

# Attendance subcodes for SIMS 7

## A general introduction to subcodes

In consultation with the DfE, a range of subcodes have been introduced for session marks I (Illness) and X (Non-compulsory school age or COVID-19 related) to enable schools to record additional information regarding a pupil/student's absence from school in the context of the COVID-19 pandemic.



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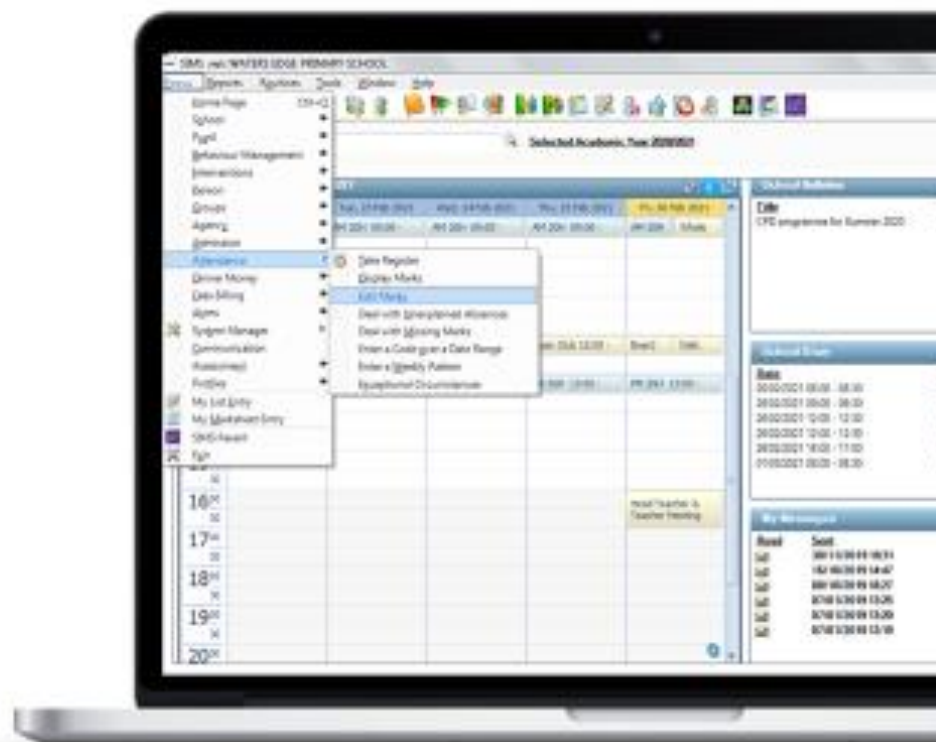
Subcodes assist in recording the daily totals for the Education Setting Status form.



# Attendance subcodes for SIMS 7

## Edit Marks

Using Edit Marks to add a subcode to registers



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Edit Marks

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Edit Session Marks - Y6 00000001 - 7A

Save Undo Print Refresh Codes Passwords Minutes Late Comments Vertical Links

Previous Week Next Week Select All  Show only students with Unexplained Absences today

Name	Flag	Interventions	Mon 08:02		Tue 09:02		Wed 10:02		Thu 11:02		Fri 12:02	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Adeyemi, Abegunde	7A		X	X	R	R	X	X	R	R	X	X
Byrne, Hazel	7A		/	/	/	/	/	/	/	/	/	/
Byrne, Shay	7A		E	E	E	E	E	E	E	E	E	E
Day, Maxwell	7A		/	/	/	/	/	/	/	/	/	/
Dixon, Poppy	7A		/	/	/	/	/	/	/	/	/	/
Hamilton, Rosie	7A		/	/	/	/	/	/	/	/	/	/
Harris, Róis	7A		/	/	/	/	/	/	/	/	/	/
Jones, Rhea	7A		/	/	/	/	/	/	/	/	/	/
Kear, Joshua	7A		/	/	/	/	/	/	/	/	/	/
Mills, Olivia	7A		X	X	R	R	X	X	R	R	X	X
Michell, Harry	7A		/	/	/	/	/	/	/	/	/	/
Rees, Yassin	7A		/	/	/	/	/	/	/	/	/	/
Reid, Brayden	7A		/	/	/	/	/	/	/	/	/	/
Short, Jon	7A		/	/	/	/	X	X	X	X	X	X
Stone, Alice	7A		/	/	/	/	/	/	/	/	/	/
Washington, Lekan	7A		/	/	/	/	/	/	/	/	/	/
Wesley, Kim	7A		R	R	R	R	/	/	/	/	/	/

Attendance subcodes can be displayed, added, edited and deleted via Edit Marks. The presence of a subcode is denoted by a blue triangle in the bottom right hand corner of the session cell.

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**Edit Marks**

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**Edit Service Marks - Yrs 00000001 - 7A**

Save Undo Print Refresh Codes **Preserve** Minutes Late Comments Vertical Links

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Previous Week Next Week Select All  Show only students with Unexplained Absences today

Name	Flag	Interventions	Mon 08:02		Tue 09:02		Wed 10:02		Thu 11:02		Fri 12:02	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Adeyemi, Abegunde	7A		X	X	X	X	X	X	X	X	X	X
Bryne, Hazel	7A		/	/	/	/	/	/	/	/	/	/
Bryne, Shay	7A		E	E	E	E	E	E	E	E	E	E
Day, Maxwell	7A		/	/	/	/	/	/	/	/	/	/
Dennis, Poppe	7A		/	/	/	/	/	/	/	/	/	/
Hamilton, Aesha	7A		/	/	/	/	/	/	/	/	/	/
Harris, Reta	7A		/	/	/	/	/	/	/	/	/	/
Jones, Rave	7A		/	/	/	/	/	/	/	/	/	/
Kear, Joshua	7A		/	/	/	/	/	/	/	/	/	/
Mills, Olivia	7A		X	X	X	X	X	X	X	X	X	X
Michell, Henry	7A		/	/	/	/	/	/	/	/	/	/
Ploos, Yassin	7A		/	/	/	/	/	/	/	/	/	/
Reed, Brayden	7A		/	/	/	/	/	/	/	/	/	/
Shant, Jon	7A		/	/	/	/	X	X	X	X	X	X
Stone, Alice	7A		/	/	/	/	/	/	/	/	/	/
Washington, Lokan	7A		/	/	/	/	/	/	/	/	/	/
Wesley, Kim	7A		/	/	/	/	/	/	/	/	/	/

Subcodes can only be added for attendance codes when **Preserve** has been toggled to **Overwrite**.

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**Edit Session Marks - Y6 00000001 - 7A**

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[Previous Week](#) [Next Week](#) [Select All](#)  Show only students with Unexplained Absences today

Name	Flag	Interventions	Mon 09:00		Tue 09:00		Wed 10:00		Thu 11:00		Fri 10:00	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
<b>Adams, Abigail</b>	7A		X	X	X	X	X	X	X	X	X	X
Bryne, Hazel	7A		/	/	/	/	/	/	/	/	/	/
Bryne, Shay	7A		E	E	E	E	E	E	E	E	E	E
Day, Maxwell	7A		/	/	/	/	/	/	/	/	/	/
Dexter, Poppy	7A		/	/	/	/	/	/	/	/	/	/
Hamilton, Aasia	7A		/	/	/	/	/	/	/	/	/	/
Harris, Rishi	7A		/	/	/	/	/	/	/	/	/	/
Jones, Rhea	7A		/	/	/	/	/	/	/	/	/	/
Kear, Joshua	7A		/	/	/	/	/	/	/	/	/	/
Mills, Olivia	7A		X	X	X	X	X	X	X	X	X	X
Michell, Harry	7A		/	/	/	/	/	/	/	/	/	/
Pace, Yasmin	7A		/	/	/	/	/	/	/	/	/	/
Peat, Brayden	7A		/	/	/	/	/	/	/	/	/	/
Short, Jon	7A		/	/	/	/	/	X	X	X	X	X
Stone, Alice	7A		/	/	/	/	/	/	/	/	/	/
Washington, Leticia	7A		/	/	/	/	/	/	/	/	/	/
Wesley, Kim	7A		R	R	R	R	/	/	/	/	/	/

In Edit Marks any multiple entry of subcodes is likely to be done horizontally, i.e. for contiguous sessions across a week for the same pupil.

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Browser: Reports, Routines, Tools, Windows, Help

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Buttons: Links, Help, Close

Buttons: Save, Undo, Print, Refresh, Codes, **Overwrite**, Minutes Late, Comments, Vertical, Links

Buttons: Previous Week, Next Week, Select All, Show only students with Unexplained Absences today

Name	Flag	Interventions	Mon 08/02		Tue 09/02		Wed 10/02		Thu 11/02		Fri 12/02	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Adeyemi, Abegunde	7A		X	X	X	X	X	X	X	X	X	X
Bryne, Hazel	7A		/	/	/	/	/	/	/	/	/	/
Bryne, Shay	7A		E	E	E	E	E	E	E	E	E	E
Day, Maxwell	7A		/	/	/	/	/	/	/	/	/	/
Dexter, Pajae	7A		/	/	/	/	/	/	/	/	/	/
Hamilton, Aasia	7A		/	/	/	/	/	/	/	/	/	/
Harris, Raia	7A		/	/	/	/	/	/	/	/	/	/
Jones, Reya	7A		/	/	/	/	/	/	/	/	/	/
Kou, Joshua	7A		/	/	/	/	/	/	/	/	/	/
Mills, Olivia	7A		X	X	X	X	X	X	X	X	X	X
Mitchell, Henry	7A		/	/	/	/	/	/	/	/	/	/
Pless, Yassin	7A		/	/	/	/	/	/	/	/	/	/
Reid, Brayden	7A		/	/	/	/	/	/	/	/	/	/
Shart, Jon	7A		/	/	/	/	X	X	X	X	X	X
Sone, Alice	7A		/	/	/	/	/	/	/	/	/	/
Washington, Lektan	7A		/	/	/	/	/	/	/	/	/	/
Wesley, Kim	7A		/	/	/	/	/	/	/	/	/	/

The following example illustrates the process for the horizontal multiple entry of subcodes in Edit Marks.

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**Edit Marks**

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**Edit Session Marks - Y6 00000001 - 7A**

Save Undo Print Refresh Codes Overwrite Minutes Late Comments Vertical Links

Previous Week Next Week Select All Show only students with Unexplained Absences today

Name	Flag	Interventions	Mon 08:02		Tue 09:02		Wed 10:02		Thu 11:02		Fri 12:02	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Adeyemi, Adegunde	7A		X	X	X	X	X	X	X	X	X	X
Bryne, Hazel	7A		/	/	/	/	/	/	/	/	/	/
Bryne, Shay	7A		/	/	/	/	/	/	/	/	/	/
Day, Maxwell	7A		/	/	/	/	/	/	/	/	/	/
Doran, Poppy	7A		/	/	/	/	/	/	/	/	/	/
Hamilton, Jessica	7A		/	/	/	/	/	/	/	/	/	/
Harris, Róis	7A		/	/	/	/	/	/	/	/	/	/
Jones, Róis	7A		/	/	/	/	/	/	/	/	/	/
Kear, Joshua	7A		/	/	/	/	/	/	/	/	/	/
Mills, Olivia	7A		X	X	X	X	X	X	X	X	X	X
Mitchell, Henry	7A		/	/	/	/	/	/	/	/	/	/
Pearce, Yassin	7A		/	/	/	/	/	/	/	/	/	/
Reid, Brayden	7A		/	/	/	/	/	/	/	/	/	/
Shart, Jon	7A		/	/	/	/	X	X	X	X	X	X
Stone, Alice	7A		/	/	/	/	/	/	/	/	/	/
Washington, Lekan	7A		/	/	/	/	/	/	/	/	/	/
Wester, Ken	7A		/	/	/	/	/	/	/	/	/	/

Left mouse click on the first session to be included ...

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Edit Marks

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Edit Session Marks - Y6 00000001 - Y6

Save Undo Print Refresh Codes Overwrite Minutes Late Comments Vertical Links

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Previous Week Next Week Select All  Show only students with Unexplained Absences tally

Name	Flag	Interventions	Mon 08:00		Tue 09:00		Wed 10:00		Thu 11:00		Fri 12:00	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Adeyemi, Abegunde	7A		X	X	X	X	X	X	X	X	X	X
Bryne, Hazel	7A		/	/	/	/	/	/	/	/	/	/
Bryne, Shay	7A		/	/	/	/	/	/	/	/	/	/
Day, Maxwell	7A		/	/	/	/	/	/	/	/	/	/
Dixon, Poppy	7A		/	/	/	/	/	/	/	/	/	/
Hamilton, Rosie	7A		/	/	/	/	/	/	/	/	/	/
Harris, Róis	7A		/	/	/	/	/	/	/	/	/	/
Jones, Rhea	7A		/	/	/	/	/	/	/	/	/	/
Kear, Joshua	7A		/	/	/	/	/	/	/	/	/	/
Mills, Olivia	7A		X	X	X	X	X	X	X	X	X	X
Michell, Harry	7A		/	/	/	/	/	/	/	/	/	/
Rees, Yassin	7A		/	/	/	/	/	/	/	/	/	/
Reid, Brayden	7A		/	/	/	/	/	/	/	/	/	/
Short, Jon	7A		/	/	/	/	X	X	X	X	X	X
Stone, Alice	7A		/	/	/	/	/	/	/	/	/	/
Washington, Lekan	7A		/	/	/	/	/	/	/	/	/	/
Wheeler, Kim	7A		X	X	X	X	/	/	/	/	/	/

Left mouse click on the first session to be included ...

... and then holding down the Shift key right mouse click on the last contiguous session to be included.

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**Edit Marks**

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Links Help Close

**Edit Session Marks - Y6 00000001 - 7A**

Save Undo Print Refresh Codes Overwrite Minutes Late Comments Vertical Links

Previous Week Next Week Select All Show only students with Unexplained Absences today

Name	Flag	Interventions	Mon 08:02		Tue 09:02		Wed 10:02		Thu 11:02		Fri 12:02	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Adeyemi, Adejunde	7A		X	X	B	B	X	X	B	B	X	X
Bryon, Hazel	7A		/	/	/	/	/	/	/	/	/	/
Bryon, Shay	7A		/	/	/	/	/	/	/	/	/	/
Day, Maxwell	7A		/	/	/	/	/	/	/	/	/	/
Demian, Popis	7A		/	/	/	/	/	/	/	/	/	/
Hamilton, Jessica	7A		/	/	/	/	/	/	/	/	/	/
Harris, Rina	7A		/	/	/	/	/	/	/	/	/	/
Jones, Rya	7A		/	/	/	/	/	/	/	/	/	/
Kear, Joshua	7A		/	/	/	/	/	/	/	/	/	/
Mills, Olivia	7A		X	X	B	B	X	X	B	B	X	X
Mitchell, Henry	7A		/	/	/	/	/	/	/	/	/	/
Ploos, Yassin	7A		/	/	/	/	/	/	/	/	/	/
Reid, Brayden	7A		/	/	/	/	/	/	/	/	/	/
Shart, Jon	7A		/	/	/	/	/	X	B	B	X	X
Stone, Alice	7A		/	/	/	/	/	/	/	/	/	/
Washington, Lekan	7A		/	/	/	/	/	/	/	/	/	/
Wester, Ken	7A		B	B	B	B	/	/	/	/	/	/

Display Codes  
 Enter Comments  
 Enter Minutes Late  
 Enter Subcode

**Enter Subcode** is available from the list of choices, as we have selected contiguous sessions with the same attendance code and the same subcode.

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Browser: Reports, Routines, Tools, Minutes, Help

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**Edit Marks**

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**Edit Service Marks - Y6 00000021 - 7A**

Save Undo Print Refresh Codes Overwrite Minutes Late Comments Vertical Links

Help Print Close

Previous Week Next Week Select All  Show only students with Unexplained Absences today

Name	Flag	Interventions	Mon 08:00		Tue 09:00		Wed 10:00		Thu 11:00		Fri 12:00	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Adeyemi, Abigunle	7A		X	X	R	R	X	X	R	R	X	X
Bryne, Hazel	7A		/	/	/	/	/	/	/	/	/	/
<b>Bryne, Shay</b>	<b>7A</b>		<b>/</b>	<b>/</b>	<b>/</b>	<b>/</b>	<b>/</b>	<b>/</b>	<b>/</b>	<b>/</b>	<b>/</b>	<b>/</b>
Day, Maxwell	7A		/	/	/	/	/	/	/	/	/	/
Dennis, Pops	7A		/	/	/	/	/	/	/	/	/	/
Hamilton, Aasia	7A		/	/	/	/	/	/	/	/	/	/
Harris, Róis	7A		/	/	/	/	/	/	/	/	/	/
Jones, Rhea	7A		/	/	/	/	/	/	/	/	/	/
Kear, Joshua	7A		/	/	/	/	/	/	/	/	/	/
Mills, Olivia	7A		X	X	R	R	X	X	R	R	X	X
Michell, Henry	7A		/	/	/	/	/	/	/	/	/	/
Pless, Yassin	7A		/	/	/	/	/	/	/	/	/	/
Reed, Brayden	7A		/	/	/	/	/	/	/	/	/	/
Shant, Jon	7A		/	/	/	/	X	R	R	X	X	
Stone, Alice	7A		/	/	/	/	/	/	/	/	/	/
Washington, Lokan	7A		/	/	/	/	/	/	/	/	/	/
Wesley, Kim	7A		R	R	R	R	/	/	/	/	/	/

Display Codes  
 Enter Comments  
 Enter Minutes Late  
 Enter Subcode

**Enter Subcode** is available from the list of choices, as we have selected contiguous sessions with the same attendance code and the same subcode.

In this case they are the 'same' subcode, in that 'no' subcode has yet been applied for any of the selected | attendance codes.

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Edit Marks

Edit Service Marks - Y6 00000021 - 7A

Previous Week, Next Week, Select All, Show only students with Unexplained Absences today

Name	Flag	Interventions	Mon 08:00		Tue 09:00		Wed 10:00		Thu 11:00		Fri 12:00	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Adeyemi, Abigunle	7A		X	X	R	R	X	X	R	R	X	X
Byrne, Hazel	7A		/	/	/	/	/	/	/	/	/	/
Byrne, Shay	7A		L	L	L	L	L	L	L	L	L	L
Day, Maxwell	7A		/	/	/	/	/	/	/	/	/	/
Dennis, Pippa	7A		/	/	/	/	/	/	/	/	/	/
Hamilton, Beala	7A		/	/	/	/	/	/	/	/	/	/
Harris, Kaiti	7A		/	/	/	/	/	/	/	/	/	/
Jones, Rhea	7A		/	/	/	/	/	/	/	/	/	/
Kear, Joshua	7A		/	/	/	/	/	/	/	/	/	/
Mills, Olivia	7A		X	X	R	R	X	X	R	R	X	X
Mitchell, Henry	7A		/	/	/	/	/	/	/	/	/	/
Ploot, Yasmine	7A		/	/	/	/	/	/	/	/	/	/
Reid, Brydian	7A		/	/	/	/	/	/	/	/	/	/
Shart, Jon	7A		/	/	/	/	X	R	R	X	X	
Stone, Alice	7A		/	/	/	/	/	/	/	/	/	/
Washington, Lektan	7A		/	/	/	/	/	/	/	/	/	/
Winder, Kim	7A		R	R	R	R	/	/	/	/	/	/

- Display Codes
- Enter Comments
- Enter Minutes Late
- Enter Subcode



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Excel Marks

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Edit Session Marks - VHS 06020001 - 7A

Save Undo Print Refresh Codes Overwrite Minutes Late Comments Vertical Links

Help Login Close

Previous Week Next Week Select All  Show only students with Unexplained Absences today

Name	Reg	Interventions	Mon (08/02)		Tue (09/02)		Wed (10/02)		Thu (11/02)		Fri (12/02)	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Adajani, Abegunde	7A		X	X	S	S	X	X	S	S	X	X
Byrne, Hazel	7A		/	/	/	/	/	/	/	/	/	/
Byrne, Shy	7A		I	I	I	I	I	I	I	I	I	I
Day, Maxwell	7A		/	/	/	/	/	/	/	/	/	/
Denson, Paolo	7A		/	/	/	/	/	/	/	/	/	/
Hamilton, Alexis	7A		/	/	/	/	/	/	/	/	/	/
Harris, Renee	7A		/	/	/	/	/	/	/	/	/	/
Jones, Raya	7A		/	/	/	/	/	/	/	/	/	/
Kear, Joshua	7A		/	/	/	/	/	/	/	/	/	/
Mills, Olivia	7A		X	X	X	X	X	X	X	X	X	X
Mitchell, Henry	7A		/	/	/	/	/	/	/	/	/	/
Ross, Yassin	7A		/	/	/	/	/	/	/	/	/	/
Field, Brayden	7A		/	/	/	/	/	/	/	/	/	/
Short, Jon	7A		/	/	/	/	X	X	X	X	X	X
Stone, Alice	7A		/	/	/	/	/	/	/	/	/	/
Washington, Lekan	7A		/	/	/	/	/	/	/	/	/	/
Walker, Kim	7A		X	X	X	X	/	/	/	/	/	/

Attendance Subcode

Subcode

Subcode

OK Cancel

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Edit Marks

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Edit Session Marks - 7A 00000001 - 7A

Save Undo Print Refresh Codes Overwrite Minutes Late Comments Vertical Links

Previous Week Next Week Select All Show only students with Unexplained Absences today

Name	Flag	Interventions	Mon 08:02		Tue 09:02		Wed 10:02		Thu 11:02		Fri 12:02	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Adeyemi, Abegunde	7A		X	X	X	X	X	X	X	X	X	X
Bryne, Hazel	7A		J	N	J	N	J	N	J	N	J	N
Bryne, Shay	7A		J	L	J	L	J	L	J	L	J	L
Day, Maxwell	7A		J	N	J	N	J	N	J	N	J	N
Dennis, Popie	7A		J	J	J	J	J	N	J	N	J	N
Hamilton, Becca	7A		J	N	J	N	J	N	J	N	J	N
Harris, Raine	7A		J	N	J	N	J	N	J	N	J	N
Jones, Rya	7A		J	N	J	N	J	N	J	N	J	N
Kear, Joshua	7A		J	N	J	N	J	N	J	N	J	N
Mills, Olivia	7A		X	X	X	X	X	X	X	X	X	X
Mitchell, Henry	7A		J	N	J	N	J	N	J	N	J	N
Ploos, Yassin	7A		J	N	J	N	J	N	J	N	J	N
Reid, Brayden	7A		J	N	J	N	J	N	J	N	J	N
Shart, Jon	7A		J	N	J	N	J	X	X	X	X	X
Stone, Alice	7A		J	N	J	N	J	N	J	N	J	N
Washington, Lekan	7A		J	N	J	N	J	N	J	N	J	N
Wesley, Ken	7A		X	X	X	X	J	N	J	N	J	N

Attendance Subcode

Subcode

Subcode

01 - Absent

02 - Illness - Confirmed (over 10 days)

03 - Illness - Unconfirmed (over 10 days)

04 - Other

05 - Other

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Name	Flag	Interventions	Mon 09:02		Tue 09:02		Wed 09:02		Thu 11:02		Fri 12:02	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Adeyemi, Abegunde	7A		X	X	X	X	X	X	X	X	X	X
Bryne, Hazel	7A		/	/	/	/	/	/	/	/	/	/
Bryne, Shay	7A		/	/	/	/	/	/	/	/	/	/
Day, Maxwell	7A		/	/	/	/	/	/	/	/	/	/
Dennis, Popie	7A		/	/	/	/	/	/	/	/	/	/
Hamilton, Abaka	7A		/	/	/	/	/	/	/	/	/	/
Harris, Raine	7A		/	/	/	/	/	/	/	/	/	/
Jones, Rya	7A		/	/	/	/	/	/	/	/	/	/
Kear, Joshua	7A		/	/	/	/	/	/	/	/	/	/
Mills, Olivia	7A		X	X	X	X	X	X	X	X	X	X
Michell, Henry	7A		/	/	/	/	/	/	/	/	/	/
Price, Yamin	7A		/	/	/	/	/	/	/	/	/	/
Reid, Bradley	7A		/	/	/	/	/	/	/	/	/	/
Shart, Jon	7A		/	/	/	/	/	X	X	X	X	X
Stone, Alice	7A		/	/	/	/	/	/	/	/	/	/
Washington, Lekan	7A		/	/	/	/	/	/	/	/	/	/
Wheeler, Ken	7A		/	/	/	/	/	/	/	/	/	/

Attendance Subcode

Subcode

Subcode

OK Cancel

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Previous Week Next Week Select All Show only students with Unexplained Absences today

Name	Reg	Interventions	Mon 08/02		Tue 09/02		Wed 10/02		Thu 11/02		Fri 12/02	
			AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Adeyemi, Abayomi	7A		X	X	X	X	X	X	X	X	X	X
Bryon, Hazel	7A		?	?	?	?	?	?	?	?	?	?
Bryon, Shay	7A		?	?	?	?	?	?	?	?	?	?
Day, Maxwell	7A		?	?	?	?	?	?	?	?	?	?
Dixon, Poppy	7A		?	?	?	?	?	?	?	?	?	?
Hamilton, Becca	7A		? in 7A with n/a									
Harris, Faith	7A		Subcode 102 - illness - Confirmed case COVID-19									
Jones, Raya	7A		?	?	?	?	?	?	?	?	?	?
Kear, Joshua	7A		?	?	?	?	?	?	?	?	?	?
Mills, Olivia	7A		X	X	X	X	X	X	X	X	X	X
Michell, Henry	7A		?	?	?	?	?	?	?	?	?	?
Pless, Yassin	7A		?	?	?	?	?	?	?	?	?	?
Reid, Bradley	7A		?	?	?	?	?	?	?	?	?	?
Short, Jon	7A		?	?	?	?	X	X	X	X	X	X
Stone, Alice	7A		?	?	?	?	?	?	?	?	?	?
Washington, Lukas	7A		?	?	?	?	?	?	?	?	?	?
Wester, Kim	7A		X	X	X	X	?	?	?	?	?	?

Hover Help

Hover Help confirms that subcode 102 has been applied to all the sessions of the week for the relevant pupil.

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