|  |
| --- |
| **Exceptional Circumstances****for Self-Isolating students** |

If you need to use the Y Attendance code for self-isolating students, then please see instructions below.

The Y code does not affect the child’s percentage attendance.

**NB:** If you have already used an absence code e.g. **I** or **C** code, you will need to remove this first through **Edit Marks.**

# **To add the Y code:**

* Use route **Focus / Attendance / Exceptional Circumstances**

or Secondary Schools **Focus / Lesson Monitor / Exceptional Circumstances**





* Click on **New** at the top of the screen.
* Select required **dates** and enter the dates the student will be away from school
* Select **Group Type**. Select your group, if its an individual, select **Individual Students**.
* Click **Search** to bring through your select **Group Type**
* If you have a number of students you wish to apply the **Y** code, depress the **Ctrl** Key keep **Ctrl** key down then select all those students to whom you wish to apply the code.
* Next from the drop down menu, select code **Y**

. 

* Enter a brief description of what the closure is for eg **Self-isolating**.

Once completed, click the **Apply** button at the top of the screen. (If you wish, you can check in **Focus / Attendance / Display Marks** or Secondary Schools **Focus / Lesson Monitor / Display Marks** and choose one of the students to whom this mark has been applied, and to check the mark is displayed correctly.)