

Adding New Covid-19 Codes V2

New attendance/absence codes have been added to Click+Go to ensure the student's attendance can be recorded accurately.

Attendance

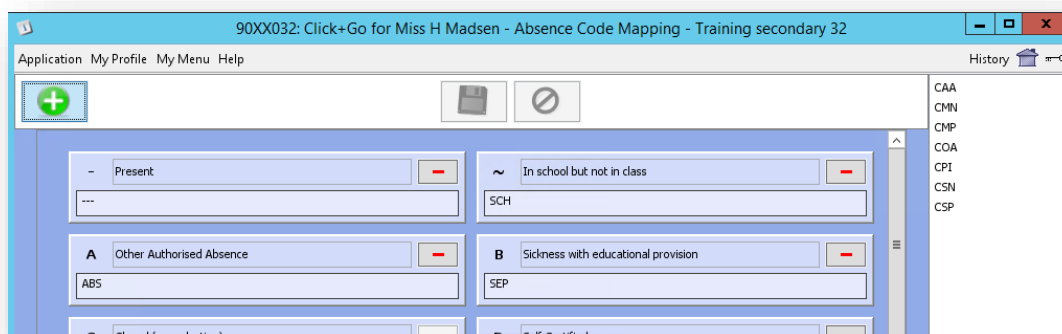
Establishments that are using the attendance system will see the new codes available in Click+Go in screens like General Registration, Block Registration, Send Attendance Message etc. They will be mapped to the single character and short codes as per the table at the end of this document. No further action will be required by the establishment. The new 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 new 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 new 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 new 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 has not been infected, but has to self-isolate to prevent the spread of the virus – as long as they have provisions available to work from home e.g. using GLOW	10	Attendance
A	CAA	Authorised absence – Self Isolation – Coronavirus	Where a pupil has not been infected, but has to self-isolate to prevent the spread of the virus – no access to GLOW or ability to learn at home	24	Other authorised Absence
B	CMP	Medically Certified Sickness with provision – Coronavirus	Where a pupil has been medically certified as infected and has to self-isolate to prevent the spread of the virus – but has provisions available to access GLOW or work from home	13	Sickness with provision
F	CMN	Medically Certified sickness without provision – Coronavirus	Where a pupil has been medically certified as infected and has to self-isolate to prevent the spread of the virus – but has no provisions available to access GLOW or work from home	20	Sickness without provision
B	CSP	Self-Certified Sickness with provision – Coronavirus	Where a pupil has self- certified as infected and has to self-isolate to prevent the spread of the virus – but has provisions available to access GLOW or work from home	13	Sickness with provision
D	CSN	Self-Certified sickness without provision – Coronavirus	Where a pupil has self- certified as infected and has to self-isolate to prevent the spread of the virus – but has no provisions available to access GLOW or work from home	20	Sickness without provision
N	CPI	Parents isolating child against advice – Coronavirus	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