

Cover uses a two tiered system of reasons for closures and absences. For example, the reason for a room closure could be **Maintenance** and this may have several sub reasons; **Installation of Lighting Equipment, Electrical Safety Testing**, etc. By using a two tiered system, a detailed statistical analysis of staff absences and room closures can be maintained.

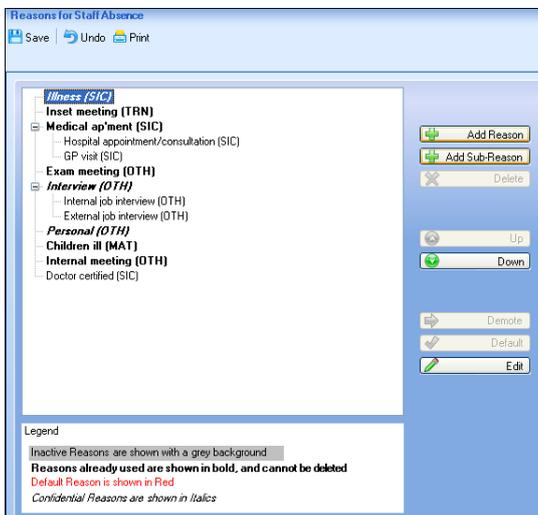
Reasons for absence and closures must be defined before staff absences can be recorded or alternative rooms allocated to a room closure.

Defining Reasons for a Staff Absence

A reason for a staff absence from school activities (e.g. illness, maternity leave, etc.) must be created in order to assign cover for an absent member of staff.

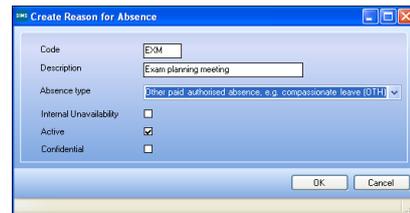
Once created and in use, confidential reasons are shown in italics, default reasons are displayed in red text and bold text indicates that the reason for absence has already been assigned to a staff member's period of absence. Inactive reasons have a grey background. All of these are explained in the **Legend** panel.

1. Select **Tools | Cover | Reasons for Absence** to display the **Reasons for Staff Absence** page.



2. Click the **Add Reason** button to display the **Create Reason for Absence** dialog.

3. Enter a unique absence **Code** (up to three characters) and a **Description** then select an **Absence type** from the drop-down list.



*NOTE: Absence types are specified via a Personnel 7 Lookup (Statutory with Category). If the **Internal Unavailability** check box is selected, then where a member of staff is absent for this reason, e.g. **Meeting**, the absence is counted in Cover only. This absence is not displayed in the personnel records and is not counted in the School Workforce Census Return.*

The **Active** check box is selected by default. This ensures that the reason for absence is displayed in the Cover Diary.

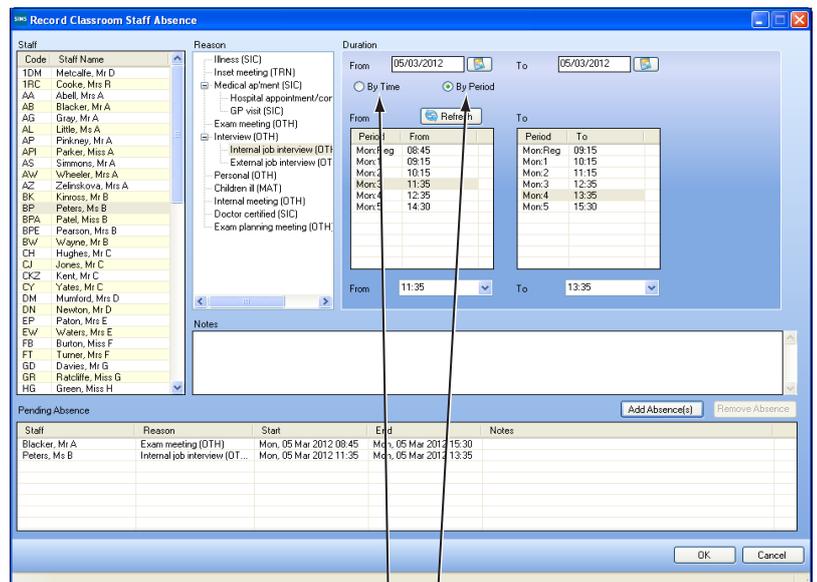
4. Select the **Confidential** check box to hide the reason for absence in the Cover Diary and on reports such as the **Noticeboard Summary**.
5. Click the **OK** button to add the reason for absence to the list on the **Reasons for Staff Absence** page. To assign the reason as the default option, highlight the reason and click the **Default** button.

*NOTE: Items can be moved between the two tiers by highlighting the required reason then clicking the **Demote** or **Promote** button, e.g. **Interview** is the reason for absence, **Internal interview** is the sub-reason. Select **Internal interview** and click the **Up** or **Down** button to place this below **Interview** in the list then click the **Demote** button.*

6. Click the **Save** button.

Recording Staff Absences

1. Select **Focus | School | Arrange Cover** to display the **Cover Diary** browser.
2. Enter the required date criteria then click the **Search** button.
3. Click the **New Absence** button to display the **Record Classroom Staff Absence** dialog.
4. Select the absent member of staff to be added to the Cover Diary from the **Staff** panel. If several members of staff are absent for the same reason, multi-select their names by holding down the **Ctrl** key then clicking each person to highlight them.
5. Highlight a reason for the absence(s) in the **Reason** panel.
6. In the **Duration** panel, specify the date range by selecting a **From** and **To** date using the respective **Calendar** buttons.
7. Enter a description of the absence in the **Notes** panel, e.g. **Jury Duty** if required.
8. Click the **Add Absence(s)** button. The member(s) of staff are displayed in the **Pending Absence** panel at the bottom of the dialog.
9. Click the **OK** button to add the staff absence(s) to the Cover Diary.



The absent member(s) of staff are shown as requiring cover in the **Cover Arrangements** panel.

10. Click the **Save** button to save the Cover Diary.

You can record the absence as sessions of time by selecting the **By Time** radio button and then the required options from the drop-down lists. Alternatively, you can record the absence by period by selecting the **By Period** radio button and then the required options from the drop-down lists.

Defining Reasons for a Room Closure

A reason for a room closure (e.g. Pest Control, Heating Failure, etc.) must be created in order to allocate an alternative room for a scheduled class or activity.

1. Select **Tools | Cover | Reasons for Closure** to display the **Reasons for Room Closure** page.
2. Click the **Add Reason** button to display the **Create Reason for Closure** dialog.
3. Enter a unique closure **Code** (up to three characters) and a **Description**.

The **Active** check box is selected by default. This ensures that the reason for absence is displayed in the Cover Diary.

4. Select the **Confidential** check box to hide the reason for the absence in the Cover Diary and on reports, e.g. the **Noticeboard Summary**.
5. Click the **OK** button to add the reason for closure to the list on the **Reasons for Room Closure** page. To assign the reason as the default option, highlight the reason then click the **Default** button.

*NOTE: Reasons for closure can be moved between the two tiers by clicking the **Demote** or **Promote** buttons, e.g. **Maintenance** is the reason for closure, **Pest Control** is the sub-reason. Highlight **Pest Control** and click the **Up** or **Down** button to place **Pest Control** below **Maintenance** in the list then click the **Demote** button.*

6. Click the **Save** button.

Recording Room Closures

Room closures are added, edited and deleted using the Cover Diary. Reasons for closure must be set up prior to recording room closures. This is achieved via **Tools | Cover | Reasons for Closure**.

1. Select **Focus | School | Arrange Cover** to display the **Cover Diary** browser.
2. Enter the required date criteria then click the **Search** button.
3. Click the **New Closure** button to display the **Record Room Closures** dialog.
4. Highlight the room you wish to close in the **Rooms** panel (use the **Ctrl** key and click to select multiple rooms, if required).
5. Select a reason for the room closure from the **Reason** panel, e.g. **Heating Failure**.
6. Enter a description (e.g. radiators not working) for the room closure in the **Notes** panel, if required.
7. Click the **Add Closure(s)** button to add the room closure into the **Pending Closures** panel at the bottom of the dialog.
8. Click the **OK** button to add the closure(s) to the Cover Diary then click the **Save** button to save the Cover Diary.

Excluding Rooms from Cover

It may be necessary to exclude certain rooms from being used as a room replacement if they are not set up as classrooms. For example, it is unlikely that the Caretaker's Stock Room or the Weights Gym would be used to stage a scheduled class or activity, if more suitable rooms are available.

To prevent the list of available rooms from displaying inappropriate alternatives, these rooms can be marked with an Exclude from Cover flag.

1. Select **Focus | School | Rooms** to display the **Search Rooms** browser.
2. To display all rooms, click the **Search** button. Alternatively, search for a specific room by entering a **Short Name** or **Long Name**, or selecting a location then clicking the **Search** button.
3. Double-click the required room to display the **Room Details** page.
4. To ensure the room cannot mistakenly be used for cover, select the **Exclude from Cover** check box.
5. Click the **Save** button to save the changes.

CAPITA

Capita SIMS, Franklin Court, Priory Business Park, Cardington, Bedfordshire MK44 3JZ
Tel: 01234 838080 Fax: 01234 832036 Email: sales@capita.co.uk Web: www.capita-cs.co.uk

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This guide is based on the version of the software (7.144) in use at the time of publication.