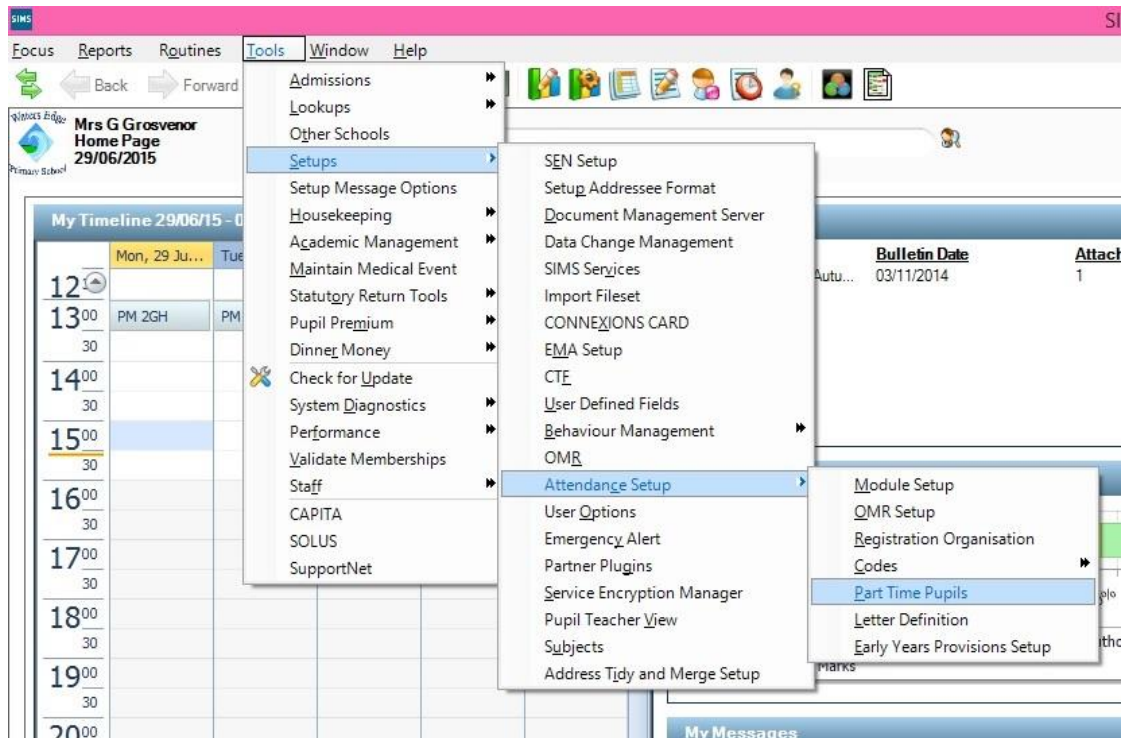


## Applying 'Attendance no Required' Codes for Part-Time Pupils

Specifying the sessions when a part-time pupil is not expected to attend nursery ensures that the register reflects this information.

1. Select **Tools | Setups | Attendance Setup | Part Time Pupils** to display the **Part Time Pupils** page.



2. If the required date range is different from that displayed, enter the **From w/b to w/b dates** or select from the Calendars.
3. If the **Group Type** is different from that displayed, select as required from the drop-down list then click the Search button to refresh the display. If you use the **Part Time Group** option you need to ensure that all pupils have the correct **Attendance Mode** assigned.
4. Change group type to Reg Group to select the required nursery am or pm class
5. Highlight the Reg group to whom the part-time setting is to apply.
6. Based on the provisions selected as part of the pupil's attendance pattern, specify when their attendance is not required by selecting one of the four radio buttons in the **Enter 'Not Required' codes** panel.

The following selection will add the 'X' mark in the PM register for all pupils who attend the AM nursery session:-

The screenshot shows the 'Part Time Pupils' window in SIMS. The window title is 'SIMS .net: WATERS EDGE PRIMARY SCHOOL'. The interface includes a menu bar (Focus, Reports, Routines, Tools, Window, Help) and a toolbar with navigation buttons (Back, Forward) and icons for search, preserve, and apply. The main area displays a list of pupils with columns for 'Short Name' and 'Description'. The list includes: ELM, FINE, ASH, OAK, 2JB, 2GH, 3TO, 3CB, 4ES, 4SL, 5BB, 5DT, 6VC, and 6KH. Below the list, there are buttons for 'Select All' and 'Deselect All'. A section titled 'Enter /Not Required/ codes' contains radio buttons for 'Attendance required in mornings only' (selected), 'Attendance required in afternoons only', 'Attendance required all day', and 'Apply a weekly pattern of Not Required codes'. Below this is a grid for selecting attendance patterns for each day (Mon-Fri) and time (AM/PM).

The screenshot shows the 'Edit Marks' window in SIMS. The window title is 'SIMS .net: WATERS EDGE PRIMARY SCHOOL'. The interface includes a menu bar (Focus, Reports, Routines, Tools, Window, Help) and a toolbar with navigation buttons (Back, Forward) and icons for search, open, print, browse, next, and previous. The main area displays a table titled 'Edit Session Marks - W/b 07/09/2015 - ELM'. The table has columns for Name, Reg, and attendance for each day (Mon 07/09, Tue 08/09, Wed 09/09, Thu 10/09, Fri 11/09) with sub-columns for AM and PM. The table shows 'X' marks in the PM column for all listed pupils, indicating attendance in the PM session.

Name	Reg	Mon 07/09		Tue 08/09		Wed 09/09		Thu 10/09		Fri 11/09	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Abhra, Abjit	ELM	-	X	-	X	-	X	-	X	-	X
Andrews, Josef	ELM	-	X	-	X	-	X	-	X	-	X
Balinski, Cyla	ELM	-	X	-	X	-	X	-	X	-	X
Davies, Katherine	ELM	-	X	-	X	-	X	-	X	-	X
Del Sonno, Nadia	ELM	-	X	-	X	-	X	-	X	-	X
Flanagan, Megan	ELM	-	X	-	X	-	X	-	X	-	X
Gowda, Biji	ELM	-	X	-	X	-	X	-	X	-	X
Hassan, Giv	ELM	-	X	-	X	-	X	-	X	-	X
Machowski, Dawid	ELM	-	X	-	X	-	X	-	X	-	X
McKenzie, Joshua	ELM	-	X	-	X	-	X	-	X	-	X
Nichols, Kate	ELM	-	X	-	X	-	X	-	X	-	X
Plavsic, Dragoslav	ELM	-	X	-	X	-	X	-	X	-	X
Stevens, Thomas	ELM	-	X	-	X	-	X	-	X	-	X
Whitemore, Amie	ELM	-	X	-	X	-	X	-	X	-	X

If the provision is a mixture of AM and PM Sessions, select the **Apply a weekly pattern of Not Required codes** radio button then select the applicable check boxes.

Individuals can also be chosen if required by changing the group type to **individual students**.

The following selection will add the x mark in the AM and PM register for Monday and Tuesday and in the AM register for Wednesday for all highlighted pupils:-

Name	Year Group	Reg. Group	House	Gender	Admission Number
Whitemore, Amie	R	ELM		Female	001354
Williams, Eloise	R	PINE		Female	001355
Akeman, Richard	N2	AM		Male	001397
Akeman, Steven	N2	PM		Male	001398
Browne, Miss Lettie	N2	AM		Female	001405
Caster, Evia	N2	PM		Female	001408
DeFeo, Elena	N2	PM		Female	001414
Downham, Monty	N2	PM		Male	001415
Elliott, Sophie	N2	AM		Female	001416
Flint, Ryan	N2	PM		Male	001420
Green, Lily	N2	PM		Female	001423
Harvey, George	N2	AM		Male	001424
Miles, Pheobe	N2	AM		Female	001432
Nabendu, Aadi	N2	AM		Male	001435
Paradis, Kostas	N2	PM		Male	001439
Parveen, Ayscha	N2	AM		Female	001441
Rayner, Luke	N2	AM		Male	001444
Regan, Mark	N2	AM		Male	001445
Thompson-Smith, Samiya	N2	PM		Female	001451
Whelan, Ariel	N2	AM		Female	001454
Zanni, Luca	N2	PM		Male	001455
Zilinskwi, Blanka	N2	PM		Female	001456

Select All   Deselect All

**Enter 'Not Required' codes**

Attendance required in mornings only       Attendance required all day  
 Attendance required in afternoons only       Apply a weekly pattern of Not Required codes

Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thu AM	Thu PM	Fri AM	Fri PM
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Existing marks can be protected or overwritten by clicking the **Preserve/Overwrite** toggle button.

7. Click the **Apply** button.

