Registering Pupil's Attendance during Covid-19

How to Submit Pupil Registration

1. When you open the link, you'll be taken to the "Coronavirus (COVID-19): attendance recording for educational settings" page. Scroll down until you see this section:

How to record attendance during the coronavirus (COVID-19) outbreak

To minimise the burden on educational settings and ensure that only the most important information is submitted, settings must:

1 Stop taking their normal attendance registers

2 Consider making use of the above record of attendance spreadsheet to record attendance for all children at the educational setting.

3 Use the information in the record of attendance spreadsheet, or from another source if the information is held elsewhere, to complete this online form notifying the Department for Education about your status regarding COVID-19.

The online form should be submitted by midday, each weekday.

2. Click the "online form" link in option 3.

3. This will take you to the DfE sign in page and from here you will need to fill out an online form with the information that you have put into the spreadsheet.

4. Once complete, password protect the document and email it to both Kieran Holiday and Victor Roman at Sutton.

Please note that you do not need to UPLOAD the spreadsheet to the DfE
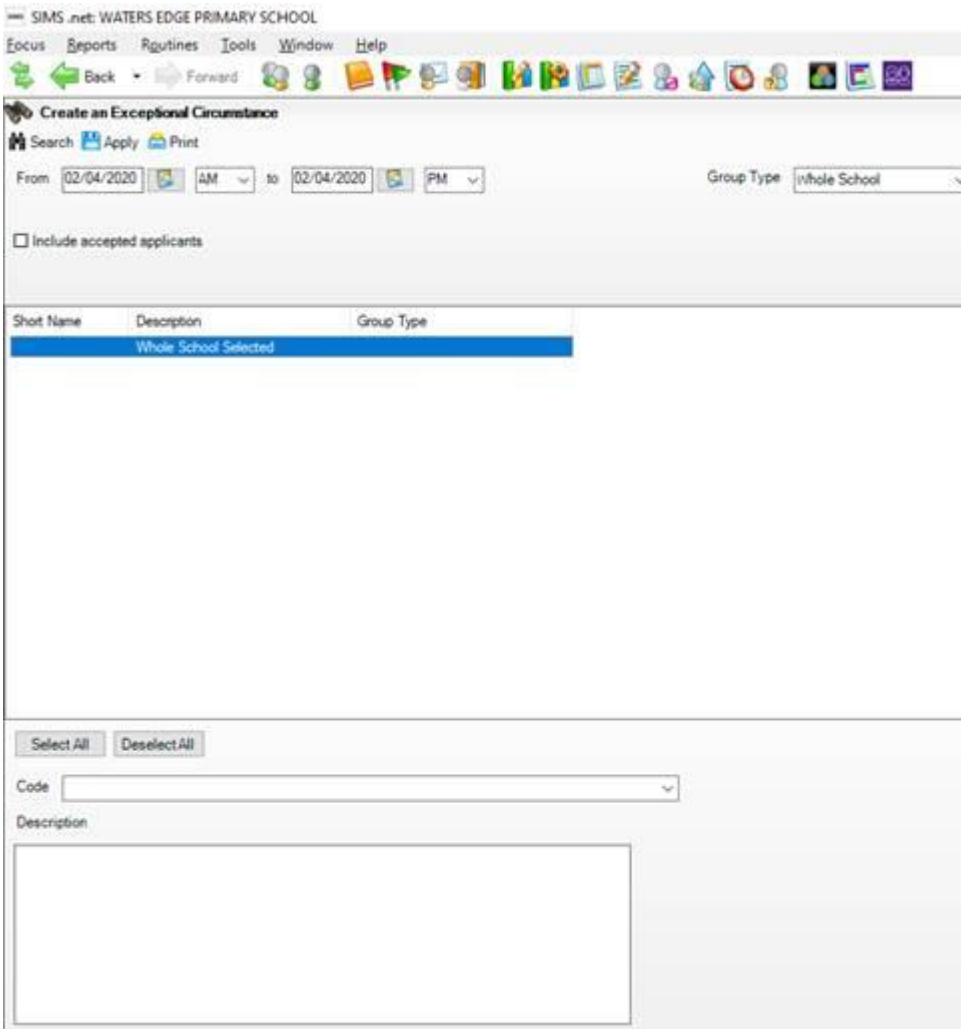
How to add the # code in SIMS:

As per the DfE, within their MIS schools should be using the "#" code for pupil registration during the period of the school's closure to most pupils.

This should be added via the exceptional circumstance's routine shown on the following page.

1. Focus>Attendance (primary) or Lesson monitor (secondary)>Exceptional Circumstances
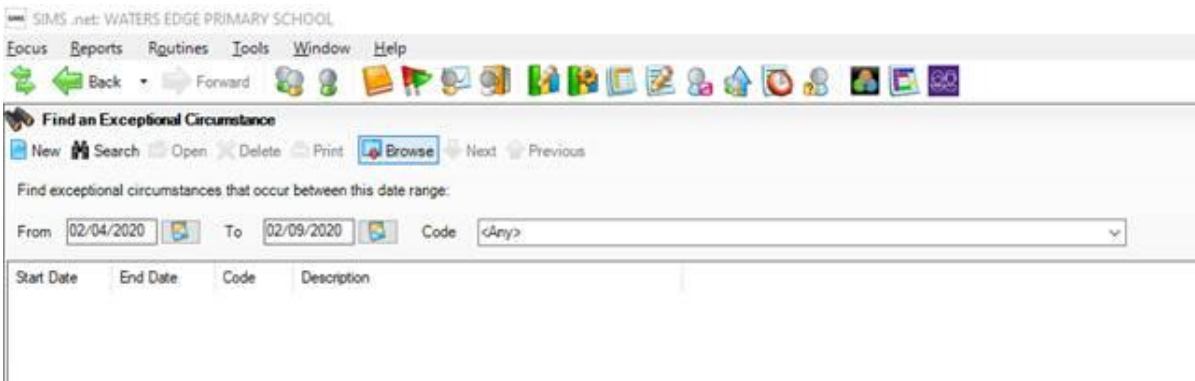
2. Click on "New"

3. Change the date range as applicable, (initially we recommend this is added from the first day of the schools closure up to the Easter Break, another entry will need to be added after this)

4. Leave the group as whole school

5. In the drop down at the bottom of the page select "#planned whole or partial school closure"

6. In the description add "Covid-19 Closure "

7. Then click apply at the top.
   (a warning box will appear to say you are about to change marks, you can click Yes to this)

Please do not hesitate to contact us if you would like any further assistance

visit www.cygnet.it   email info@cygnet-it.org   call 020 8619 1200