**How to enter an Exceptional Circumstance in the Attendance Register?**

If the school has been closed as a whole or in part, the closure must be recorded with a "Y" code which cannot be inserted from your computer keyboard.

To insert a ‘Y’ code, go to Focus > Attendance > Exceptional Circumstances. Click on New. Enter the start and end dates of the closure, including whether they are AM or PM.

Selected the Group Type – whether it is the Whole School, various other groups or Individual Pupils. Click Search and select the correct group. Choose the Code from the drop down menu ‘Y’ or ‘#’.

Write a Description of the reason why the child(ren) did not attend. Click Apply and the code will be entered against the selected child(ren).