Schools are asked to complete the Educational Settings Status form each day. The form asks

for certain information on pupil numbers which the SIMS report seeks to assist in

calculating.

It is a matter for schools to determine how they obtain the information requested by the

form and what follows is our attempt to assist schools in gathering the required information

each day based on data held in SIMS.

In order to make these calculations using SIMS the following information, in addition to

accurate attendance records, needs to be present in the system:

* **Pupils with EHCPs need to be identified in as such in the pupil’s SEN record**
* **Pupils with social workers need to be identified as such in a True/False User Defined**
* **Field in the pupil record**
* **Pupils identified as vulnerable need to be identified as such in a True/False User**
* **Defined Field in the pupil record**
* **Pupils identified as children of critical workers need to be identified as such in a**
* **True/False User Defined Field in the pupil record**

Schools may make use of the attendance comments functionality to identify the number of

pupils in each category below:

|  |  |
| --- | --- |
| **AM Session Comment** | **Covid-19 Scenario** |
| **C5** | **Absent pupils with a suspected case of coronavirus themselves should be identified with an X absence code** |
| **C6** | **Absent pupils who are absent due to having received a positive coronavirus test result who should be identified with an I code** |
| **C7** | **Pupils isolating due to close contact with a confirmed case of coronavirus inside your educational setting should be identified with an X code** |
| **C8** | **Pupils isolating due to close contact with a case of coronavirus from outside your educational setting including self-isolation should be identified with an X absence code** |
| **C9** | **Pupils identified as vulnerable but without a place in school should be identified with an appropriate mark** |