMS\Attend\Templates (where C: denotes your local drive).



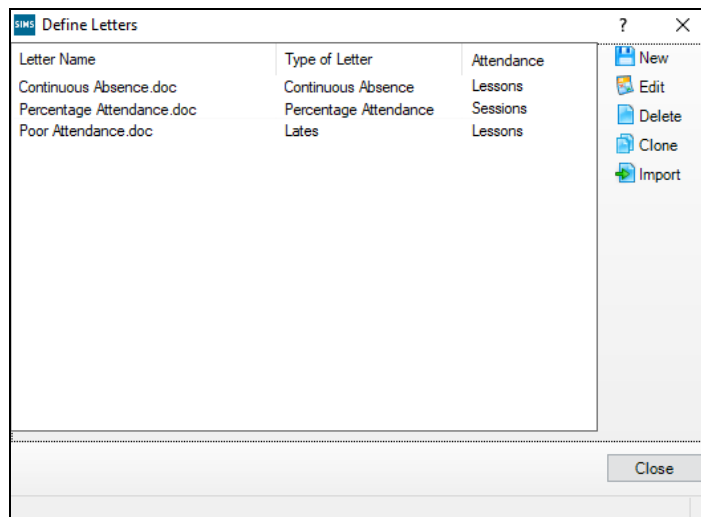
Defining a Generic Letter Template

Headed paper can be used when printing letters. However, an alternative is to create a generic letter template that contains generic information such as the school name and address.

NOTE: The school logo can also be included. However, inserting any graphic is likely to slow down the mail merge process.

The generic letter template should have the file name `AttendanceLetter.doc` and be saved to the `\Sims\Attend\Templates` folder where the other attendance letter templates reside.

1. Open Microsoft® Word and define the content for the generic letter, for example: insert the school logo and enter the school address in the header.
2. Save the letter as `AttendanceLetter.doc` to the following location:
`C:\SIMS\Attend\Templates` (where `C:` denotes your local drive). For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or local Support.
3. Close the Word document and return to SIMS.
4. Select **Tools | Setups | Attendance Setup | Letter Definition** to display the **Define Letters** dialog.



5. Click the **Import** button to display the **Import Letters** dialog.
6. Click the **Open** button to display the **Select letter template/s to import** dialog and then navigate to `C:\SIMS\Attend\Templates` (where `C:` denotes your local drive).
7. Highlight the `AttendanceLetters.doc` file, then click the **Open** button to return to the **Import Letters** dialog.
8. Click the **New Name** cell, then enter the name of the generic letter template you are about to create.

9. To overwrite an existing file that has the same name as you have just defined, select the **Overwrite existing file with the same name** check box (located at the bottom-left of the dialog).
10. To change the **Letter Type**, click the cell and select the appropriate type from the drop-down list.
11. Click the **Import** button to return to the **Define Letters** dialog where the new letter template record is displayed.
By default, the imported file is saved in C:\Sims\Attend\Templates (where C: denotes your local drive).
12. Highlight the newly imported letter template, then click the **Edit** button to launch Word, where the content of the new letter template can be added.



More Information:

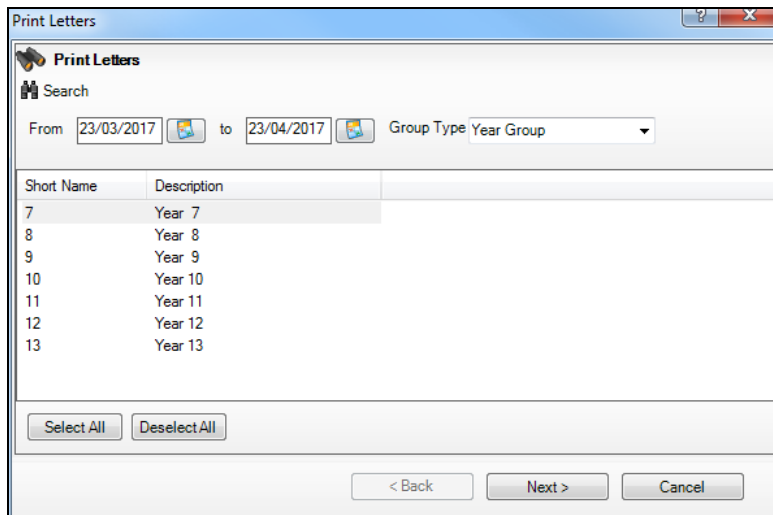
Deleting Letter Templates on page 147

Printing Attendance Letters

Attendance Letters can be printed and edited by the Attendance Manager, Attendance Operator and Registration Tutor/Class Teacher.

When a letter template has been created, Microsoft® Word can be used to merge the letter template with the details of the selected students. The letter can then be saved and printed before attaching it to the appropriate student’s record via the Document Management Server (DMS).

1. Select **Reports | Lesson Monitor | Letters | Print Letters** to display the **Print Letters** browser.



2. A default date range of from one month ago to yesterday is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.



Calendar button

*NOTE: The dates in the **From** and **to** fields must fall within the same academic year.*

- By default, the **Group Type** is displayed as **Year Group**. If a different Group Type is required, select the required group from the drop-down list, then click the **Search** button to refresh the display.
- Highlight the required group name(s), then click the **Next>** button to display the **Print Letters** criteria.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the **Print Letters** browser) can also be used, if required.

Letter Name	Type of Letter	Attendance
Contin_Absence.doc	Continuous Absence	Sessions
Percentage_Attendance.doc	Percentage Attendance	Lessons
Poor Attendance.doc	Chosen Code	Sessions

- From the list of **Letters Available**, highlight the name of the letter to be printed. The options in the right-hand panel vary depending on the **Type of Letter** assigned to the selected letter.
- Select and/or enter the required options for the type of letter selected. The following options are available.

- **Chosen Code**

Indicate the code(s) to be included in the report by selecting the required check box(es).

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Include students with the following number of these marks:

- Any
- At Least
- Less Than

Select the appropriate radio button and enter the required number of marks.

- **Lates**

Select the radio button representing the Marks to check:

- Late Before Registration Closed
- Late After Registration Closed
- Both Late Before and After

Lates Options

Marks to check

Late Before Registration Closed

Late After Registration Closed

Both Late Before and After

Include students with the following number of these marks

Any

At Least

Less Than

Include students with the following number of marks:

- Any
- At Least
- Less Than

Select the appropriate radio button and enter the required number of marks.

- **Percentage Attendance**

Include students with the following percentage attendance:

- At Least
- Less Than
- Between < > and < >

Select the appropriate radio button and enter the required percentage.

Percentage Attendance Options

Include students with the following percentage attendance

At Least

Less Than

Between and

- **Unexplained Absence**

Include students with the following number of unexplained absences:

- Any
- At Least

Select the appropriate radio button and enter the required number of marks.

- **Continuous Absence**

Applicable to Sessions Only

Include students who are currently absent and have been absent without explanation for the following number of sessions:

Enter the required number of sessions in the **At Least** field, e.g. 10.

7. Select the required **Output Option**:

- **Preview in Word**

Select the **Preview in Word** radio button then click the **Print** button to launch Microsoft® Word and display the merged letters.

*NOTE: At the same time that Microsoft Word is launched, the **Attach Letters** dialog is displayed in SIMS (please see Attaching Letters to the Document Management Server on page 157).*

07| Producing Standard Attendance Letters

▪ **Produce data file only (CSV format)**

Select the **Produce data file only (CSV format)** option radio button to produce a file that can be mail merged in a word processing package other than Microsoft® Word.

- a. Click the **Print** button to display the **Save As** dialog.
- b. Enter a **File name** and path of your choice, then click the **Save** button.

8. Edit the individual letters if necessary.

The letters are displayed in group order (if more than one group has been selected) then ordered by student surname, then forename within the groups.

9. Save the letters to your preferred location. By default, the letters are saved to C:\Documents and Settings\My Documents\My SIMS Documents. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or local Support.

10. Print the letters from Word in the usual way.

11. The **Attach Letters** dialog (displayed in SIMS) can now be used to attach the current letter to the student's records.

Monday, July 4, 2019

Mr F and Mrs R Abbot
22 West View
Rainham
EAST TOWN
Eastshire
SI5 9LR

Dear Mr and Mrs Abbot
Your son was late on numerous occasions during the month of March.
A total of 9 instances were recorded.

We would appreciate if you could contact Ben's teacher, Dr J. LEBON, as soon as possible to discuss this matter.

Thank you for your co-operation.
Yours sincerely

G Goode
Deputy Head

Teacher: Dr J. LEBON
Name: Ben ABBOT
Admission Number: 1511
Year/Registration Group: 4 ELM

Late arrival was recorded between Mon 06/06/19 AM - Wed 06/07/19 PM
Thu 06/06/19 AM - Fri 07/06/19 AM
Fri 21/06/19 AM - Fri 21/06/19 PM
Thu 04/07/19 AM - Fri 05/07/19 PM

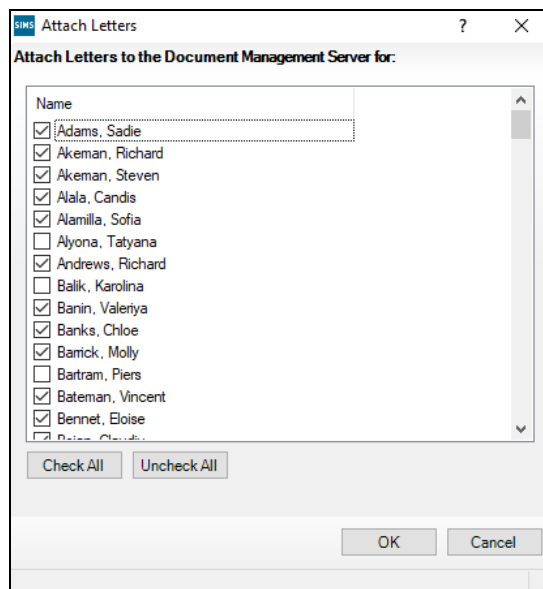
Signature: _____
Mr and Mrs Abbot

Date: _____

Attaching Letters to the Document Management Server

At the same time that Microsoft® Word is launched, during the Print Letters routine, the **Attach Letters** dialog is displayed in SIMS (please see *Printing Attendance Letters* on page 152).

1. To attach the letter to the DMS for the selected students, select the appropriate check boxes in the **Attach Letters** dialog displayed in SIMS. The **Check All** and **Uncheck All** buttons can be used to assist with the selection.



2. Click the **Attach** button to attach the letters to the DMS and link the letters to the student's record.
3. Click the **Close** button.

Letters can be viewed and deleted from a student's record via **Focus | Lesson Monitor | Student Details**.



Additional Resources:

Managing Pupil/Students handbook

Producing a Letters Created Report

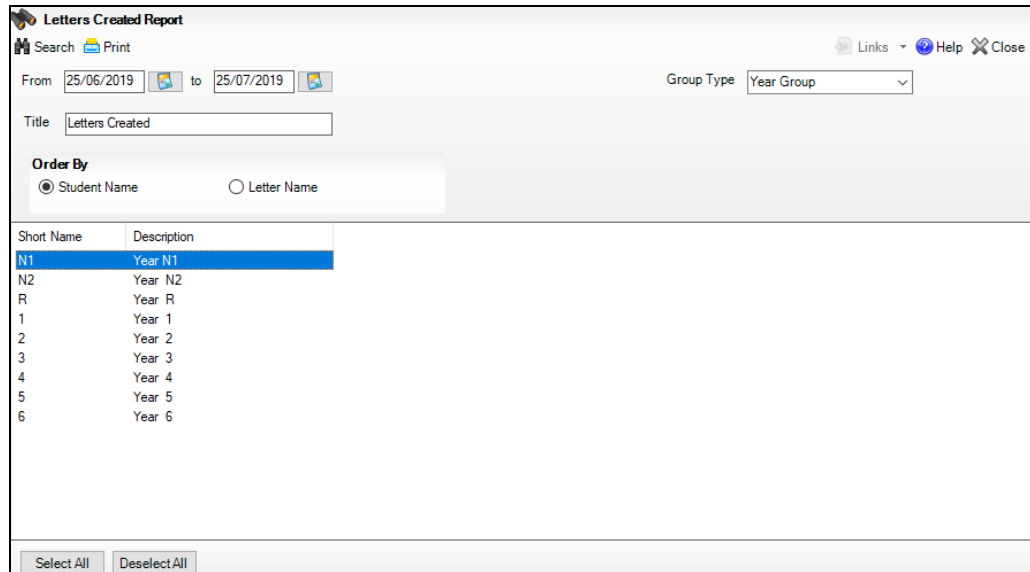
There is often the need to produce standard documents associated with attendance, such as letters requesting an explanation for absence or certificates rewarded for good attendance. In SIMS, these documents are referred to as Attendance Letters.

The Letters Created report is based on the date that the letter was created, i.e. attached to the student record then stored in the Document Management Server (DMS). It shows all attendance letters produced for the selected group type during the specified date range.

The report displays the student's name, registration group, the date the letter was created, the name of the letter and the letter type, e.g. percentage attendance.

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1. Select **Reports | Lesson Monitor | Letters | Letters Created** to display the **Letters Created Report** browser.



2. A default date range of from one month ago to yesterday is displayed. If a different date range is required, enter the appropriate dates in the **From** and **to** fields or click the **Calendar** buttons and select the required dates.



Calendar button

3. By default, the **Group Type** is displayed as **Year Group**. If a different **Group Type** is required, select the required group from the drop-down list then click the **Search** button to refresh the display.
4. A default **Title** (i.e. Letters Created) is displayed, which can be edited if required.
5. Indicate the order in which the report data is to be displayed by selecting either the **Student Name** or the **Letter** radio button.
6. Double-click the required group name or highlight the required group names then click the **Print** button to display the **Run a Screen Based Report** dialog.
To select more than one group, hold down the **Ctrl** key then click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.
7. Select the required print criteria then click the **OK** button to produce the report.

08 | Printing Manual Entry Sheets

Printing Manual Registers.....	159
Printing Manual Absence Sheets.....	161

Printing Manual Registers

The manual registration sheet should be printed on plain paper. Typically, the register is printed weekly and distributed to the appropriate registration tutor/teacher or left in the office for collection.

To assist office staff when entering data in Lesson Monitor, the sheet layout has been designed to match the **Manual Entry** page display. Students on-roll in that week are displayed in the same order as they appear on screen. Any marks already recorded at the time of printing are also displayed.

There may be an occasion when a student has, for example, joined after the register was printed and you will need to allocate a line on the sheet for that student. The student's details should be added to SIMS at the earliest opportunity.

An option is available that enables pre-admission students to be included on the registration sheet. However, the registration sheet is printed in advance and it is likely that the students will be on-roll by the time the data is transferred from the manual register sheet to the **Edit Marks** page (**Focus | Lesson Monitor | Edit Marks**).

If marks have already been entered in SIMS, e.g. doctors' appointments, school trips, etc. for the date range selected, they are included automatically on the printed register (providing that the **Include Existing Marks** check box is selected).

1. Select **Reports | Lesson Monitor | Manual Entry | Print Register Sheet** to display the **Print Manual Register** browser.

Short Name	Description
7A	7A
7B	7B
7C	7C
7D	7D
7E	7E
7F	7F
8A	8A
8B	8B
8C	8C
8D	8D
8E	8E
8F	8F
9A	9A
9B	9B

2. A default date range of school week beginning next Monday to school week beginning next Monday is displayed. If a different date range is required, enter the appropriate week beginning dates in the **From w/b** and **to w/b** fields or click the **Calendar** buttons and select the required dates.



Calendar button

3. By default, the **Group Type** is displayed as **Reg Group**. If a different **Group Type** is required, select the required group from the drop-down list then click the **Search** button to refresh the display.
4. A default **Title** (i.e. Manual Entry Register) is displayed, which can be edited if required.
5. Select one or more of the optional check boxes, if required:
 - **Include accepted applicants**
 - **Include Existing Marks**
 - **Display Attendance Codes**
6. Double-click the required group name or highlight the required group names then click the **Print** button to display the **Run a Screen Based Report** dialog. To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.
7. Select the required print criteria and click the **OK** button to produce the report.

Manual Entry Register															
Reg Group 7F															
Dr R Mcnamara															
Language Room 4															
Week Beginning 13/03/2017															
Name	Reg	Mon 13/03		Tue 14/03		Wed 15/03		Thu 16/03		Fri 17/03		Sat 18/03		Sun 19/03	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Bains, Piatro	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Baker, Jordan	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Cash, Edward	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Charles, Harry	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Digiagamo, Giovanna	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Drake, Keenan	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Fox, Frederick	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Franco, Christine	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Goldsmith, Abigail	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Gothenburg, Maria	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Harris, Niamh	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Harris, Thomas	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Jackson, Felicity	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Jacobs, Graham	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Justin, Jim	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Kerr, Hannah	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
McAlister, Stephanie	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Mella, Paul	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Pettigrew, Nathan	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Pope, Martin	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Sanson, Kyla	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Simms, Tiffany	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Talk, Joe	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Tee, Julie	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Watling, Lucy	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#
Weston, Cameron	7F	/	\	/	\	/	\	/	\	/	\	#	#	#	#



More Information:

Edit Marks Routine on page 69

Printing Manual Absence Sheets

The manual absence sheet should be printed on plain paper. The sheet lists the names of the relevant students and the dates of absence, plus missing marks (if the **Absence sheets to include pupils with missing marks** option has been selected via **Tools | Setup | Attendance Setup | Module Setup**). A list of absence codes and their meanings is shown at the bottom of the sheet.

1. Select **Reports | Lesson Monitor | Manual Entry | Print Absence Sheet** to display the **Manual Absence Sheet** browser.

Short Name	Description
7A	7A
7B	7B
7C	7C
7D	7D
7E	7E
7F	7F
8A	8A
8B	8B
8C	8C
8D	8D
8E	8E
8F	8F
9A	9A
9B	9B

2. A default date range of school week beginning next Monday to school week beginning next Monday is displayed. If a different date range is required, enter the appropriate week beginning dates in the **From w/b** and **to w/b** fields or click the **Calendar** buttons and select the required dates.



Calendar button

3. By default, the **Group Type** is displayed as **Reg Group**. If a different **Group Type** is required, select the required group from the drop-down list then click the **Search** button to refresh the display.
4. A default **Title** (i.e. Manual Absence Sheet) is displayed, which can be edited if required.
5. Select the required number of sessions per line by selecting the appropriate radio button:
 - **Multiple sessions**
several sessions of continuous absence e.g. Tues PM to Thur AM
 - **Single sessions**
6. Double-click the required group name or highlight the required group names then click the **Print** button to display the **Run a Screen Based Report** dialog.

To select more than one group, hold down the **Ctrl** key and click the required group names to highlight them. The **Select All** button and **Deselect All** button (located at the bottom left-hand side of the browser) can also be used, if required.

7. Select the required print criteria and click the **OK** button to produce the report.

Manual Absence Sheet				
Reg Group 7A				
Mr B Kinross				
English Room 3				
Printed on 06/03/2017 at 02:26				
Name	Reg	From	To	Mark
Ashfield, Angela	7A	23/05/2017 AM	23/05/2017 PM	
Ashton, Harry	7A	23/05/2017 AM	23/05/2017 PM	
Benter, Francesca	7A	23/05/2017 AM	23/05/2017 PM	
Bhaumik, Tarik	7A	23/05/2017 AM	23/05/2017 PM	
Blackett, Yoland	7A	23/05/2017 PM	23/05/2017 PM	
Key to codes				
/ Present (AM)	I Illness (not med/dental appoints)	T Traveller absence		
\ Present (PM)	J Interview	U Late (after registers closed)		
B Educated off site (not dual reg)	L Late (before reg closed)	V Educational visit		
C Other authorised circumstances	M Medical/Dental appointments	W Work experience		
D Dual Registration (Attending other site)	N No reason yet provided for absence	# School closed to pupils & staff		
E Excluded (No alt prov made)	O Unauthorised circumstances	Y Enforced closure		
F Extended family holiday (agreed)	P Approved sporting activity	X Non-compulsory school age absence		
G Family holiday (Not agreed)	R Religious observance	Z Pupil not on roll		
H Annual family holiday (agreed)	S Study leave	- All should attend / No mark recorded		



More Information:

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Attendance Codes

Session Registration Codes in England

The following session registration codes are used in England and are all non-editable.

Code	Brief Description	Statistical Meaning	Legal Meaning	Physical Meaning
/ \	Present / = am \ = pm	Present	Present	In for whole session
B	Educated off site (NOT Dual registration)	Approved Educational Activity	Attending approved educational activity	Out for whole session
C	Other authorised circumstances (not covered by another appropriate code/description)	Authorised Absence	Absent	Out for whole session
D	Dual registration (attending other establishment)	Attendance not required	Attending approved educational activity	Out for whole session
E	Excluded (No alternative provision made)	Authorised Absence	Absent	Out for whole session
G	Family Holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised Absence	Absent	Out for whole session
H	Family Holiday (agreed)	Authorised Absence	Absent	Out for whole session

09 | Additional Information

Code	Brief Description	Statistical Meaning	Legal Meaning	Physical Meaning
I	Illness (NOT medical or dental etc. appointments)	Authorised Absence	Absent	Out for whole session
J	Interview	Approved Educational Activity	Attending approved educational activity	Out for whole session
L	Late (before registration closed)	Present	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Absent	Out for whole session
N	No reason yet provided for absence	Unauthorised Absence	Absent	Out for whole session
O	Unauthorised Absence (not covered by any other code/description)	Unauthorised Absence	Absent	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Attending approved educational activity	Out for whole session
R	Religious observance	Authorised Absence	Absent	Out for whole session
S	Study leave	Authorised Absence	Absent	Out for whole session
T	Traveller absence	Authorised Absence	Absent	Out for whole session
U	Late (after registration closed)	Unauthorised Absence	Absent	Late for session
V	Educational visit or trip	Approved Educational Activity	Attending approved educational activity	Out for whole session
W	Work experience	Approved Educational Activity	Attending approved educational activity	Out for whole session

Code	Brief Description	Statistical Meaning	Legal Meaning	Physical Meaning
X	Non-compulsory school-age absence	Not counted in possible attendances	Absent	Out for whole session
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances	Unable to attend due to exceptional circumstances or not attending because the students have a different school year to other students in the school.	Out for whole session
Z	Do not use	Authorised Absence	Student not registered at the school	Out for whole session
#	Planned whole or partial school closure	Not counted in possible attendances	No session held	Out for whole session

Session Registration Codes in Wales

The following session registration codes are used in Wales.

Code	English Description	Statistical Meaning	Physical Meaning
/	Present (AM)	present	in for whole session
\	Present (PM)	present	in for whole session
B	Educated off site.	approved educational activity	out for whole session
C	Other authorised circumstances.	authorised absence	out for whole session
D	Dual registration - Student attending another establishment including Traveller children who are attending another school at which they are registered.	attendance not required	out for whole session
E	Excluded from school.	authorised absence	out for whole session
F	Agreed extended family holiday (over 10 days).	authorised absence	out for whole session

09 | Additional Information

Code	English Description	Statistical Meaning	Physical Meaning
G	Family holiday (not agreed or days in excess of agreement).	unauthorised absence	out for whole session
H	Agreed family holiday (up to 10 days).	authorised absence	out for whole session
I	Illness	authorised absence	out for whole session
J	Interview	approved educational activity	out for whole session
L	Late (before registers closed).	present	late for session
M	Medical or Dental appointment.	authorised absence	out for whole session
N	No reason yet provided for absence.	unauthorised absence	out for whole session
O	Any absence with no satisfactory explanation, in the school's view, provided.	unauthorised absence	out for whole session
P	Sporting activity.	approved educational activity	out for whole session
R	Religious observance.	authorised absence	out for whole session
S	Study leave.	authorised absence	out for whole session
T	Traveller absence.	authorised absence	out for whole session
U	Late arrival (after close of registration).	unauthorised absence	late for session
V	Educational visit or trip.	approved educational activity	out for whole session
W	Work experience.	approved educational activity	out for whole session
X	Untimetabled sessions for non-compulsory school age students.	attendance not required	out for whole session

Code	English Description	Statistical Meaning	Physical Meaning
Y	Partial and enforced closure of the school.	attendance not required	out for whole session
Z	Students not yet on school roll.	attendance not required	out for whole session
#	School closed to all students – e.g. INSET days.	attendance not required	out for whole session
-	All should attend/no mark recorded.	no mark	no mark for session

Session Registration Codes in Northern Ireland

The following session registration codes are used in Northern Ireland and are all non-editable.

Code	Brief Description	Statistical Meaning	Physical Meaning
/ \	Present / = (AM) \ = (PM)	Present	In for whole session
A	Artistic Endeavour	Present	In for whole session
B	Bereavement	Authorised Absence	Out for whole session
C	Suspended	Authorised Absence	Out for whole session
D	Did not provide a reason	Unauthorised Absence	Out for whole session
F	Family Holiday (agreed)	Authorised Absence	Out for whole session
G	Family Holiday (NOT agreed)	Unauthorised Absence	Out for whole session
H	Other Absence	Unauthorised Absence	Out for whole session
I	Illness (not medical or dental appointments)	Authorised Absence	Out for whole session
L	Late (before registration closed)	Present	Late for session
M	Medical/Dental appointments	Authorised Absence	Out for whole session

09 | Additional Information

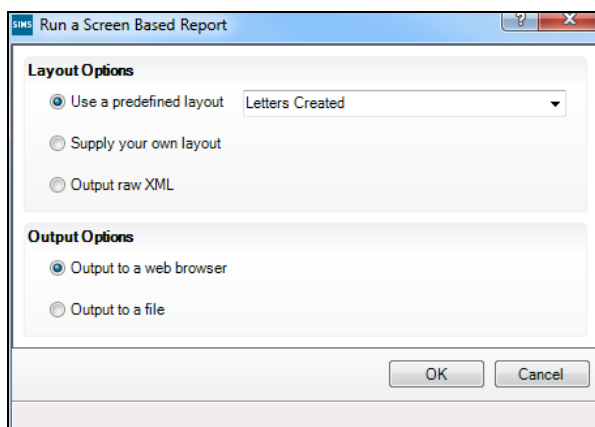
Code	Brief Description	Statistical Meaning	Physical Meaning
N	No reason yet provided for absence	Unauthorised Absence	Out for whole session
O	Other exceptional circumstances	Authorised Absence	Out for whole session
P	Approved sporting activity	Approved Educational Activity	Out for whole session
R	Religious observance	Authorised Absence	Out for whole session
S	Study leave	Approved Educational Activity	Out for whole session
U	Late (after registration closed)	Unauthorised Absence	Late for session
V	Educational Visit	Approved Educational Activity	Out for whole session
W	Work experience	Approved Educational Activity	Out for whole session
X	Only staff should attend	Attendance not required	Out for whole session
Y	Exceptional closure	Attendance not required	Not required to be in school
!	No attendance required	Attendance not required	Out for whole session
#	Holiday for all	Attendance not required	Out for whole session
*	Not on roll	Attendance not required	Out for whole session
-	All should attend/No mark recorded	No mark	No mark for session
1	AEP (ELB)	Approved Educational Activity	Out for whole session
2	Home/hospital tuition (ELB)	Approved Educational Activity	Out for whole session
3	Elective Home Education	Attendance not required	Out for whole session
4	Pupil Referral Unit	Approved Educational Activity	Out for whole session

Code	Brief Description	Statistical Meaning	Physical Meaning
5	Another mainstream school (EF)	Approved Educational Activity	Out for whole session
6	Training Organisation (EF)	Approved Educational Activity	Out for whole session
7	FE College (EF)	Approved Educational Activity	Out for whole session
8	Intensive Support Learning Unit	Approved Educational Activity	Out for whole session
9	CAMHS	Approved Educational Activity	Out for whole session

Running a Screen Based Report

The examples given here are based on the Display Marks routine. However, the process for running a screen based report is very similar in all routines.

1. Click the **Print** button to display the **Run a Screen Based Report** dialog.
2. The **Use a predefined layout** and **Output to a web browser** options are selected by default.



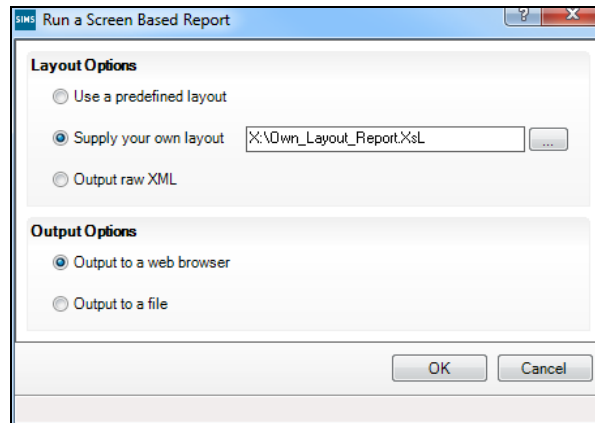
3. Specify the preferred layout option by selecting the appropriate radio button.
 - **Use a predefined layout**
Select the required option from the drop-down list. The options displayed will vary depending on the functionality being used at the time, e.g. **Week View** and **Month View** will be displayed in the drop-down list, when using the Display Marks functionality.
 - **Supply your own layout**
This option is available for schools that prefer a report layout that is different to the default layout available in SIMS. Before selecting this option, an XSL file (recommended for the production of a printed output from XML) must have been created.

09 | Additional Information

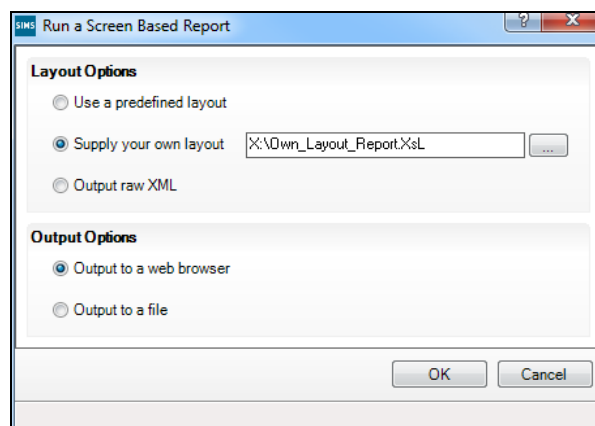
Enter the location of the XSL file in the associated field.

Alternatively, click the **Browser** button to display the **Select a Layout File** dialog. Navigate to and highlight the layout file and click the **Open** button to return to the **Run a Screen Based Report** dialog.

 *Browser button*



- **Output raw XML**
This option outputs data that is stored in the SIMS database as raw XML data. This can then be imported into another application, e.g. Microsoft® XL, and formatted to the individual school's requirements.
4. Specify the preferred output option by selecting the appropriate radio button.
- **Output to a web browser**
The default option produces a report in HTML format and displays it in your default web browser.

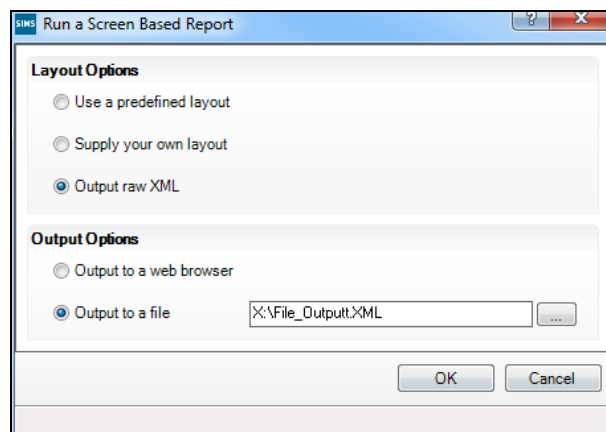


- **Output to a file**

This option produces a report in XML format to the location specified.

Enter the location where the .XML file should be saved.

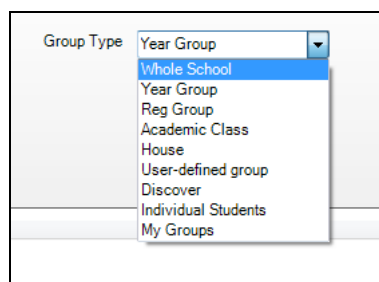
Alternatively, click the **Browser** button to display the **Save As** dialog. Navigate to the required location and enter a **File Name**. Click the **Save** button to return to the **Run a Screen Based Report** dialog.



5. Click the **OK** button to produce the report.

Selecting a Group Type

Many routines provide the option to specify the group type. A default group type based on the most typically used group for that routine, is always displayed. However, the setting can be changed by selecting from the **Group Type** drop-down list.



IMPORTANT NOTE: If the **Group Type** is changed, the **Search** button must be clicked to refresh the display.

The following options are available:

- **Whole School**
Whole School Selected is displayed in the **Description** column in the browser. When the routine is run, data is returned for the whole school.
- **Year Group**
The short name and description of each year group are displayed in the browser. When the routine is run, data is returned for the selected year group(s).

- **Reg Group**
The short name and description of each registration group are displayed in the browser. When the routine is run, data is returned for the selected registration group(s).
- **Academic Class**
The class name, class description, main teacher, subject, year group and national curriculum year, of each academic class are displayed in the browser.
 - When the routine is run, data is returned for the selected item(s).
- **House**
The short name and description of each house are displayed in the browser. When the routine is run, data is returned for the selected house(s).
- **User-defined Group**
A short name and description of groups created via **Focus | Groups | User Defined Groups** are displayed in the browser. When the routine is run, data is returned for the selected User-defined group(s).
- **Discover**
User-defined groups can be created in Discover for use in SIMS. When the routine is run, data is returned for the selected group(s).
- **Individual Student**
The name, year group, registration group, house, gender and admission number of each on-roll student is displayed in the browser. When the routine is run, data is returned for the selected student(s).
- **My Groups**
The short name, description and group type of any registration group, year group or academic class to which the user has been assigned is displayed in the browser. Any user defined group for which the user is a Supervisor is also displayed. When the routine is run, data is returned for the selected group(s).

Removing Items from the Report Header/Footer

Attendance 7 reports are produced in XML (eXtensible Markup Language) and displayed in your default web browser, from where they can be printed. The header and footer are set by the Page Setup routine in your browser.

Removing Page Numbers from the Report Header

To remove the page numbers from the report header using Internet Explorer, e.g. on an individual student report that is being sent home:

1. Select the required report criteria.
2. Click the **Print** button to display the **Run a Screen Based Report** dialog.
3. Ensure that the **Output to a web browser** radio button is selected, then click the **OK** button to display the report in Internet Explorer.
4. Select **File | Page Setup** and delete **Page & of &P** from the **Header** field.
5. Select **File | Print** to print the report.

Removing the File Name from the Report Header

To remove the file name from the report footer using Internet Explorer, e.g. file://C:\\Documents and Settings\\ablacker\\Local Settings\\Temp\\rpttmp.html:

1. Select the required report criteria.
2. Click the **Print** button to display the **Run a Screen Based Report** dialog.
3. Ensure that the **Output to a web browser** radio button is selected, then click the **OK** button to display the report in Internet Explorer.
4. Select **File | Page Setup** and delete **&u** from the **Footer** field.
5. Select **File | Print** to print the report.

NOTE: For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or local Support.

Attendance Year Report

The ability to print a report detailing the Attendance year is no longer included with the Attendance reports. Instead a pre-defined report is available via the **Reports** menu. The report includes the start and finish dates for each term and half-term along with any planned occasional closure dates within the term dates.

1. Select **Reports | Run Report** to display the **Report** browser.
2. Select **Focus | Diary** from the navigation tree.
3. Select the **SEF A29 – Term Dates and closures** report from the right-hand list.
4. Enter the parameter values for the report, e.g. **Start date is between** 04 September 2019 **and** 04 September 2020.
5. Click the **OK** button to generate the report.

Example of the report content:

Category	Event type	Start date	End date
Half-Term	Half-Term Holiday	21 October 2019	25 October 2019
Spring Term	Term	06 January 2020	03 April 2020
Half-Term	Half-Term Holiday	10 February 2020	14 February 2020
Summer Term	Term	21 April 2020	17 July 2020
Bank Holiday	Public Holiday	04 May 2020	04 May 2020
Half-Term	Half-Term Holiday	25 May 2020	29 May 2020



Additional Resources:

Designing and Running Reports handbook
SIMS Pre-Defined Reports Catalogue

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