SIMS Autumn 2020 – Consolidated Workstation Patch 3 – Attendance SubCodes

Introduction

Version 3 of this consolidated workstation patch delivers items (SQL and database changes) that were new for versions 1 and 2, as well as items new for version 3. For more information on the previous versions of the consolidated workstation patch, please refer to the SIMS Newsfeed - Consolidated Workstation Patches for the SIMS 7 Autumn Release 2020 article on the support portal (https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0042730).

Additional Attendance Codes for COVID-19 Recording for Schools in England

New in Consolidated Workstation Patch v3 – England only

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

In consultation with the DfE, a range of subcodes have been introduced for session marks I (Illness) and X (Non-compulsory school age or COVID-19 related) to enable schools to record additional information regarding a pupil/student’s absence in Take Register and Edit Marks. Where subcodes are recorded, they are reported on in Display Marks.

Subcodes assist in recording the daily totals for the Educational Setting Status (EdSet) form.

NOTES: Before applying subcodes, ensure the Preserve/Overwrite toggle is set to Overwrite. If the toggle is set to Preserve, the Enter Subcode menu route will not be available.

Subcodes are recorded as attributes of the originally recorded I or X code.

The following example demonstrates how attendance subcodes are recorded via Take Register.
To record a subcode for a single pupil/student, right-click a cell where an I or X mark has been recorded and select **Enter Subcode** from the pop-up menu.

To record subcodes for multiple pupil/students, highlight the required I or X marks, right-click one of the highlighted cells and select **Enter Subcode** from the pop-up menu. Please note that highlighted cells must include only I marks or only X marks; it is not possible to apply subcodes in bulk where a combination of I and X marks have been highlighted. This feature works in a similar way to recording comments and minutes late for multiple pupil/students.

Subcodes available for the **X** code

![Subcodes for X](image)

Subcodes available for the **I** code

![Subcodes for I](image)

Select the required **Subcode** from the drop-down list.
Click **OK**.

Once a subcode has been recorded, a blue triangle is displayed in the bottom right-hand corner of the cell.

Hover over the blue triangle to view the subcode description.

Click **Save**.

Subcodes will be overwritten if the following processes are run for pupil/students for whom subcodes have been recorded.

- 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 (these are displayed as code E) (via Focus | Pupil (or Student) | Exclusions and Focus | Pupil (or Student) | Pupil (or Student) Details – Exclusions in the Links panel)
- Copy Lesson Marks To Session (via Tools | Setups | Lesson Monitor Options | Lesson Monitor Setup – Write Marks panel). Lesson Monitor users only

Please note that where a ‘session code only’ process is used for entering code I, it will not remove any existing subcode if the ‘session code’ is already I. Similarly, where a ‘session code only’ process is used for entering X, it will not remove any existing subcodes if the ‘session code’ is already X.

To support the introduction of subcodes, the following items have been added to the Attendance marks sub-report in the reporting dictionary (via Reports | Design Report – Student | Attendance marks):

- Subcode
- Subcode Description.
Applying the Patch

This patch is delivered and applied using the SIMS Online Update Service (SOLUS), which enables a customer to receive SIMS updates and patches directly from the Internet. This is achieved using the SOLUS wizard, which guides you through the upgrade process.

**IMPORTANT NOTE:** We strongly advise you to create a backup of your current database before running this patch. Once the patch has been applied and the information in SIMS has been updated, these changes cannot be undone without resorting to the backup. For further information on how to apply patches and updates using SOLUS3, please refer to the Managing Updates chapter of the SOLUS3 for Schools handbook, which is available from the SIMS Documentation Centre (https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0035810).

Verifying that the Patch has been Applied

The SOLUS wizard can be accessed from the taskbar by selecting **Start | All Programs | SIMS Applications | Update and Run SOLUS** or from within SIMS via **Tools | Check for Update**.

To verify that this patch has been applied to your SIMS database, run the SOLUS3 wizard again.

- When the **Welcome to the SIMS Online Update Service Wizard** page is displayed, log in using your SIMS User Name and Password.
- Click the **SIMS Information** button to display the Information about your System dialog.
- Scroll down the dialog and ensure that **SIMS Autumn 2020 – Consolidated Workstation Patch 3 – Attendance SubCodes** is displayed in the list of applied patches.