

Recording COVID reasons for Absence in the Register

Introduction

In consultation with the DfE, SIMS now has a range of subcodes which can be applied to session marks **I** (illness) and **X** to enable schools to record additional information regarding a pupil/student's absence for a session.

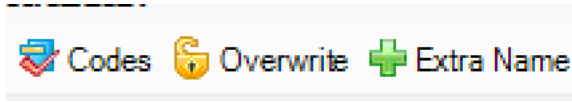
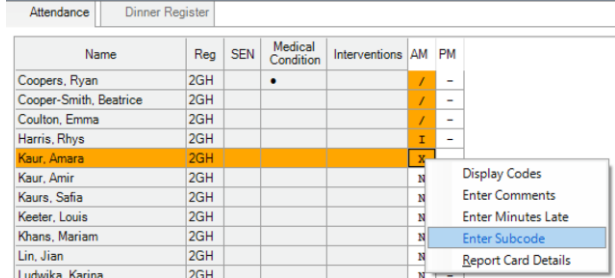
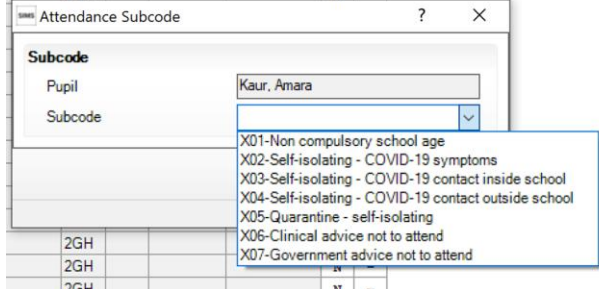
The following subcodes can be recorded in the register in support of an **I** code:

- **I01** – Illness
- **I02** – Illness - Confirmed case COVID-19.

The following subcodes can be recorded in the register in support of an **X** code:

- **X01** – non-compulsory school age
- **X02** – Self-isolating - COVID-19 symptoms
- **X03** – Self-isolating - COVID-19 contact inside school
- **X04** – Self-isolating - COVID-19 contact outside school
- **X05** – Quarantine - self-isolating
- **X06** – Shielding as advised
- **X07** – Government advice not to attend

Recording Subcodes in the Register

<p>Click the Preserve button at the top of the screen so that Overwrite is displayed</p>																																																																																					
<p>Enter your session marks and then right click on any I or X code and select Enter Subcode</p>	 <table border="1"> <thead> <tr> <th>Name</th> <th>Reg</th> <th>SEN</th> <th>Medical Condition</th> <th>Interventions</th> <th>AM</th> <th>PM</th> </tr> </thead> <tbody> <tr> <td>Coopers, Ryan</td> <td>2GH</td> <td></td> <td>•</td> <td></td> <td>/</td> <td>-</td> </tr> <tr> <td>Cooper-Smith, Beatrice</td> <td>2GH</td> <td></td> <td></td> <td></td> <td>/</td> <td>-</td> </tr> <tr> <td>Coulton, Emma</td> <td>2GH</td> <td></td> <td></td> <td></td> <td>/</td> <td>-</td> </tr> <tr> <td>Harris, Rhys</td> <td>2GH</td> <td></td> <td></td> <td></td> <td>I</td> <td>-</td> </tr> <tr> <td>Kaur, Amara</td> <td>2GH</td> <td></td> <td></td> <td></td> <td>X</td> <td>-</td> </tr> <tr> <td>Kaur, Amir</td> <td>2GH</td> <td></td> <td></td> <td></td> <td>N</td> <td>-</td> </tr> <tr> <td>Kaurs, Safa</td> <td>2GH</td> <td></td> <td></td> <td></td> <td>N</td> <td>-</td> </tr> <tr> <td>Keeter, Louis</td> <td>2GH</td> <td></td> <td></td> <td></td> <td>N</td> <td>-</td> </tr> <tr> <td>Khans, Mariam</td> <td>2GH</td> <td></td> <td></td> <td></td> <td>N</td> <td>-</td> </tr> <tr> <td>Lin, Jian</td> <td>2GH</td> <td></td> <td></td> <td></td> <td>N</td> <td>-</td> </tr> <tr> <td>Ludwika, Karina</td> <td>2GH</td> <td></td> <td></td> <td></td> <td>N</td> <td>-</td> </tr> </tbody> </table>	Name	Reg	SEN	Medical Condition	Interventions	AM	PM	Coopers, Ryan	2GH		•		/	-	Cooper-Smith, Beatrice	2GH				/	-	Coulton, Emma	2GH				/	-	Harris, Rhys	2GH				I	-	Kaur, Amara	2GH				X	-	Kaur, Amir	2GH				N	-	Kaurs, Safa	2GH				N	-	Keeter, Louis	2GH				N	-	Khans, Mariam	2GH				N	-	Lin, Jian	2GH				N	-	Ludwika, Karina	2GH				N	-
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<p>Add the required subcode from the list and save your changes</p>																																																																																					
<p>To remove a subcode entered in error, enter a mark other than I or X and correct the entry</p>																																																																																					

Notes

This functionality is available to schools through the application of **Consolidated Workstation Patch 3**. This patch was authorised to North Yorkshire schools via **SOLUS3** on **Monday 8th February**, so should have automatically been deployed.

The functionality will also be included in the Spring 2021 release of SIMS (scheduled for release in March).

Subcodes can be entered into SIMS via the following routes:

Focus > Attendance (or Lesson Monitor) > Take Register
Focus > Attendance (or Lesson Monitor) > Display Marks
Focus > Attendance (or Lesson Monitor) > Edit Marks

Please be aware that subcodes will be overwritten if the following processes are run:

Enter a code over a date range (via **Focus > Attendance > Enter a Code over a Date Range**)
Enter a weekly pattern (via **Focus > Attendance > Enter a Weekly Pattern**)
Recording exclusions (via **Focus > Pupil (or Student) > Exclusions** and **Focus > Pupil (or Student) > Pupil (or Student) Details – Exclusions** in the **Links** panel)

Secondary Schools

Subcodes are available for **session** marks only – not lesson marks.

The **Copy Lesson Marks** to session option in **Tools > Setups > Lesson Monitor Options > Lesson Monitor Setup > Write Marks** panel will need to be disabled as this will remove any subcodes entered for the affected session