

Recording Absence & Cover in SIMS

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Recording Absence & Cover in SIMS

In the context of a secondary school, Cover 7 and Personnel 7 are now linked. Absences recorded in Cover are visible in Personnel and training sessions recorded in Personnel are visible as absences in Cover or visa versa.

There are eight Statutory Absence codes that will be collected for the purpose of Workforce Census – see Appendix 1 for DCSF rationale. When you set up absence reasons in Cover you have to link them to one of the eight listed below.

- Sickness
- Maternity/Paternity leave
- Other paid authorised absence, e.g. compassionate leave
- Paid absence for public duties
- Secondment
- Unauthorised absence
- Unpaid, authorised absence
- Training

If the absence is an internal meeting or review, then that reason will need to be flagged as **Internal Unavailability** in the Reasons for Absence set up.

It is recommended that for Sickness no sub-reasons be created in Cover, as this information should be held on the individual personnel record. For confidentiality it would be the responsibility of the Personnel Officer to detail the more finite reason in the staff personnel record.

Analysis of absence, excluding the illness category, can be more in depth in Cover 7 than in Nova-T4 depending on absence reasons created.

Training absence should be recorded in Cover 7 and will seen in Personnel as an absence. There is the facility to record in the Professional section in Personnel the detail of the training event.

Appendix 1

The following is an extract from the guidance notes for School Workforce Census produced by the DCSF.

‘For the purpose of the Workforce Census, Absence is defined more broadly than just sickness absence. It includes any activity or circumstance that takes a member of staff away from normal duties with their usual employer. Hence categories are included, such as training and secondment, which may not normally be referred to as absences in common parlance. Where necessary, LAs and schools should make arrangements to start recording this information in a suitable format for use in the School Workforce Census. For this purpose, training includes any personal development which

necessitates the staff member being absent from their normal duties, e.g. observing another teacher, NQT non-contact time.'

Absence data will be collected by the School Workforce Census in January only, for the previous calendar year and absence on Census day. Absences can be recorded in SIMS .net for all staff but SWC will only collect data for teachers, agency teachers and teaching assistants. There is no impact on FMS calculations from data recorded relating to absences.

School Workforce Return

Fields that will be collected:

Training Absences

- Start date of absence
- End date of absence
- End time of absence

Absences

- Start date
- End date
- Number of days
- Type/Reason (the eight listed above)
- Payroll absence category