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## Don't forget to enter your school's closures into SIMS

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Code Y: Unable to attend due to exceptional circumstances.

Apply this code where a pupil is unable to attend because:

- The school site, or part of it, is closed due to an unavoidable cause; or
- The transport provided by the school or a local authority is not available and where the pupil's home is not within walking distance; or
- A local or national emergency has resulted in widespread disruption to travel which has prevented the pupil from attending school.

### Guide to using SIMS

- Log in to Sims.Net
- Focus> attendance> exceptional circumstances
- In the window, click on NEW
- Then choose the date (s), am and pm etc.
- Double click on the date from the drop down menu
- In group type choose who you want the code to apply to. eg. whole school year group, registration group, individual pupil etc.
- Search and apply

Please note, the Y code cannot be applied through the 'edit mark' function in attendance.

If you have any queries please contact:

Lucinda Poole, school attendance team leader.

#### Contact:

- **Lucinda Poole**, Schools planning and resource development: [lpool@ealing.gov.uk](mailto:lpool@ealing.gov.uk) 020 8825 5768

#### Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

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