

Using the OSMIS SIMS report to assist with the completion of the DfE's ESS form

Schools are asked to complete the Educational Settings Status form each day. The form asks for certain information on pupil numbers which the SIMS report seeks to assist in calculating.

It is a matter for schools to determine how they obtain the information requested by the form and what follows is our attempt to assist schools in gathering the required information each day based on data held in SIMS.

In order to make these calculations using SIMS the following information, in addition to accurate attendance records, needs to be present in the system:

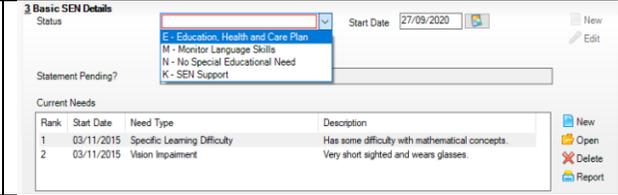
- Pupils with EHCPs need to be identified in as such in the pupil's SEN record
- Pupils with social workers need to be identified as such in a True/False User Defined Field in the pupil record
- Pupils identified as vulnerable need to be identified as such in a True/False User Defined Field in the pupil record
- Pupils identified as children of critical workers need to be identified as such in a True/False User Defined Field in the pupil record

Schools may make use of the attendance comments functionality to identify the number of pupils in each category below:

- Absent pupils with a suspected case of coronavirus themselves should be identified with an X absence code supplemented by an AM session comment containing the text C5
- Absent pupils who are absent due to having received a positive coronavirus test result who should be identified with an I absence code supplemented by an AM session comment containing the text C6
- Pupils isolating due to close contact with a confirmed case of coronavirus inside your educational setting should be identified with an X code supplemented by an AM session comment containing the text C7
- Pupils isolating due to close contact with a case of coronavirus from outside your educational setting including self-isolation should be identified with an X absence supplemented by an AM session comment containing the text C8
- Pupils identified as vulnerable but without a place in school should be identified with an appropriate mark supplemented with an AM session comment containing the text C9

Identifying which pupils have EHCPs

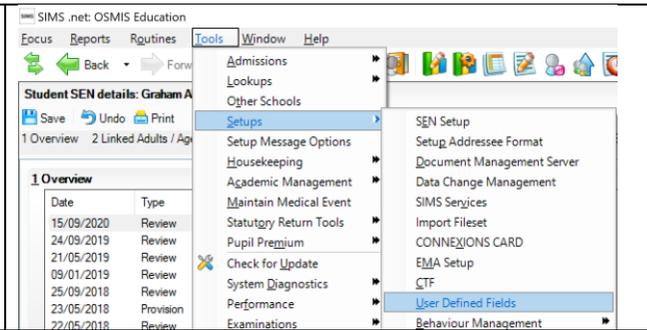
The presence of an EHCP should be identified in the pupil record as follows:

| Open a pupil record and click the SEN item on the links menu |  | | | | | | | | | | | | |
|---|--|------------------------------|---|-----------|-------------|---|------------|------------------------------|---|---|------------|-------------------|---------------------------------------|
| Record the current SEN Status in the Basic SEN Details panel and Save |  <table border="1" data-bbox="1137 518 1646 582"><thead><tr><th>Rank</th><th>Start Date</th><th>Need Type</th><th>Description</th></tr></thead><tbody><tr><td>1</td><td>03/11/2015</td><td>Specific Learning Difficulty</td><td>Has some difficulty with mathematical concepts.</td></tr><tr><td>2</td><td>03/11/2015</td><td>Vision Impairment</td><td>Very short sighted and wears glasses.</td></tr></tbody></table> | Rank | Start Date | Need Type | Description | 1 | 03/11/2015 | Specific Learning Difficulty | Has some difficulty with mathematical concepts. | 2 | 03/11/2015 | Vision Impairment | Very short sighted and wears glasses. |
| Rank | Start Date | Need Type | Description | | | | | | | | | | |
| 1 | 03/11/2015 | Specific Learning Difficulty | Has some difficulty with mathematical concepts. | | | | | | | | | | |
| 2 | 03/11/2015 | Vision Impairment | Very short sighted and wears glasses. | | | | | | | | | | |
| Note that the presence of an EHCP is a census item and should be maintained as a part of regular record maintenance | | | | | | | | | | | | | |

Identifying which pupils have a social worker, or are identified as vulnerable or the child of a key worker

Out of the box, there are no fields within SIMS to record these characteristics so we'll need to create some

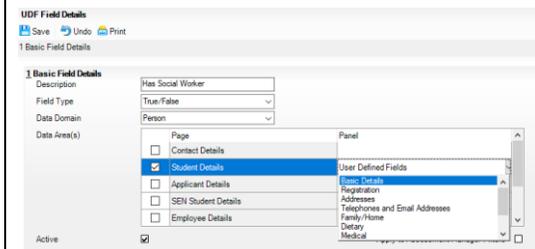
From the Tools menu, select Setups > User Defined Fields



Click Search and check that a suitable field does not already exist and click New to create a new UDF

Complete the dialogue boxes to reflect those pictured right and Save

This will create a new tick box in the Basic Details panel of each student record



Use this tick box to indicate which pupils have a Social Worker – note that you can use Routines > Pupil > Bulk Update to enter this information efficiently.

Importing the report and editing it to refer to your school's User Defined Fields

Download the report definition and make a note of the location into which it is saved

Select Reports > Import and browse to the saved file and import the definition to SIMS

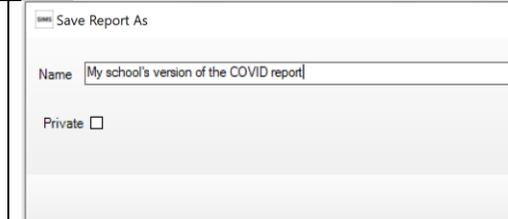
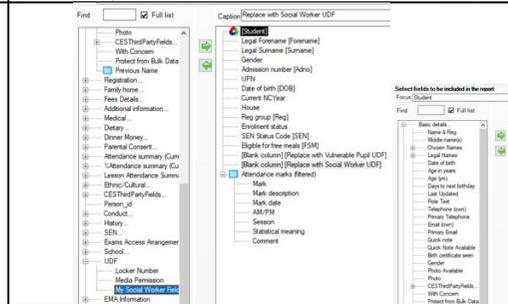
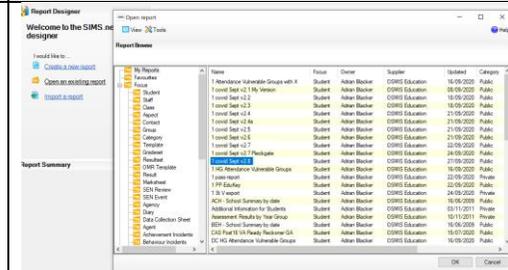
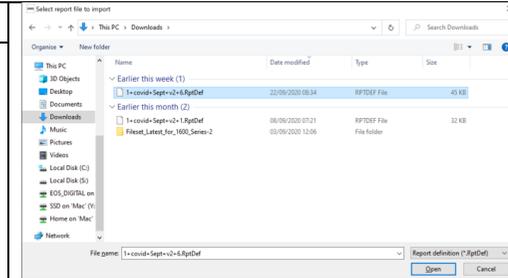
In Reports > Design Report, select Open an Existing Report and select the imported design to Open (you will find it in the Student folder prefixed by a number 1)

Step through to the Select Data Fields page and edit the selected fields to replace the 'Replace with Social Worker UDF', 'Replace with Key Worker UDF' and 'Replace with Vulnerable UDF' fields with your own fields (you'll find them in the UDF node)

Make sure you put the fields in the right place in the right order!

Click the drop down next to the Save button and Save the report with your chosen name

You can then run this report which will prompt you for the date for which AM session attendance will be summarised



Entering Comments on Attendance Marks

In SIMS it is possible to add comments to any attendance mark. Schools wishing to make use of this report to answer questions posed by the ESS form must ensure that the use of the comments field reflects the way in which the report works – i.e. that the report will count and summarise all marks which have an associated comment which contains C5, C6, C7, C8 or C9 (no spaces between the C and the number).

Open up a register Focus > Attendance > Take Register or Edit Marks Right click on an AM session mark and select Enter Comments

| Name | Reg | AM | PM |
|-----------------|-----|----|----|
| Akeman, Richard | 5BB | C | - |
| Alamilla, Sofia | 5BB | C | - |
| Banin, Valeriya | 5BB | C | - |
| Barrick, Molly | 5BB | C | - |
| Cain, William | 5BB | C | - |
| Castagno, Luca | 5BB | C | - |
| Cichy, Viktor | 5BB | C | - |

In the Comments box which pops up enter any comments which are appropriate
The report will search the text you enter and will count the record should the comment contain C5, C6, C7, C8 or C9

C5 – pupil with suspected case of coronavirus

C6 – pupil with a confirmed case of coronavirus

C7 – pupil isolating owing to contact in school

C8 – pupil isolating owing to contact outside of school

C9 – vulnerable pupil without a place

Note that in certain screens it is possible to select a number of marks and flood fill all with the same comment

| Name | Reg | Mon 11/01 | | Tue 12/01 | | Wed 13/01 | | Thu 14/01 | |
|---------------------|-----|-----------|----|-----------|----|-----------|----|-----------|----|
| | | AM | PM | AM | PM | AM | PM | AM | PM |
| Akeman, Steven | 5DT | X | - | - | - | - | - | - | - |
| Balik, Karolina | 5DT | X | - | - | - | - | - | - | - |
| Banks, Chloe | 5DT | X | - | - | - | - | - | - | - |
| Browne, Miss Lettie | 5DT | X | - | - | - | - | - | - | - |
| Carter, Ryan | 5DT | X | - | - | - | - | - | - | - |
| Caster, Evia | 5DT | X | - | - | - | - | - | - | - |
| Clarke, Emma | 5DT | X | - | - | - | - | - | - | - |
| Dawes, Connie | 5DT | X | - | - | - | - | - | - | - |
| Domain, Hubert | 5DT | X | - | - | - | - | - | - | - |
| Edwards, David | 5DT | X | - | - | - | - | - | - | - |
| Elliott, Sophie | 5DT | X | - | - | - | - | - | - | - |
| Frano, Izabella | 5DT | X | - | - | - | - | - | - | - |
| Green, Lily | 5DT | X | - | - | - | - | - | - | - |
| Harvey, George | 5DT | X | - | - | - | - | - | - | - |