Educational Status Report

In order to support schools in calculating the correct numbers to provide to the DfE in their daily return for educational status, we have created two SIMS reports – one for pupils and one for staff.

PUPILS

The report is named: **ESS Pupil Educational Settings Analysis** and the data will be pulled from the following fields:

ECHP

The report will look in the SEN Status field to find any student with an EHCP.

In Care

Ensure the Care Authority in the Child Protection panel is populated for any in care child so that they appear in the report.

Social Worker

Any student with a Social Worker assigned will be identified from Contacts with relationship Social Worker.

Critical Worker

User Defined Group – Full name: **Critical Worker** – Short name: **Critical**

Vulnerable Pupil

User Defined Group – Full name: **Vulnerable Pupil** – Short Name: **Vulnerable**

Setting up User Defined Groups

To use this report, you will need to setup two user defined groups, named as above and populate them with the students that fall into those categories.

We have produced a short video which will help you in setting up these user defined groups if you are not sure of the process. Here is a link to that video.

Attendance Comments

Report will also analyse X and I attendance codes where comments have been recorded. It is filtering on these words: **Suspected, Confirmed, Requested, Close Contact**

Example of the report output:

	Total	Today	Present I		X	Other	Suspected Case	Confirmed Case	Requested to Stay at Home	Close Contact
Vulnerable Pupil	0	0	0	0	0		0	0	0	0
Critical Workers	15	14	0	1	0		0	0	0	1
In Care	4	4	0	0	0		0	0	0	0
Social Worker	1	1	0	0	0		0	0	0	0
SEND	2	2	0	0	0		0	0	0	0
Pupils not Vulnerable and Critical Workers	732	509	3	1	19		1	1	1	0

This column shows total pupil numbers in each category

This column shows total present marks for each category

Columns headed **I, X** and **Other** show total pupil absences in each category

These columns shows total pupils by category in each case. (According to Attendance Comment)

The report is named: **ESS Staff Absent Today** and is designed to support schools in identifying staff members who are not in school for the reasons as laid down by the DfE.

You will need to setup the four different absent codes in the Absence Type Staff lookup to be able to analyse the staff absence data (see example below)

COV1	Suspected Coronavirus	SIC	Active
COV2	Confirmed Coronavirus	SIC	Active
COV3	Close Contact with Coronavirus in School	SIC	Active
COV4	Close Contact with Coronavirus not in school	SIC	Active

You may further wish to add these absence types into Reasons for Absence in Cover, too. (Tools/Cover/Reasons for Absence)

An example of the output from the report is shown below:

If any staff absence today Yes otherwise No

Teachers in column Yes, other staff in column No.

Today	Yes		
Count of Name	Teacher		
Absence Type	No	Yes	Grand Total
Suspected Coronavirus		2	2
Sickness		1	1
Close Contact with Coronavirus in School		1	1
Confirmed Coronavirus	1		1
Grand Total	1	4	5