Process Outline

Some of the information required by DfE is not usually stored in SIMS so you need to create 4 user defined fields for ‘Critical Worker’, ‘Otherwise Vulnerable’, ‘Social Worker’ and ‘Unable to provide a place’ and enter this information. There is a bulk update routine that speeds up this process.

The SIMS report then needs to be installed and tailored to your school. This guide takes you through this process step-by-step.

Once attendance has been entered into SIMS the report will give you the information required to complete the student section of the DfE online form.
Sample Report

This is a sample of the final report. It can be run on a daily basis and used as an aid to completing the DfE Report.

<table>
<thead>
<tr>
<th>On Roll</th>
<th>On Roll and Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently on Roll</td>
<td>Currently on Roll</td>
</tr>
<tr>
<td>On Roll and EHCP</td>
<td>On Roll and EHCP</td>
</tr>
<tr>
<td>On Roll and Social Worker</td>
<td>On Roll and Social Worker</td>
</tr>
<tr>
<td>On Roll and FSM</td>
<td>On Roll and FSM</td>
</tr>
<tr>
<td>On Roll and Critical Worker</td>
<td>On Roll and Critical Worker</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Without a Place</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vulnerable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Workers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pupils unable to attend on-site / remote-learning due to Covid 19

These codes need to be added as comments to the attendance register. First two characters.

| C1 Covid related but unsure of the circumstances | 0 |
| C2 Suspected case of coronavirus                 | 0 |
| C3 Confirmed case of coronavirus                  | 0 |
| C4 Requested to remain at home by your setting due to close contact with a confirmed case of coronavirus (COVID-19) within your school | 0 |
| C5 Those remaining at home due to close contact with a confirmed case of coronavirus (COVID-19) from outside your educational setting including self-isolation | 0 |

If schools are using the subcodes in the consolidated workstation patch 3

| X01 Suspected case of coronavirus | 0 |
| X02 Confirmed case of coronavirus | 0 |
| X03 Requested to remain at home by your setting due to close contact with a confirmed case of coronavirus (COVID-19) within your school | 0 |
| X04 Those remaining at home due to close contact with a confirmed case of coronavirus (COVID-19) from outside your educational setting including self-isolation | 0 |

Updated 24/02/2021

ScoMis

At the heart of everything we do is joined up thinking.
Why use User Defined Fields in SIMS

Non-standard information can be recorded and maintained in SIMS, for example an indicator to show children of keyworkers. Data is easy to maintain and updated. Fields can be selected to show within the group registration screens:

- Fields and data can be easily removed when no longer needed.
- The fields are full reportable.

How to Set up a Critical Worker User Defined field in SIMS

Click on Tools | Setups | User Defined Fields.
Select ‘New’ to add a new value.

Enter a description, Field Type, and Data Domain.

1. In the Description field type in ‘Critical Worker’ and for the field type select ‘True/False’. This field type is easy to update through SIMS | Routines | Student | Bulk Update.
   
   **Note:** Other field types are available, but they will not display in the Bulk Update functionality.

2. The Data Domain and Data Area fields determine where the new UDF will be visible within SIMS. Select ‘Person’ for the Data Domain and ‘Student Details’ for the Data Area(s).

3. Click in empty cell next in the Panel column next to Student Details and select ‘User Defined Fields’. This will add the Critical Worker True/False field to Section 13: User Defined Fields to the Student Record (you can select other locations depending on where you want the Critical Worker field to appear).

Before saving, ensure that the ‘Active’ check box is selected. Click Save.
Note: For the field to appear in the SIMS Reporting Dictionary please close and re-start SIMS. You may want to delay this until you have added all 4 user defined fields.

4. Click New and repeat steps 1 to 3 but this time use and ‘Unable to provide a place -Covid’ instead of ‘Critical Worker’

5. Once the UDF has been created, it will be visible within Section 13 . User Defined Field of the pupil/student record.

How to Set up Otherwise Vulnerable and Social Worker User Defined field in SIMS

Click on Tools | Setups | User Defined Fields. Select ‘New’ to add a new value.

Enter a description, Field Type, and Data Domain.

1. In the Description field type in ‘Otherwise Vulnerable’ and for the field type select ‘True/False’. This field type is easy to update through SIMS | Routines | Student | Bulk Update. Note: Other field types are available but they will not display in the Bulk Update functionality.
2. The Data Domain and Data Area fields determine where the new UDF will be visible within SIMS. Select ‘Person’ for the Data Domain and ‘SEN Details’ for the Data Area(s).

3. Click in empty cell next in the Panel column next to Student Details and select ‘User Defined Fields’. This will add the Otherwise Vulnerable True/False field to User Defined Field of the SEN record of the Student Record (you can select other locations depending on where you want the Otherwise Vulnerable field to appear).

4. Before saving, ensure that the ‘Active’ check box is selected. Click Save.

5. Click New and repeat steps 1 to 4 but this time use ‘Social Worker’ instead of ‘Otherwise Vulnerable’.

6. Note: For the field to appear in the SIMS Reporting Dictionary please close and re-start SIMS.

7. Once the UDF has been created, it will be visible within Section 12. User Defined Field of the SEN record.
Maintaining Data within User Defined Fields

The user defined field ‘Unable to provide a place - Covid’ only need to be completed where the student is either vulnerable OR the child of a critical work (as specified in the DfE guidelines) AND it has not been possible to accommodate the child in school. It does not need to be completed where the parents/guardians have decided not to allow the child to attend.

There are two ways to enter-and maintain User Defined Field data within SIMS:

**Bulk Update routine**

Click on Routines | Student | Bulk Update to open.

In the Student Population panel select ‘Year Group’ for the Group Type (as shown in the example below). Then for the Group select ‘Any’ (this pulls through the whole school list of pupils when searching) In the Update Data Item panel select an effective date eg. today’s date. Within the Data Item drop down field select the newly created UDF – Critical Worker.

Click on ‘Search’ to list the whole school list of pupils/students. 

can now assign pupils to the newly created UDF by clicking in the cell to place a tick. As you insert ticks, the ‘Total’ row at the bottom of the grid will indicate how many records have been added. Click on Save.
**Top Tip:** Click on the ‘Print’ button to print details.

**Pupil/Student Record for Individual Data Entry**

Click on **Focus | Pupil/Student | Pupil/Student Record** (or the Pupil/Student Details icon) and select a pupil/student to open their record. Click on **Section 13. User Defined Field** link at the top of the screen or scroll down to Section 13. Update data as required.

Otherwise Vulnerable and Social worker will appear in the SEN section.
Installing, Modifying and Running the Covid Attendance Report

This part of guide presumes you have set up the User Defined Fields for Critical Worker, Otherwise Vulnerable and Social Worker

Installing the report

1. Download the Covid-19 DfE Daily Attend Rep 0121.RptDef or the latest version and save it in an area accessible to SIMS
2. Select Reports | Import to display the Import reports and associated templates from an archive dialog.

4. Click the Open button to return to the Select report file to import dialog. The file name and location you have specified are displayed in the Archive file field.
5. Click the Import button. The status of the imported report(s) change(s) to Imported.
6. Click the Close button to complete the process and close the dialog.
Modifying the Report

Once you have successfully imported a report you need to log out of SIMS and log back in again before the newly imported reports are available for use.

2. Select Open an Existing Report

3. Expand the Focus folder to view all the different report folders
4. Double Click on the Student Folder.
5. Locate the report Covid-19 - Daily Attendance Rep 0301

6. Double-click to display the Report Summary dialog.
8. Click on the **Data Fields** to show the fields included in the report
9. Click on **FSM Ever 1** in the right hand window

10. In the left hand column find the heading **UDF** and expand it
11. Double click **Critical Worker** — it should appear in the right hand window
12. Repeat this for ‘**Unable to provide a place- Covid**’
13. Now open up **SEN User Defined Fields**, Double click on **Otherwise Vulnerable** and **Social Worker**

14. Use the green arrows in the middle column to remove the [Blank column] [Replace this with ........ holding spaces]

15. **Your list should look like this.** The order is important

If the list is not in the correct order click on the item you wish to move and use the green up and down arrows on the right hand side

**Save the report. You may be asked to save it under a different name.**
Completing the attendance register – Using Comments

The register is taken in the normal way using the usual codes as specified by the latest DfE guidance.

DfE request numbers for pupils unable to attend on-site / remote-learning due to Covid 19

To enable the report to calculate these absences staff need to use the following codes in the comment’s facility of the register. These codes need to be the first two characters in the comment. Staff can add further details after that.

<table>
<thead>
<tr>
<th>Absence Reason</th>
<th>Code to use in comment section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covid related but unsure of the circumstances</td>
<td>C1</td>
</tr>
<tr>
<td>Suspected case of coronavirus</td>
<td>C2</td>
</tr>
<tr>
<td>Confirmed case of coronavirus</td>
<td>C3</td>
</tr>
<tr>
<td>Requested to remain at home by your setting due to close contact with a confirmed case of coronavirus (COVID-19) within your school</td>
<td>C4</td>
</tr>
<tr>
<td>Those remaining at home due to close contact with a confirmed case of coronavirus (COVID-19) from outside your educational setting including self-isolation</td>
<td>C5</td>
</tr>
</tbody>
</table>

To enter a comment in a register

1. Open the required register using your preferred method

2. Click in the cell (representing the pupil’s name and session) where a comment is to be entered. More than one pupil can be selected by holding down the Ctrl key and clicking in the appropriate cells.

3. Right-click in the last cell selected then select Enter Comments from the pop-up menu. Alternatively, click the Comments button to display the Comments dialog.

4. The pupil name is displayed in the read-only Pupil field.

5. Enter the required comments and click the OK button to return to the Take Register page. If several pupils have been selected, the same comments are recorded against all pupils in that group. Where comments have been recorded, a red triangle is displayed in the top right-hand corner of the cell.
Completing the attendance register – Using Subcodes

The use of subcodes requires that the Consolidated Workstation patch has been installed.

This introduces a range of new subcodes.

Subcodes available for the X code

[Image of Attendance Subcode interface showing subcodes]

Subcodes available for the I code

[Image of Attendance Subcode interface showing subcodes]

This patch will be/has been applied to all Scomis hosted schools on the 26/02/2021. The following link gives more details on how to use the subcode function included with this patch.

https://support.capitasoftware.com/csm?id=kb_article_view&sysparm_article=KB0044693&sys_kb_id=3be84211db5ee8104dc775e1f396190c&spa=1
Running the report


2. Expand the Focus folder to view all the different report folders.

3. Double Click on the Student Folder.


   Tip: At this point if you click on hold the report and drag it to the favourites folder it will appear in on your home page in the Favourites panel.

5. Double-click to display the Enter Parameter values for Report dialogue.

6. Enter both dates – they must be the same and click OK.

7. The report will now run.
Making user defined fields inactive/deletion

User defined fields can be made inactive so that they can no longer be selected however you can still select the data to report on.

Click on **Tools | Setups | User Defined Fields** and select the required field(s), remove the tick from the ‘Active’ box and click on Save.

To delete a User Defined Field click on **Tools | Setups | User Defined Fields**, select the UDF to highlight and then click on the ‘Delete’ button (see below).

You will be prompted to confirm your selection choice for deletion. Click on Yes to confirm.