

## SEEMiS COVID-19 Attendance/Absence Codes

Scottish Government have worked in collaboration with Local Authorities to define a set of COVID-19 related Attendance/Absence codes. The codes are now available within Click+Go to help ensure that student attendance can be recorded accurately.

### Attendance

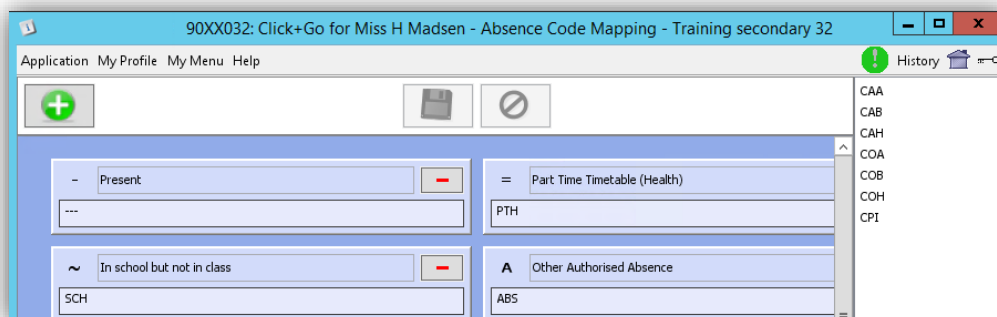
Establishments that are using the attendance system will see the COVID-19 codes available in screens like General Registration, Block Registration, Send Attendance Message etc. They will be mapped to the single character and short codes as per the table at the end of this document. No further action will be required by the establishment. The codes will not be available in the screens used to record period by period attendance by the class teacher, for example, Registration or Register by Staff.

### New Attendance

For establishments using New Attendance, the COVID-19 codes will be available within all screens used to record the student's attendance, for example Absence Event Management. As it is possible for each establishment to tailor the single character code, the code that will be shown on the attendance report printed through Pupil Profile, each establishment will need to map the attendance/absence codes as per the instructions below. Failure to do so will mean the report will show '? Unable to match code' for that student.

- My Profile
- Pilot
- Attendance
- Absence Code Mapping

When first accessing this screen, any codes that are not already mapped will be showing down the right hand side.



As per the table below, the single character codes assigned to these COVID-19 codes are already in use. By clicking on the short code it can be dragged to the correct single character code. After any changes are made, please press Save.

SEEMiS			Circumstances that this may be used in	ScotXed	
Short	Full	Description		Code	Attendance/Absence Reason
-	COA	Attendance – Self Isolation – Coronavirus	Where a pupil is scheduled to be in school but cannot attend because of self-isolation related to COVID-19 and can undertake learning at home.	15	Attendance
A	CAA	Auth. Abs. – Self Isolation Coronavirus	Where a pupil is scheduled to be in school but cannot attend because of self-isolation related to COVID-19 and is unable to undertake learning at home.	28	Other Authorised Absence
F	CAB	Sickness unable to home lrn Coronavirus	Where a pupil is scheduled to be in school but cannot attend because of COVID-19 related sickness and is unable to undertake learning at home.	27	Other Authorised Absence
B	COB	Sickness able to home lrn Coronavirus	Where a pupil is scheduled to be in school but cannot attend because of COVID-19 related sickness and can undertake learning at home.	14	Attendance
-	COH	Home Learning - Attendance	Where a pupil is scheduled to be undertaking home learning and is not known to be absent from this.	50	Attendance
A	CAH	Home Learning - Absence (Any Reported)	Where a pupil is scheduled to be undertaking home learning but is unable to undertake this. Covers all reasons for absence including sickness, family holidays etc.	51	Other Authorised Absence
N	CPI	Parent isolating against advice C. virus	Where a parent has chosen to keep their children away from school as a precautionary measure where there is no advice to take such measures	33	Other Unauthorised Absence
	CLO	Should not attend school closure – Coronavirus USE EXISTING SCHOOL CLOSURE CODE VIA Application > Management > Calendar> School >Enter Holidays	Where a decision has been taken at National or Local Authority level to close a school to limit the spread of the virus	-	Not sent to ScotXed

## Revision History

Version	Date	Comments	Name
V1	16 March 2020	Initial release of document due to new COVID-19 Attendance/Absence marks	HA
V2	17 March 2020	Updated Attendance/Absence Reason for CSP code and added CLO to table	AF
V3	4 August 2020	Updated based on guidance from Scottish Government, amended codes available	HA