

SIMS

helping  
schools  
inspire

Accredited Support



**Keystone**  
MIS  
*SIMS Support & Training*

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## Creating an Exceptional Circumstance in SIMS

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<https://tinyurl.com/Support-SIMS>

# Creating an Exceptional Circumstance in SIMS

## Creating an Exceptional Circumstance in SIMS

- Select Focus | Attendance (or Lesson Monitor) | Exceptional Circumstances
- Click the New button to display the Create an Exceptional Circumstance page
- Enter the dates e.g. from 28/2/2018 AM to 28/2/2018 PM
- By default the Group Type is displayed as Whole School. If a different group is required, select this from the drop down list and then click on Search to refresh the display.

Create an Exceptional Circumstance

Search Apply Print

From 28/02/2018 AM to 28/02/2018 PM Group Type Whole School

Include accepted applicants

Short Name	Description	Group Type
	Whole School Selected	

- Select the required Attendance code from the drop down list i.e. Y – please note this is located towards the bottom of the screen

Select All Deselect All

Code Y Unable to attend due to exceptional circumstances

Description

School closed due to snow

- Enter the reason in the Description field e.g. School used school closure due to snow
- Click on the selection that you made (eg Whole School) so it is highlighted in blue.
- Click the Apply button; you will see a message confirming that the marks have been applied.