



Pennine Education Ltd

Adding Attendance Code Y Unable to Attend Due to Exceptional Circumstances

Guidance for Schools

Document Ref:	<i>PE-Attend02-2016</i>	Version:	<i>1.0</i>
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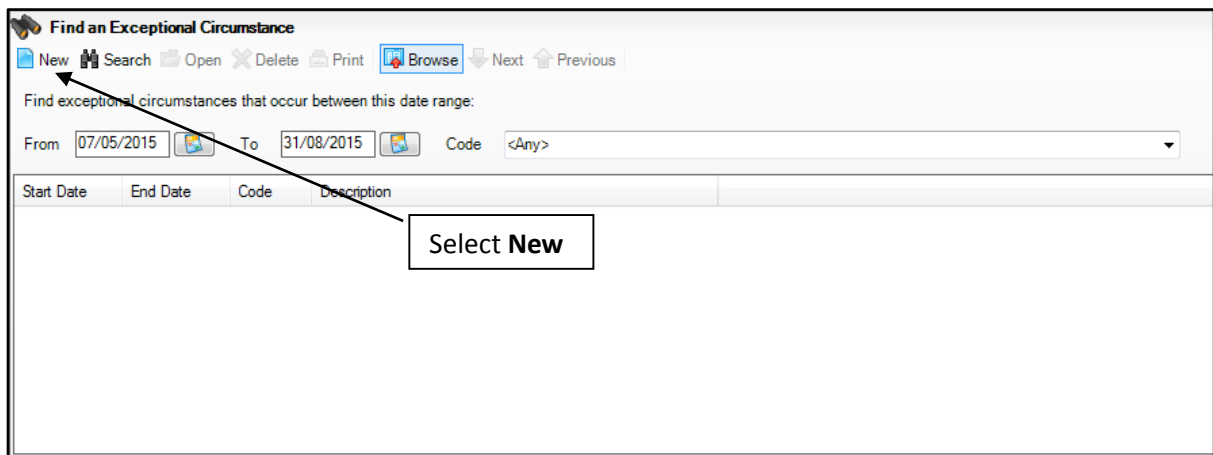
Adding Code Attendance Y - Unable to Attend Due to Exceptional Circumstances, if School is closed due to Adverse Weather Conditions

These instructions detail how to add Attendance Code Y - Unable to Attend Due to Exceptional Circumstances, to a pupil's attendance record if School closed, or partially closed, due to weather conditions. Example 1 shows how to enter the Y Code for the whole school, with Example 2 showing a partial closure e.g. just the Nursery and Infant classes not required in school.

1. School Fully Closed All Day

Select **Focus \ Attendance \ Exceptional Circumstances**

You will then be presented with the following screen



Click on **New**

Enter The following Information:-

Enter the **Date** of the Closure e.g. from **04/03/2016 AM to 04/03/2016 PM**

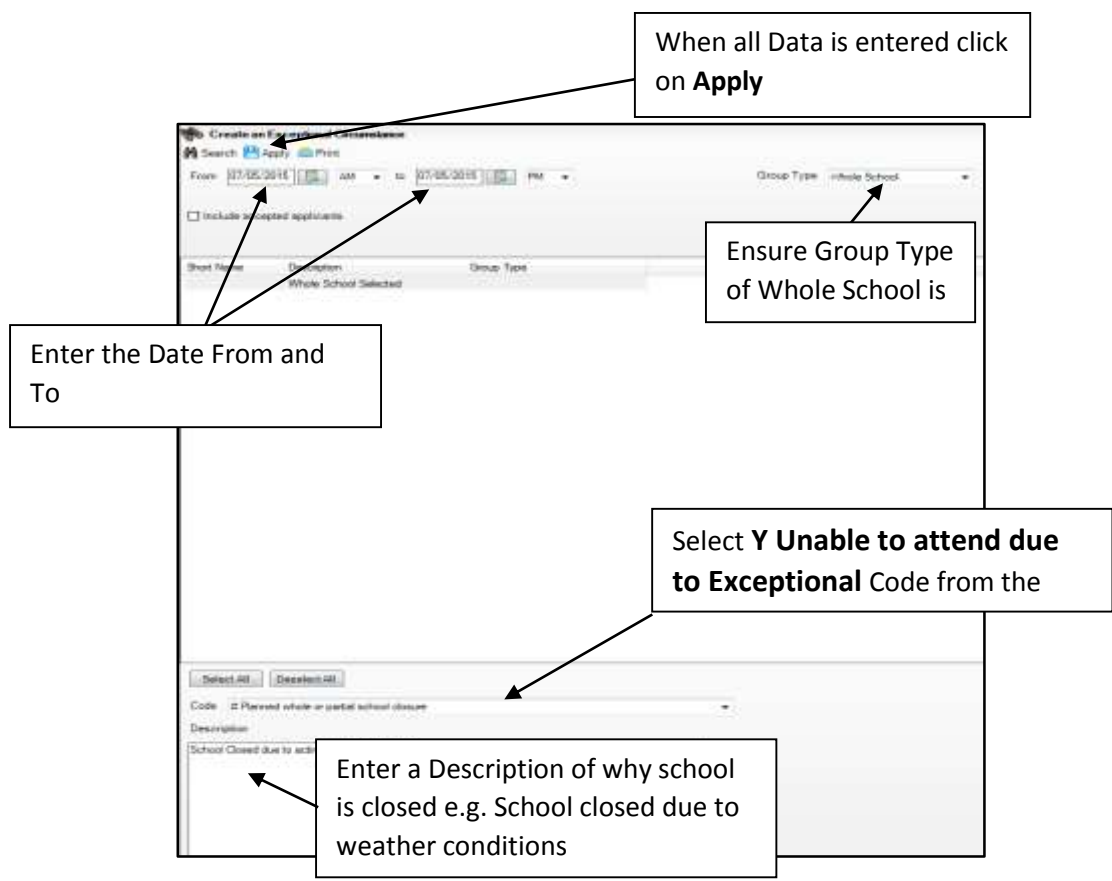
Select the **Group Type** that the closure applies to e.g. **Whole School**

Select the appropriate **Code** e.g. **Y Unable to attend due to Exceptional Circumstances**

Enter a **Description** e.g. School closed due to weather conditions

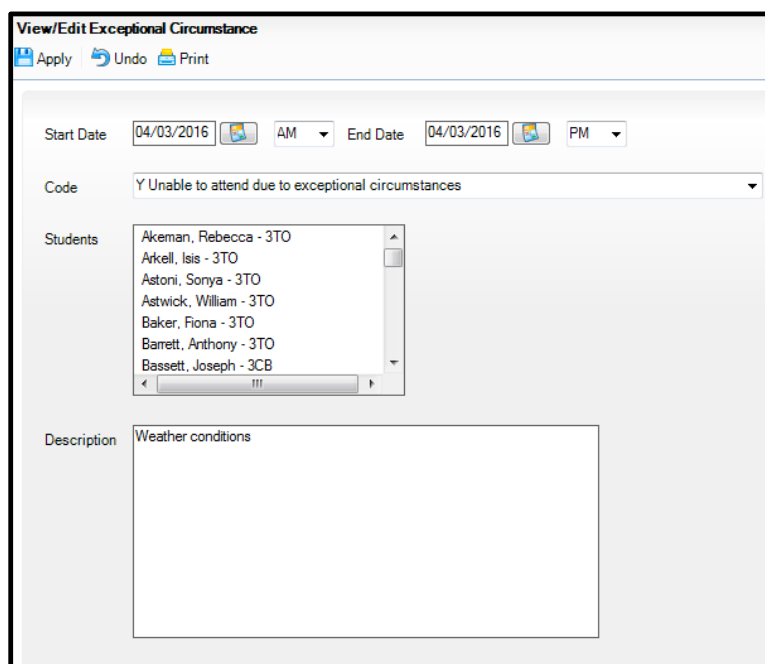
NOTE: A description must be entered before proceeding

Select **Apply**



You will then receive a Message advising that the marks have been applied. Click on **OK**

You will then receive the following confirmation screen to show which pupils the Mark has been applied to



Click on Close. The Y Mark has now been applied to the Whole school

2. School Partially Closed All Day

In the following example Year N2, Reception, Year 1 and Year 2 are not required in school all day

Select **Focus \ Attendance \ Exceptional Circumstances**

Select **New**

Start Date	End Date	Code	Description
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Enter the Date Range of the closure e.g. **04/03/2016 AM to 04/03/2016 PM**

Change the Group Type to **Year Group**

Click on **Search**

You will then be presented with the following screen

Short Name	Description
N2	Year N2
R	Year R
1	Year 1
2	Year 2
3	Year 3
4	Year 4
5	Year 5
6	Year 6

Select the appropriate **Code** e.g. **Y Unable to attend due to Exceptional**

Circumstances. Enter a **Description** e.g. School closed due to weather conditions NOTE: A description Must be entered

Select the Required Years that you wish to Apply the code to

NOTE: To select multiple Years, click on the first year you wish to apply the closure too. Hold down the Ctrl Key on your keyboard and click on any other years that you wish to select. The selected years will appear highlighted in Blue

The screenshot shows a web form titled "Create an Exceptional Circumstance". At the top, there is a search bar and a date range selector with "From" and "To" fields, both containing "07/05/2015". A "Group Type" dropdown menu is set to "Year Group". Below this is a table with columns "Year Name" and "Description". The rows are numbered 1 to 6, with descriptions "Year 1" through "Year 6". Rows 1, 2, and 3 are highlighted in blue. Below the table are "Select All" and "Deselect All" buttons. A "Code" dropdown menu is set to "# Planned whole or partial school closure". Below the code is a "Description" text area containing the text "School Closed as per".

Annotations with arrows pointing to specific form elements:

- Apply**: Points to the top right of the form.
- Enter the Date From and To**: Points to the date range selector.
- Select the Group Type of Year Group**: Points to the "Group Type" dropdown menu.
- Highlight**: Points to the blue highlighted rows in the table.
- Select Y Unable to attend due to Exceptional Code from the drop down list**: Points to the "Code" dropdown menu.
- Enter a Description of why school is closed e.g. School closed due to weather conditions**: Points to the "Description" text area.

You will then receive a Message advising that the marks have been applied. Click on **OK**

You will then receive the following confirmation to show which pupils the Mark has been applied to

View/Edit Exceptional Circumstance

Apply Undo Print

Start Date AM End Date PM

Code

Students

- Akeman, Rebecca - 3TO
- Arkell, Isis - 3TO
- Astoni, Sonya - 3TO
- Astwick, William - 3TO
- Baker, Fiona - 3TO
- Barrett, Anthony - 3TO
- Bassett, Joseph - 3CB

Description

Click on Close. The Y Mark has now been applied to the selected Years